



# EXAMINER STANDARDIZATION COURSE

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**Directorate General for Civil Aviation Regulation (DGCAR)**

Pursuant to ICAO Critical Element (5) “Technical Guidance, Tools and Provision of Safety Critical Information”, the Directorate General for Civil Aviation Regulation (DGCAR), hereby approves the

**Examiner Standardization Course**

**Effective on 01/09/2024**

as an Acceptable Means of Compliance and Guidance Manual of the Industry and Personal Licensing Inspector and staff.



**Mr. Mubarak Saleh Mubarak Al-Ghelani**

**Acting Director General of Civil Aviation Regulation**



### AMENDMENT RECORD

Rev.	Effective Date	Description
00	01 SEP 24	The first issue of this examiner standardization course manual.

### DISTRIBUTION LIST

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## ACRONYMS

The following terms and acronyms used in this manual:

(A)	-	Airplane
AFM	-	Aircraft Flight Manual
AMC	-	Acceptable Means of Compliance
AoC	-	Assessment of Competence
AOM	-	Aircraft Operating Manual
As	-	Airship
ATC	-	Air Traffic Control
ATO	-	Approved Training Organization
ATPL	-	Air Transport Pilot Licence
BIR	-	Basic Instrument Rating
CAA	-	Civil Aviation Authority
CAR	-	Civil Aviation Regulation
CPL	-	Commercial Pilot Licence
CRE	-	Class Rating Examiner
CRI	-	Class Rating Instructor
DFS	-	Director Flight Safety
DG	-	Director General
DGCAR-	-	Director General Civil Aviation Regulations
DSRD	-	Director Safety Regulation Department
EBT	-	Evidence Based Training
FCL	-	Flight Crew Licensing
FE	-	Flight Examiner
FEM	-	Flight Examiner Manual
FI	-	Flight Instructor
FFS	-	Full Flight Simulator
FIE	-	Flight Instructor Examiner
FSD	-	Flight Safety Department
FSTD	-	Flight Simulation Training Device
GM	-	Guidance Material
(H)	-	Helicopter

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ICAO	-	International Civil Aviation Organization
IMC	-	Instrument Metrological Condition
IR	-	Instrument Rating
IRE	-	Instrument Rating Examiner
IRI	-	Instrument Rating Instructor
LAPL	-	Light Aircraft Pilot Licence
MCC	-	Multi Crew Cooperation
MP	-	Multi Pilot
MPL	-	Multi Pilot License
PEL	-	Personnel Licensing
PIC	-	Pilot In Command
PL	-	Powered Lift
PPL	-	Private Pilot License
SFE	-	Synthetic Flight Examiner
SFI	-	Synthetic Flight Instructor
STI	-	Synthetic Training Instructor
SRD	-	Safety Regulations Department
TR	-	Type Rating
TRE	-	Type Rating Examiner
TRI	-	Type Rating Instructor

**TABLE OF CONTENTS**

AMENDMENT RECORD ..... 3

DISTRIBUTION LIST ..... 3

ACRONYMS ..... 4

TABLE OF CONTENTS ..... 6

FORWARD ..... 8

1. Applicability..... 9

2. Objective..... 9

3. Training Contents..... 9

3.1. Course duration. The examiner standardization course last: ..... 9

3.2. Theoretical training..... 9

3.3. Practical training ..... 9

3.4. Examiner Assessment of Competence..... 10

4. Examiner Privileges and Conditions..... 10

4.1. Flight Examiner (FE) Privileges and Conditions..... 10

4.2. Type Rating Examiner (TRE) Privileges and Conditions..... 11

4.3. Class Rating Examiner (CRE) Privileges. .... 12

4.4. Instrument Rating Examiner (IRE) Privileges. .... 12

4.5. Synthetic Flight Examiner (SFE) Privileges and Conditions. .... 12

4.6. Flight Instructor Examiner (FIE) Privileges and Conditions..... 13

5. Examiner Prerequisites. .... 14

5.1. Examiner Common & Prerequisites Requirements ..... 14

5.2. Flight Examiner (FE) Prerequisites..... 14

5.3. Type Rating Examiner (TRE) Prerequisites..... 14

5.4. Class Rating Examiner (CRE) Prerequisites. Applicants for a CRE certificate shall: ..... 15

5.5. Instrument Rating Examiner (IRE) Prerequisites..... 15

5.6. Synthetic Flight Examiner (SFE) Prerequisites. .... 16

5.7. Flight Instructor Examiner (FIE)Prerequisites ..... 17

6. Examiner Qualification..... 18

6.1. Examiner Theoretical Training. The theoretical training covers:..... 18

6.2. Examiner Practical Training..... 18

6.3. Standardization Arrangements for Examiners..... 19

6.4. Examiners Assessment of Competence..... 22

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6.5.	The Conduct of Skill Tests, Proficiency Checks and Assessments of Competence. ....	25
6.6.	Limitation of Privileges in Case of Vested interests. Examiners shall not conduct: .....	26
6.7.	Validity, Revalidation and Renewal of Examiner certificates. ....	26
7.	Examiner Refresher Course.....	28
7.1.	Applicability.....	28
7.2.	Objective.....	28
7.3.	Training Contents.....	28
8.	Examiner Extension of Privileges. ....	28
8.1.	Applicability.....	28
8.2.	Objective.....	28
8.3.	Training Contents.....	28
9.	Senior Examiners Qualification.....	29
9.1.	A senior examiner specifically tasked by the CAA to observe skill tests or proficiency checks for the revalidation of examiner certificates will: .....	29
9.2.	The CAA may conduct a pre-assessment of the applicant or candidate carrying out a skill test and proficiency check under supervision of an inspector of the CAA. ....	29
	Appendix 1 - Examiner Standardization Course Training Syllabi.....	30
	Appendix 2 - Examiner Standardization Briefing - Administrative Procedures.....	34



## FORWARD

ICAO Annex 1 contains Standards and Recommended Practices adopted by the International Civil Aviation Organization as the minimum standards for personnel licensing. Compliance with these ICAO standards requires that, a candidate shall, before being issued with any pilot license or rating, meet such requirements in respect of age, knowledge, experience, flight instruction, skill and medical fitness, as are specified for the applicable license or rating. Also, that, an applicant for any pilot license or rating shall demonstrate, in a manner determined by the CAA, such requirements for knowledge and skill as are specified for that license or rating.

The requirements for pilot examiners are set out in CAR FCL Subpart K, the subpart deals with the common requirements for all examiners and the specific prerequisites, experience and standardization requirements for each category of examiner. CAR FCL also contains the Acceptable Means of Compliance (AMC) and Guidance Material (GM) for the initial standardization of examiners and the revalidation and renewal of Examiner certificates. The AMC material also contains a general guide to the content of a test.

In accordance with CAR FCL FCL.1015 (a) An applicant for an examiner certificate shall undertake a standardization course which is provided by the CAA or which is provided by an ATO and approved by the CAA. The CAA may provide the course itself or through an arrangement with an ATO. This arrangement should clearly state that the ATO is acting under the management system of the CAA.

This procedure manual is approved by the Director General of Civil Aviation Regulation on powers vested by Civil Aviation Law, on the date indicated below for the use & guidance of all applicable personnel for its intended purpose.

Contents of this procedure manual may be changed if needed without prior notification & the right to change is reserved with DGCAR.

## 1. **Applicability.**

The examiner standardization course is applicable to CAR FCL examiner applicant candidate in order to be qualified as an examiner in accordance with CAR FCL. The examiners standardization courses are held by the CAA in cooperation with operators.

## 2. **Objective.**

The objective of this course is to train the examiner applicant candidate to obtain the required knowledge and competencies to manage the role of the examiner in accordance with CAR FCL.

## 3. **Training Contents.**

### 3.1. **Course duration.** The examiner standardization course last:

- (a) For the FE and FIE, at least 1 day, divided into theoretical and practical training.
- (b) For other examiners, at least 3 days, divided into theoretical training (1 day) and practical training in an FFS conducting real or role-played proficiency checks, skill tests or assessments of competence (at least 2 days).

### 3.2. **Theoretical training.**

The theoretical training covers the instructions on the applicable requirements of CAR FCL and the applicable air operations requirements, the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting, a briefing on the CAA administrative procedures, requirements for protection of personal data, liability, accident insurance and fees and an instruction on how to get access to these national procedures and requirements.

### 3.3. **Practical training.**

The practical training covers the conduct of at least 2 skill tests, proficiency checks or assessments of competences for the licenses, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the on the applicable type. The CAA should determine any further training required before presenting the candidate for the examiner assessment of competence.

### 3.4. Examiner Assessment of Competence.

Applicants for an examiner certificate shall demonstrate their competence to an inspector from the CAA or a senior examiner specifically authorized to do so by the CAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

## 4. Examiner Privileges and Conditions.

### 4.1. Flight Examiner (FE) Privileges and Conditions.

- (a) **FE(A).** The privileges of an FE for airplanes are to conduct:
- (1) Skill tests for the issue of the PPL(A) and skill tests and proficiency check for associated single-pilot class and type ratings, except for single-pilot high-performance complex airplanes, provided that the examiner has completed at least 1 000 hours of flight time as a pilot on airplanes or TMGs, including at least 250 hours of flight instruction;
  - (2) Skill tests for the issue of the CPL(A) and skill tests and proficiency check for the associated single-pilot class and type ratings, except for single-pilot high-performance complex airplanes, provided that the examiner has completed at least 2 000 hours of flight time as a pilot on airplanes or TMGs, including at least 250 hours of flight instruction;
  - (3) Skill tests and proficiency check for the LAPL(A), provided that the examiner has completed at least 500 hours of flight time as a pilot on airplanes or TMGs, including at least 100 hours of flight instruction;
  - (4) Skill tests for the issue of a mountain rating, provided that the examiner has completed at least 500 hours of flight time as a pilot on airplanes or TMGs, including at least 500 take-offs and landings of flight instruction for the mountain rating;
  - (5) Proficiency checks for the revalidation and renewal of BIRs, provided that the FE has completed at least 1 500 hours as a pilot on airplanes and complies with the requirements in FCL.1010.IRE(a)(2).
- (b) **FE(H).** The privileges of an FE for helicopters are to conduct:
- (1) Skill tests for the issue of the PPL(H) and skill tests and proficiency check for single-pilot single-engine helicopter type ratings entered in a PPL(H), provided that the examiner has completed 1 000 hours of flight time as a pilot on helicopters, including at least 250 hours of flight instruction;

- (2) Skill tests for the issue of the CPL(H) and skill tests and proficiency check for single-pilot single-engine helicopter type ratings entered in a CPL(H), provided the examiner has completed 2 000 hours of flight time as pilot on helicopters, including at least 250 hours of flight instruction;
  - (3) Skill tests and proficiency check for single-pilot multi-engine helicopter type ratings entered in a PPL(H) or a CPL(H), provided the examiner has completed the requirements in (1) or (2), as applicable, and holds a CPL(H) or ATPL(H) and, when applicable, an IR(H);
  - (4) Skill tests and proficiency check for the LAPL(H), provided that the examiner has completed at least 500 hours of flight time as a pilot on helicopters, including at least 150 hours of flight instruction.
- (c) **FE(As).** The privileges of an FE for airships are to conduct skill tests for the issue of the PPL(As) and CPL(As) and skill tests and proficiency checks for the associated airship type ratings, provided that the examiner has completed 500 hours of flight time as a pilot on airships, including 100 hours of flight instruction.

#### 4.2. Type Rating Examiner (TRE) Privileges and Conditions.

- (a) **TRE(A) and TRE(PL).** The privileges of a TRE for airplanes or powered-lift aircraft are to conduct:
- (1) Skill tests for the initial issue of type ratings for airplanes or powered-lift aircraft, as applicable;
  - (2) Proficiency checks for the revalidation or renewal of type ratings and IRs;
  - (3) Skill tests for ATPL(A) issue;
  - (4) Skill tests for MPL issue, provided that the examiner has complied with the requirements in FCL.925;
  - (5) Assessments of competence for the issue, revalidation or renewal of a TRI or SFI certificates in the applicable aircraft category, provided that they have completed at least 3 years as a TRE and have undergone specific training for the assessment of competence in accordance with point FCL.1015 (b).
- (b) **TRE(H).** The privileges of a TRE(H) are to conduct:
- (1) Skill tests and proficiency checks for the issue, revalidation or renewal of helicopter type ratings;
  - (2) Proficiency checks for the revalidation or renewal of IRs, or for the extension of the IR(H) from single-engine helicopters to multi-engine helicopters, provided the TRE(H) holds a valid IR(H);
  - (3) Skill tests for ATPL(H) issue;

- (4) assessments of competence for the issue, revalidation or renewal of a TRI(H) or SFI(H) certificates, provided that they have completed at least 3 years as a TRE and have undergone specific training for the assessment of competence in accordance with point FCL.1015 (b).

#### **4.3. Class Rating Examiner (CRE) Privileges.**

The privileges of a CRE are to conduct, for single-pilot airplanes, except for single-pilot high-performance complex airplanes:

- (a) Skill tests for the issue of class and type ratings;
- (b) Proficiency checks for:
  - (1) Revalidation or renewal of class and type ratings;
  - (2) Revalidation of IRs, provided that they have completed at least 1500 hours as pilots of airplanes and have competed at least 450 hours of flight time under IFR;
  - (3) Renewal of IRs, provided that they comply with the requirements laid down in point FCL.1010.IRE(a); and
  - (4) Revalidation and renewal of BIRs, provided that the CRE has completed:
    - (i) 1 500 hours of flight time as a pilot of airplanes; and
    - (ii) 450 hours of flight time under IFR; and
- (c) Skill tests for the extension of LAPL(A) privileges to another class or variant of airplane.

#### **4.4. Instrument Rating Examiner (IRE) Privileges.**

The privileges of holders of an instrument rating examiner (IRE) certificate are to conduct skill tests for the issue and proficiency checks for the revalidation or renewal of BIRs and IRs.

#### **4.5. Synthetic Flight Examiner (SFE) Privileges and Conditions.**

**(a) SFE for airplanes (SFE(A)) and SFE for powered-lift aircraft (SFE(PL)).**

The privileges of SFEs for airplanes or powered-lift aircraft are to conduct in an FFS, or for the assessments in point (5) on the applicable FSTD:

- (1) Skill tests and proficiency check for the issue, revalidation or renewal of type ratings for airplanes or powered-lift aircraft, as applicable;
- (2) Proficiency checks for the revalidation or renewal of IRs if combined with the revalidation or renewal of a type rating, provided that they have passed a proficiency check for the aircraft type including the instrument rating within the last year;

- (3) Skill tests for ATPL(A) issue;
- (4) Skill tests for MPL issue, provided that they have complied with the requirements laid down in point FCL.925; and
- (5) Assessments of competence for the issue, revalidation or renewal of an SFI certificate in the relevant aircraft category, provided that they have completed at least 3 years as an SFE(A) and have undergone specific training for the assessment of competence in accordance with point FCL.1015 (b).

**(b) SFE for helicopters (SFE(H)).**

The privileges of an SFEs(H) are to conduct in an FFS or for the assessments in point (4) on the applicable FSTD:

- (1) Skill tests and proficiency check for the issue, revalidation and renewal of type ratings;
- (2) Proficiency checks for the revalidation and renewal of IRs if those checks are combined with the revalidation or renewal of a type rating, provided that the SFEs have passed a proficiency check for the aircraft type including the instrument rating within the last year preceding the proficiency check;
- (3) Skill tests for ATPL(H) issue; and
- (4) Assessments of competence for the issue, revalidation or renewal of an SFI(H) certificate, provided that they have completed at least 3 years as an SFE(H) and have undergone specific training for the assessment of competence in accordance with point FCL.1015 (b).

#### **4.6. Flight Instructor Examiner (FIE) Privileges and Conditions.**

**(a) FIE(A).**

The privileges of an FIE on airplanes are to conduct assessments of competence for the issue, revalidation or renewal of certificates for FI(A), CRI(A), IRI(A) and TRI(A) on single-pilot airplanes, provided that the relevant instructor certificate is held.

**(b) FIE(H).**

The privileges of an FIE on helicopters are to conduct assessments of competence for the issue, revalidation or renewal of certificates for FI(H), IRI(H) and TRI(H) on single-pilot helicopters, provided that the relevant instructor certificate is held.

**(c) FIE(As).**

The privileges of an FIE on airships are to conduct assessments of competence for the issue, revalidation or renewal of instructor certificates of airships, provided that the relevant instructor certificate is held.

## 5. Examiner Prerequisites.

### 5.1. Examiner Common & Prerequisites Requirements

- (a) Holders of an examiner certificate shall hold an equivalent license, rating or certificate to the ones for which they are authorized to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them.
- (b) Holders of an examiner certificate shall be qualified to act as PIC in the aircraft during a skill test, proficiency check or assessment of competence if conducted on the aircraft.
- (c) Applicants for an examiner certificate shall demonstrate that, they have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licenses, ratings or certificates issued in accordance with CAR FCL for non-compliance with Civil Aviation Law and CAR FCL during the last 3 years.

### 5.2. Flight Examiner (FE) Prerequisites.

An applicant for an FE certificate shall hold an FI certificate in the appropriate aircraft category.

### 5.3. Type Rating Examiner (TRE) Prerequisites.

- (a) **TRE(A) and TRE(PL).** Applicants for a TRE certificate for airplanes and powered-lift aircraft shall:
  - (1) In the case of multi-pilot airplanes or powered-lift aircraft, have completed 1 500 hours of flight time as a pilot of multi-pilot airplanes or powered-lift aircraft, as applicable, of which at least 500 hours shall be as PIC;
  - (2) In the case of single-pilot high-performance complex airplanes, have completed 500 hours of flight time as a pilot of single-pilot airplanes, of which at least 200 hours shall be as PIC;
  - (3) Hold a CPL or ATPL and a TRI certificate for the applicable type;
  - (4) For the initial issue of a TRE certificate, have completed at least 50 hours of flight instruction as a TRI, FI or SFI in the applicable type or an FSTD representing that type.
- (b) **TRE(H).** Applicants for a TRE (H) certificate for helicopters shall:
  - (1) Hold a TRI(H) certificate or, in the case of single-pilot single-engine helicopters, a valid FI(H) certificate, for the applicable type;
  - (2) For the initial issue of a TRE certificate, have completed 50 hours of flight instruction as a TRI, FI or SFI in the applicable type or an FSTD representing that type;

- (3) In the case of multi-pilot helicopters, hold a CPL(H) or ATPL(H) and have completed 1 500 hours of flight as a pilot on multi-pilot helicopters, of which at least 500 hours shall be as PIC;
- (4) In the case of single-pilot multi-engine helicopters:
  - (i) Have completed 1 000 hours of flight as pilot on helicopters, of which at least 500 hours shall be as PIC;
  - (ii) Hold a CPL(H) or ATPL(H) and, when applicable, a valid IR(H);
- (5) In the case of single-pilot single-engine helicopters:
  - (i) Have completed 750 hours of flight as a pilot on helicopters, of which at least 500 hours shall be as PIC;
  - (ii) Hold a CPL(H) or ATPL(H).
- (6) Before the privileges of a TRE(H) are extended from single-pilot multi-engine to multi-pilot multi-engine privileges on the same type of helicopter, the holder shall have at least 100 hours in multi-pilot operations on this type.
- (7) In the case of applicants for the first multi-pilot multi-engine TRE certificate, the 1 500 hours of flight experience on multi-pilot helicopters required in (b)(3) may be considered to have been met if they have completed the 500 hours of flight time as PIC on a multi-pilot helicopter of the same type.

**5.4. Class Rating Examiner (CRE) Prerequisites.** Applicants for a CRE certificate shall:

- (a) Hold a CPL(A), MPL(A) or ATPL(A) with single-pilot privileges or have held it and hold a PPL(A);
- (b) Hold a CRI or FI certificate with instructional privileges for the applicable class or type;
- (c) Have completed 500 hours of flight time as a pilot on airplanes.

**5.5. Instrument Rating Examiner (IRE) Prerequisites.**

- (a) **IRE(A).** Applicants for an IRE certificate for airplanes shall hold an IRI(A) or an FI(A) certificate with the privilege to instruct for the IR(A) and shall have completed:
  - (1) 2000 hours of flight time as pilots of airplanes; and
  - (2) 450 hours of flight time under IFR, of which 250 hours shall be as an instructor.



- (b) **IRE(H).** Applicants for an IRE certificate for helicopters shall hold an IRI(H) or an FI(H) certificate with the privilege to instruct for the IR(H) and shall have completed:
  - (1) 2000 hours of flight time as pilots of helicopters; and
  - (2) 300 hours of instrument flight time in helicopters, of which 200 hours shall be as an instructor.
- (c) **IRE(As).** Applicants for an IRE certificate for airships shall hold an IRI(As) or an FI(As) certificate with the privilege to instruct for the IR(As) and shall have completed:
  - (1) 500 hours of flight time as pilots on airships; and
  - (2) 100 hours of instrument flight time on airships, of which 50 hours shall be as an instructor.

#### 5.6. Synthetic Flight Examiner (SFE) Prerequisites.

- (a) **SFE(A).** Applicants for an SFE(A) certificate shall comply with all of the following conditions:
  - (1) In the case of multi-pilot airplanes:
    - (i) Hold or have held an ATPL(A) and a type rating;
    - (ii) Hold an SFI(A) certificate for the applicable type of airplane; and
    - (iii) Have at least 1500 hours of flight time as pilots of multi-pilot airplanes;
  - (2) In the case of single-pilot high-performance complex airplanes:
    - (i) Hold or have held a CPL(A) or an ATPL(A) and a type rating;
    - (ii) Hold an SFI(A) certificate for the applicable class or type of airplane; and
    - (iii) Have at least 500 hours of flight time as pilots of single-pilot airplanes.
  - (3) For the initial issue of an SFE certificate, have completed at least 50 hours of synthetic flight instruction as a TRI(A) or an SFI(A) on the applicable type.
- (b) **SFE(H).** Applicants for an SFE(H) certificate shall comply with all of the following conditions:
  - (1) Hold or have held an ATPL(H), and a type rating for the applicable type of helicopter;
  - (2) Hold an SFI(H) certificate for the applicable type of helicopter;
  - (3) Have at least 1000 hours of flight time as pilots of multi-pilot helicopters;

- (4) For the initial issue of an SFE certificate, have completed at least 50 hours of synthetic flight instruction as a TRI(H) or an SFI(H) on the applicable type.

### 5.7. Flight Instructor Examiner (FIE) Prerequisites

**(a) FIE(A).** Applicants for an FIE (A) certificate for airplanes shall:

- (1) Hold the relevant instructor certificate, as applicable;
- (2) Have completed 2 000 hours of flight time as a pilot on airplanes or TMGs; and
- (3) Have at least 100 hours of flight time instructing applicants for an instructor certificate.

**(b) FIE(H).** Applicants for an FIE certificate for helicopters shall:

- (1) Hold the relevant instructor certificate, as applicable;
- (2) Have completed 2 000 hours of flight time as pilot on helicopters;
- (3) Have at least 100 hours of flight time instructing applicants for an instructor certificate.

**(c) FIE(As).** Applicants for an FIE certificate for airships shall:

- (1) Have completed 500 hours of flight time as a pilot on airships;
- (2) Have at least 20 hours of flight time instructing applicants for an FI(As) certificate;
- (3) Hold the relevant instructor certificate.

## 6. Examiner Qualification.

### 6.1. Examiner Theoretical Training. The theoretical training covers:

- (a) The contents of AMC2 FCL.1015 and the FEM.
- (b) CAR FCL and related AMCs and GM relevant to their duties;
- (c) Operational requirements and related AMCs and GM relevant to their duties;
- (d) Requirements relevant to their examination duties;
- (e) Fundamentals of human performance and limitations relevant to flight examination;
- (f) Fundamentals of evaluation relevant to applicant's performance;
- (g) MCC, human performance and limitations, if applicable.

All items above are the core knowledge requirements for an examiner and are the core course material. This core course will be studied before recommended examiner training is commenced.

### 6.2. Examiner Practical Training.

- (a) The practical training includes the examination of the test profile sought, consisting of the conduct of at least two test or check profiles in the role of examiner (these two tests or checks profiles can be performed in the same simulator session), including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording documentation under the supervision of an examiner on the applicable type. This training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in FSTD's are required, practical instruction in the use of FSTD(s) for testing or checking will also be completed. The training will cover:
  - (1) Knowledge and management of the test for which the certificate is to be sought, these are described in the relevant modules in the Flight Examiner Manual (FEM);
  - (2) Knowledge of the administrative procedures pertaining to that test or check.
- (b) If examiner privileges are to include the conduct of proficiency checks for the revalidation or renewal of an instrument rating, practical instruction will include the conduct of at least four instrument check profiles in the role of examiner, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft if approval for

testing or checking in the aircraft is required. If examiner privileges in both FSTD and aircraft are required, at least one of the instrument check profiles will be conducted in an FSTD.

### **6.3. Standardization Arrangements for Examiners.**

#### **(a) Limitations.**

- (1) An examiner will allow an applicant adequate time to prepare for a test or check, normally not more than 1 hour.
- (2) An examiner will plan a test or check flight so that all required exercises can be performed while allowing sufficient time for each of the exercises and with due regard to the weather conditions, traffic situation, ATC requirements and local procedures.

#### **(b) Purpose of a Test or Check.**

- (1) Determine through practical demonstration during a test or check that an applicant has acquired or maintained the required level of knowledge and skill or proficiency.
- (2) Improve training and flight instruction in ATOs by feedback of information from examiners about items or sections of tests or checks that are most frequently failed.
- (3) Assist in maintaining and, where possible, improving air safety standards by having examiners display good airmanship and flight discipline during tests or checks.

#### **(c) Conduct of Test or Check.**

- (1) An examiner will ensure that an applicant completes a test or check in accordance with CAR-FCL requirements and is assessed against the required test or check standards.
- (2) Each item within a test or check section will be completed and assessed separately. The test or check schedule, as briefed, will not normally be altered by an examiner. A failed item is not always a failed section, for example type rating skill test where a failure of an item in a section does not fail the entire section, only the failed item is taken again.
- (3) Marginal or questionable performance of a test or check item will not influence an examiner's assessment of any subsequent items.
- (4) An examiner will verify the requirements and limitations of a test or check with an applicant during the pre-flight briefing.
- (5) When a test or check is completed or discontinued, an examiner will debrief the applicant and give reasons for items or sections failed. In case of a failed or discontinued skill test and proficiency check, the examiner

will provide appropriate advice to assist the applicant in re-tests or re-checks.

- (6) Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report, and will be signed by the examiner and countersigned by the applicant.

**(d) Examiner Preparation.**

- (1) An examiner will supervise all aspects of the test or check flight preparation, including, where necessary, obtaining or assuring an ATC 'slot' time.
- (2) An examiner will plan a test or check in accordance with CAR-FCL requirements. Only the manoeuvres and procedures set out in the appropriate test or check form will be undertaken. The same examiner will not re-examine a failed applicant without the agreement of the applicant.

**(e) Examiner Approach.** An examiner will encourage a friendly and relaxed atmosphere to develop both before and during a test or check flight. A negative or hostile approach will not be used. During the test or check flight, the examiner will avoid negative comments or criticisms and all assessments will be reserved for the debriefing.

**(f) Assessment System.** Although test or checks may specify flight test tolerances, an applicant will not be expected to achieve these at the expense of smoothness or stable flight. An examiner will make due allowance for unavoidable deviations due to turbulence, ATC instructions, etc. An examiner will terminate a test or check only when it is clear that the applicant has not been able to demonstrate the required level of knowledge, skill or proficiency and that a full re-test will be necessary or for safety reasons. An examiner will use one of the following terms for assessment:

- (1) A 'pass', provided that the applicant demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the license or rating;
- (2) A 'fail' provided that any of the following apply:
  - The flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;
  - The aim of the test or check is not completed;
  - The aim of exercise is completed but at the expense of safe flight, violation of a rule or regulation, poor airmanship or rough handling;
  - An acceptable level of knowledge is not demonstrated;
  - An acceptable level of flight management is not demonstrated;

- The intervention of the examiner or safety pilot is required in the interest of safety.

(3) A 'partial pass' in accordance with the criteria shown in the relevant skill test appendix of CAR-FCL.

**(g) Method and Contents of The Test or Check.**

(1) Before undertaking a test or check, an examiner will verify that the aircraft or FSTD intended to be used is suitable and appropriately equipped for the test or check.

(2) A test or check flight will be conducted in accordance with the AFM and, if applicable, the AOM.

(3) A test or check flight will be conducted within the limitations contained in the operations manual of an ATO or the operator for which the applicant is flying, as applicable.

(4) Contents:

- A test or check is comprised of:
  - Oral examination on the ground (where applicable);
  - Pre-flight briefing;
  - In-flight exercises;
  - Post-flight debriefing.
- Oral examination on the ground will include:
  - Aircraft general knowledge and performance;
  - Planning and operational procedures;
  - Other relevant items or sections of the test or check.
- Pre-flight briefing will include:
  - Test or check sequence;
  - Power setting, speeds and approach minima, if applicable;
  - Safety considerations.
- In-flight exercises will include each relevant item or section of the test or check;
- Post-flight debriefing will include:
  - Assessment or evaluation of the applicant;
  - Documentation of the test or check with the applicant's FI present, if possible.

- (5) A test or check is intended to simulate a practical flight. Thus, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.
- (6) When manoeuvres are to be flown by sole reference to instruments, the examiner will ensure that a suitable method of screening is used to simulate IMC.
- (7) An examiner will maintain a flight log and assessment record during the test or check for reference during the post or flight debriefing.
- (8) An examiner will be flexible to the possibility of changes arising to pre-flight briefings due to ATC instructions, or other circumstances affecting the test or check.
- (9) Where changes arise to a planned test or check an examiner will be satisfied that the applicant understands and accepts the changes. Otherwise, the test or check flight will be terminated.
- (10) Should an applicant choose not to continue a test or check for reasons considered inadequate by an examiner, the applicant will be assessed as having failed those items or sections not attempted. If the test or check is terminated for reasons considered adequate by the examiner, only these items or sections not completed will be tested during a subsequent test or check.
- (11) An examiner may terminate a test or check at any stage, if it is considered that the applicant's competency requires a complete re-test or re-check.

#### 6.4. Examiners Assessment of Competence.

Applicants for an examiner certificate shall demonstrate their competence to an inspector from the CAA or a senior examiner specifically authorized to do so by the CAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

**(a) General.** The CAA may nominate either one of its inspectors or a senior examiner to assess the competence of applicants for an examiner certificate.

**(b) Definitions.**

- (1) 'Inspector': the inspector of the CAA conducting the examiner competence assessment;
- (2) 'Examiner applicant': the person seeking certification as an examiner;
- (3) 'Candidate': the person being tested or checked by the examiner applicant. This person may be a pilot for whom the test or check would be required,

or the inspector of the CAA who is conducting the examiner certification acceptance test.

(c) **Conduct of the Assessment.** An inspector of the CAA or a senior examiner will observe all examiner applicants conducting a test on a 'candidate' in an aircraft for which examiner certificate is sought. Items from the related training course and test or check schedule will be selected by the inspector for examination of the 'candidate' by the examiner applicant. Having agreed with the inspector the content of the test, the examiner applicant will be expected to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the 'candidate'. The inspector will discuss the assessment with the examiner applicant before the 'candidate' is debriefed and informed of the result.

(c) **Briefing the 'Candidate'.**

(1) The 'candidate' will be given time and facilities to prepare for the test flight. The briefing will cover the following:

- The objective of the flight;
- Licensing checks, as necessary;
- Freedom for the 'candidate' to ask questions;
- Operating procedures to be followed (for example operators manual);
- Weather assessment;
- Operating capacity of 'candidate' and examiner;
- Aims to be identified by 'candidate';
- Simulated weather assumptions (for example icing and cloud base);
- Use of screens (if applicable);
- Contents of exercise to be performed;
- Agreed speed and handling parameters (for example V-speeds, bank angle, approach minima);
- Use of R/T;
- Respective roles of 'candidate' and examiner (for example during emergency);
- Administrative procedures (for example submission of flight plan).

(2) The examiner applicant will maintain the necessary level of communication with the 'candidate'. The following check details will be followed by the examiner applicant:

- Involvement of examiner in a MP operating environment;



- The need to give the 'candidate' precise instructions;
  - Responsibility for safe conduct of the flight;
  - Intervention by examiner, when necessary;
  - Use of screens;
  - Liaison with ATC and the need for concise, easily understood intentions;
  - Prompting the 'candidate' about required sequence of events (for example following a go-around);
  - Keeping brief, factual and unobtrusive notes.
- (e) **Assessment.** The examiner applicant will refer to the flight test tolerances given in the relevant skill test. Attention will be paid to the following points:
- (1) Questions from the 'candidate';
  - (2) Give results of the test and any sections failed;
  - (3) Give reasons for failure.
- (f) **Debriefing.** The examiner applicant will demonstrate to the inspector the ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness will be evident. The following points will be discussed with the 'candidate', at the applicant's discretion:
- (1) Advise the candidate on how to avoid or correct mistakes;
  - (2) Mention any other points of criticism noted;
  - (3) Give any advice considered helpful.
- (g) **Recording or Documentation.** The examiner applicant will demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:
- (1) The relevant test or check form;
  - (2) License entry (i.e. License No.);
  - (3) Notification of failure form;
  - (4) Relevant company forms where the examiner has privileges of conducting operator proficiency checks.
- (h) **Demonstration of Theoretical Knowledge.** The examiner applicant will demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.

## 6.5. The Conduct of Skill Tests, Proficiency Checks and Assessments of Competence.

- (a) When conducting skill tests, proficiency checks and assessments of competence, examiners shall:
- (1) Ensure that communication with the applicant can be established without language barriers;
  - (2) Verify that the applicant complies with all the qualification, training and experience requirements in CAR FCL for the issue, revalidation or renewal of the license, rating or certificate for which the skill test, proficiency check or assessment of competence is taken;
  - (3) Make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.
- (b) After completion of the skill test or proficiency check, the examiner shall:
- (1) Inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;
  - (2) In the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's license or certificate with the new expiry date of the rating or certificate, if specifically, authorized for that purpose by the CAA;
  - (3) Provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the CAA. The report shall include:
    - A declaration that the examiner has received information from the applicant regarding his/her experience and instruction, and found that experience and instruction complying with the applicable requirements in this Regulation;
    - Confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
    - The result of the test, check or assessment of competence;
    - A declaration that the examiner has reviewed and applied the CAA procedures and requirements;

- A copy of the examiner certificate containing the scope of his/her privileges as examiner in the case of skill tests, proficiency checks or assessments of competence.
- (c) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.
- (d) Upon request by the CAA, examiners shall submit all records and reports, and any other information, as required for oversight activities.

**6.6. Limitation of Privileges in Case of Vested interests.** Examiners shall not conduct:

- (a) Skill tests or assessments of competence of applicants for the issue of a license, rating or certificate to whom they have provided more than 25 % of the required flight instruction for the license, rating or certificate for which the skill test or assessment of competence is being taken; and
- (b) Skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

**6.7. Validity, Revalidation and Renewal of Examiner certificates.**

- (a) Validity. An examiner certificate shall be valid for 3 years.
- (b) Revalidation. To revalidate an examiner certificate, holders shall comply with all of the following conditions:
  - (1) Before the expiry date of the certificate, have conducted at least six skill tests, proficiency checks, assessments of competence, or EBT evaluation phases during an EBT module;
  - (2) In the period of 12 months immediately preceding the expiry date of the certificate, have completed an examiner refresher course which is provided by the CAA or which is provided by an ATO and approved by the CAA;
  - (3) One of the skill tests, proficiency checks, assessments of competence or EBT evaluation phases conducted in accordance with point (1) shall take place in the period of 12 months immediately preceding the expiry date of the examiner certificate and shall:
    - Have been assessed by an CAA inspector or by a senior examiner specifically authorized to do so by the CAA; or
    - Comply with the requirements in point FCL.1020. If applicants for the revalidation hold privileges for more than one category of examiner, all examiner privileges may be revalidated if applicants comply with the requirements laid down in points (b)(1) and (2) and

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point FCL.1020 for one of the categories of examiner certificates held, in agreement with the CAA.

- (c) Renewal. If the certificate has expired, before resuming the exercise of the privileges, the applicants shall comply with the requirements in point (b)(2) and point FCL.1020 in the period of 12 months immediately preceding the application for the renewal.
- (d) An examiner certificate shall only be revalidated or renewed if applicants demonstrate continued compliance with the requirements laid down in points FCL.1010 and FCL.1030.

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## **7. Examiner Refresher Course**

### **7.1. Applicability.**

The examiner refresher course is applicable to the CAR FCL examiners in order to renew or revalidate the examiner certificate. The examiner refresher course is held by the CAA.

### **7.2. Objective.**

The objectives of the examiner refresher course are to review and update the knowledge and competencies of the examiner applicant who is wishing to renew or revalidate the examiner certificate. The examiner refresher course will follow the content of the examiner standardization course, included in AMC1 FCL.1015, and take into account specific contents adequate to the category of examiner affected.

### **7.3. Training Contents.**

Following the completion of the examiner refresher course, the examiner applicant must undergo an assessment of competence under the supervision of a senior examiner or licensing Inspector nominated for this purpose by the CAA.

## **8. Examiner Extension of Privileges.**

### **8.1. Applicability.**

The examiner extension of privileges standardization course is applicable to the CAR FCL examiners in order to extend a valid examiner certificate to a further aircraft type. The courses are held by the CAA in cooperation with the operator.

### **8.2. Objective.**

This course aims to train the examiner to obtain the knowledge and competencies necessary to extend a valid examiner certificate to a further aircraft type.

### **8.3. Training Contents.**

For extension of an examiner certificate to further types (as required for TRE), further practical training on the new may be required, consisting of the conduct of at least one test or check profile in the role of examiner on the new type, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording documentation under the supervision of an examiner of the appropriate category on the applicable type. A further examiner check on the new may be required, which may be supervised by an inspector of the CAA or a suitably authorized senior examiner.

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**9. Senior Examiners Qualification.**

- 9.1. A senior examiner specifically tasked by the CAA to observe skill tests or proficiency checks for the revalidation of examiner certificates will:
- (a) Hold a valid or current examiner certificate appropriate to the privileges being given;
  - (b) Have examiner experience level acceptable to the CAA;
  - (c) Have conducted a number of skill tests or proficiency checks as a CAR-FCL examiner.
- 9.2. The CAA may conduct a pre-assessment of the applicant or candidate carrying out a skill test and proficiency check under supervision of an inspector of the CAA.
- (a) Applicants will be required to attend a senior examiner briefing, course or seminar arranged by the CAA. Content and duration will be determined by the CAA and will include:
    - (1) Pre-course self-study;
    - (2) Legislation;
    - (3) The role of the senior examiner;
    - (4) An examiner assessment;
    - (5) Administrative requirements.
  - (b) The validity of the authorization will not exceed the validity of the examiners certificate, and in any case will not exceed 3 years. The authorization may be revalidated in accordance with procedures established by the CAA.

## Appendix 1 - Examiner Standardization Course Training Syllabi.

### (a) General.

Events	Day 1	Day 2*	Day 3	Day 4
	Theoretical Training	Session 1	Session 2	AoC
<b>Initial Issuance</b>	Yes	Yes	Yes	Yes
<b>Revalidation</b>	Yes	-	-	Yes
<b>Renewal</b>				
- Less than 12 Months	Yes	-	-	Yes
- Less than 36 Months	Yes	-	Yes	Yes
- More than 36 Months	Yes	Yes	Yes	Yes
<b>Extension to a further aircraft type</b>	-	-	Yes	Yes

\*The FE and FIE practical training can be completed on day 2

**(b) Examiner Theoretical Training.**

The examiner pre-course self-study are the “CAR FCL Subpart K Examiners” and “AMC & GM for CAR-FCL Subpart K Examiners”

**First Session - Duration: 02:00 h**

- Introduction.
- ICAO Standards:
  - Convention on International Civil Aviation (Chicago Convention)
  - Annexes to Chicago Convention.
  - Annex 1.
  - Annex 6.
- CAA Regulations:
  - CAR FCL.
  - AM & GM for CAR-FCL.
  - Flight Examiner Manual (FEM).
  - Examiner Standardization Course.
- CAA Examiner Procedures:
  - Examiner certificate issuance procedures.
  - Examiner certificate Revalidation procedures.
  - Examiner certificate Renewal procedures.
  - Examiner certificate Extension procedures.

**Second Session - Duration: 02:00 h**

- Skill test/Proficiency Check Reports
- Skill test/Proficiency Check Pass Criteria
- Skill test/Proficiency Check Tolerances
- Standardization Arrangements for Examiners - AMC2 FCL.1015
- Examiner Training Procedures.
- Examiners Assessment of Competence Report.

**Third Session - Duration: 02:00 h**

- Examiner standardization briefing - Administrative procedures
- Fundamentals of human performance and limitations relevant to flight examination
- Fundamentals of evaluation relevant to applicant’s performance
- MCC, human performance and limitations, if applicable



**(c) Examiner Practical Training.**

- (1) The practical training includes the examination of the test profile sought, consisting of the conduct of at least two test or check profiles in the role of examiner (these two tests or checks profiles can be performed in the same simulator session), including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner on the applicable type. This training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in FSTD's are required, practical instruction in the use of FSTD(s) for testing or checking will also be completed. The training will cover:
- Knowledge and management of the test for which the certificate is to be sought, these are described in the relevant modules in the Flight Examiner Manual (FEM);
  - Knowledge of the administrative procedures pertaining to that test or check.

The CAA should determine any further training required before presenting the candidate for the examiner assessment of competence.

- (2) If examiner privileges are to include the conduct of proficiency checks for the revalidation or renewal of an instrument rating, practical instruction will include the conduct of at least four instrument check profiles in the role of examiner, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in both FSTD and aircraft are required, at least one of the instrument check profiles will be conducted in an FSTD.
- (3) Applicants for an examiner certificate shall demonstrate their competence to an inspector from the CAA or a senior examiner specifically authorized to do so by the CAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

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(4) Examiner practical training procedures:

- Airplane:
  - FSD PEL 01-115. Flight Examiner (FE(A)) Practical Training Report - PPL(A) Skill Test.
  - FSD PEL 01-115a. Flight Examiner (FE(A)) Practical Training Report - CPL(A) Skill Test.
  - FSD PEL 01-116. Instrument Rating Examiner (IRE(A)) Practical Training Report - IR(A) Skill Test.
  - FSD PEL 01-117. Class Rating Examiner ((CRE) Practical Training Report - CR Skill Test/Proficiency Check.
  - FSD PEL 01-118. Flight Instructor Examiner (FIE(A)) Practical Training Report - FI/CRI/IR(A) Assessment of Competence.
  - FSD PEL 01-119. Type Rating Examiner (TRE(A))/Synthetic Flight Examiner (SFE(A)) Practical Training Report - TR(A) Skill Test/Proficiency Check.
  
- Helicopter:
  - FSD PEL 01-120. Flight Examiner (FE(H)) Practical Training Report - PPL(H) Skill Test.
  - FSD PEL 01-120a. Flight Examiner (FE(H)) Practical Training Report - CPL(H) Skill Test.
  - FSD PEL 01-121. Instrument Rating Examiner (IRE(H)) Practical Training Report - IR(H) Skill Test.
  - FSD PEL 01-122. Flight Instructor Examiner (FIE(H)) Practical Training Report - FI IRI(A) Assessment of Competence.
  - FSD PEL 01-123. Type Rating Examiner (TRE(H))/Synthetic Flight Examiner (SFE(H)) Practical Training Report - TR(H) Skill Test/Proficiency Check.

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**Appendix 2 - Examiner Standardization Briefing - Administrative Procedures.**

- (a) The examiner standardization briefing sets out the methods for pilot examiners to declare that they have reviewed the CAA procedures and information as required in the CAR FCL.1015 & AMC1.FCL.1015 & AMC2.FCL.1015 - Examiner Standardization. The contents of this appendix are included as part of the initial standardization and refresher standardization training of the CAA certified examiners.
- (b) The examiner standardization briefing procedures apply to any examiner who intends to conduct a test/ check for the purpose of a CAR FCL license issue, the revalidation or renewal of a rating or certificate endorsed or attached to CAR FCL issued license.
- (c) Prior approval is required for all Examiner Assessments of Competence (AoC) for a CAR FCL issued Examiner Certificate (initial issue, revalidation, renewal, or extension of privileges). The prior approval request must be submitted by the examiner applicant at least 30 days in advance of the planned event.
- (d) All test/checks notified to the CAA may be subject to an announced or unannounced oversight by an CAA Inspector.
- (e) Regardless of the notification of a specific examiner to conduct a certain test, the CAA may decide to send Inspector or nominate a different examiner to conduct the test/check for oversight, standardization or safety reasons.
- (f) Examiners conducting test/checks on candidates in aircraft or appropriate FSTDs are responsible for ensuring their suitability including, but not limited to the airworthiness of the aircraft or qualification of the FSTD and particularly the validity of insurance cover as appropriate.
- (g) An examiner certified in accordance with CAR FCL is authorized by the CAA for the purposes of revalidating a type, class, or instrument rating for the CAA issued CAR FCL License according to the Examiner's privileges.
- (h) The renewal of an expired type, class, or instrument rating must be endorsed by the CAA.
- (i) The revalidation or renewal of an instructor or examiner certificate shall always be endorsed by the CAA.
- (j) After completion of the test/check, the examiner shall inform the applicant of the result of the test/check. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she shall not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal.

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- (k) After completion of the test/check, the examiner shall provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the CAA.
  - (l) All Examiners, who conduct a test/check for the holder of CAR FCL license, must submit all of the following FCL documentation to the CAA:
    - (1) A copy of the appropriate test/check report form;
    - (2) A copy of the examiner's valid license & examiner certificate;
    - (3) A copy of the signed license (if applicable);
    - (4) A report from the examiner detailing the reasons for any failure, partial pass or any other special circumstances (if applicable);
  - (m) Data protection. Examiners acknowledge and accept that a test candidate's personal details are protected. In general, the examiner must not communicate any of the candidate's personal details to unauthorized persons.
  - (n) Examiner liability. All Examiners who intend to conduct a test on the holder of CAR FCL issued license are strongly advised to familiarize themselves with any personal liabilities that may be associated with their examiner responsibilities.
  - (o) Aircraft insurance. When conducting a test in an aircraft, the examiner is normally designated as the Pilot in Command (PIC). In this case, the Examiner must ensure that the aircraft is covered by the insurance.