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|--|---|--|--|------------------------------|--|------------------------------|------------------------------|
|  Ente Nazionale per l'Aviazione Civile | EXAMINER A - H - As - S - B | | <input type="checkbox"/> TRE | <input type="checkbox"/> FIE | <input type="checkbox"/> FE | <input type="checkbox"/> IRE | <input type="checkbox"/> CRE |
| | INIT. ISSUE - REVAL. - RNWL. TRAINING PERIOD | | <input type="checkbox"/> A | <input type="checkbox"/> H | <input type="checkbox"/> As | <input type="checkbox"/> S | <input type="checkbox"/> B |
| | | | <input type="checkbox"/> SP | <input type="checkbox"/> SE | <input type="checkbox"/> VFR | <input type="checkbox"/> LND | <input type="checkbox"/> SEA |
| | CHECKLIST Ref: Lic. 13 ENAC - ARA.FCL.205 Reg. 1178/2011 | | <input type="checkbox"/> INITIAL ISSUE | | <input type="checkbox"/> REVALIDATION RENEWAL | | |




| A APPLICANT DETAILS and TRAINING PARTICULARS | | | | | | |
|--|--|---|--|----------------------------|--|--|
| Applicant last name(s) | | Aircraft | <input type="checkbox"/> A | <input type="checkbox"/> H | <input type="checkbox"/> As | <input type="checkbox"/> S <input type="checkbox"/> B |
| Applicant first name(s) | | Crew concept | <input type="checkbox"/> SE SP <input type="checkbox"/> SE MP | | <input type="checkbox"/> ME SP <input type="checkbox"/> ME MP | |
| Identity card number | | Operations | <input type="checkbox"/> SP <input type="checkbox"/> MP | Ratings | <input type="checkbox"/> LND <input type="checkbox"/> SEA | Flight rules <input type="checkbox"/> VFR <input type="checkbox"/> IFR |
| Medical certificate expiration date | | Aware of the consequences of providing incomplete, inaccurate or false information, the applicant declares that above data are correct. | | | | |
| Examiner certificate expiration date | | | | | | |
| Licence type | | Applicant signature | | | | |
| Licence number | | | | | | |
| State of issue | | | | | | |

| EXAMINER | | EXAMINER PERFORMANCE | | | | |
|----------------------|---|----------------------|------------------|---|--------------------------|--------------------------|
| TRAINING ITEM / AREA | | FSTD | A/H As/S B | UNSAT | SAT | GOOD |
| 0 | SECTION 0 - THEORETICAL KNOWLEDGE Reference to regulatory requirements | | | | | |
| 0.1 | Theoretical knowledge with reference to regulatory requirements associated with the function of an Examiner | N/A | N/A | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | Examiner initials  | | |



| | | | | | | |
|--|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 1 | SECTION 1 - BRIEFING THE CANDIDATE See note 1 | | | | | |
| >>> Note 1: The "candidate" should be given time and facilities to prepare for the test flight. The briefing should cover the following: | | | | | | |
| 1.1 | The objective of the flight | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 | Licensing check | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 | Freedom for the candidate to ask questions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 | Operating procedures to be followed (for example the operator's manual; | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 | Weather assessment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | Examiner initials  | | |

Applicant name _____



| EXAMINER | | EXAMINER PERFORMANCE | | | | | |
|---|--|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| TRAINING ITEM / AREA | | FSTD | A / H As / S B | UNSAT | SAT | GOOD | |
| 1 | SECTION 1 - BRIEFING THE CANDIDATE (cont.) <i>See note 1</i> >>> Note 1: The "candidate" should be given time and facilities to prepare for the test flight. The briefing should cover the following: | | | | | | |
| | 1.6 | Aims to be identified by "candidate" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1.7 | Simulated weather assumptions (for example: icing and cloud base) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1.8 | Contents of exercise to be performed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1.9 | Agreed speed and handling parameters (for example: V-speeds, bank angle, approach minima) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1.10 | R/T procedure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1.11 | Respective roles of "candidate" and examiner (for example during emergency situations) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 1.12 | Administrative procedures (for example: submission of flight plan) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Examiner initials  | | | | | | | |
| 2 | SECTION 2 - CONDUCT OF TEST <i>See note 2</i> >>> Note 2: The examiner applicant should maintain the necessary level of communication with the "candidate". The following check details should be followed by the examiner applicant where applicable | | | | | | |
| | 2.1 | involvement of examiner in a MP operating environment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2.2 | The need to give the 'candidate' precise instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2.3 | Intervention by examiner, when necessary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2.4 | Use of screens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2.5 | Liaison with ATC and the need for concise, easily understood intentions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2.6 | Prompting the 'candidate' about required sequence of events (for example following a go-around) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2.7 | Keeping brief, factual and unobtrusive notes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Examiner initials  | | | | | | | |
| 3 | SECTION 3 - ASSESSMENT <i>See note 3</i> >>> Note 3: The examiner applicant should refer to the flight test tolerances given in the relevant skill test. Attention should be paid to the following points: | | | | | | |
| | 3.1 | Questions from the 'candidate' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3.2 | Give results of the test and any sections failed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3.3 | Give reasons for failure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Examiner initials  | | | | | | | |



| EXAMINER | | EXAMINER PERFORMANCE | | | | | |
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| 4 | SECTION 4 - DEBRIEFING See note 4 >>> Note 4: The examiner applicant should 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 should be evident. The following points should be discussed with the 'candidate', at the applicant's discretion: | | | | | | |
| | 4.1 | Advise the candidate on how to avoid or correct mistakes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4.2 | Mention any other points of criticism noted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4.3 | Give any advice considered helpful | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Examiner initials  | | | | | | | |
| 5 | SECTION 5 - RECORDING OR DOCUMENTATION See note 5 >>> Note 5: The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be: | | | | | | |
| | 5.1 | The relevant test or check form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5.2 | License entry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5.3 | Notification of failure form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Examiner initials  | | | | | | | |
| B INSPECTOR / SENIOR EXAMINER DETAILS | | | | | | | |
| Examiner details | Name | | License number | | | | |
| | Signature | | Location and date | | | | |

 END 

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| A1 APPENDIX 1 - GLOSSARY, CROSS-REFERENCE, DETAILED INSTRUCTIONS | | | |
|--|-------------------------------------|---|--|
| (a) | Authority jurisdiction | Nominated examiner | The competent authority may nominate either one of its inspectors or a senior examiner to assess the competence of applicants for an examiner certificate. |
| (b) | Definitions | Inspector | The inspector of the competent authority conducting the examiner competence assessment; |
| | | Examiner applicant | The person seeking certification as an examiner |
| | | 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 competent authority who is conducting the examiner certification acceptance test |
| (c) | Conduct of the assessment | Examiner observation | An inspector of the competent authority 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 selection | 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 |
| | | Test contents | 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 |
| (d) | Briefing the candidate | Timeframe and facilities | The 'candidate' should be given time and facilities to prepare for the test flight. |
| | | Communication level | The examiner applicant should maintain the necessary level of communication with the 'candidate' |
| (e) | Assessment | Flight test tolerances | The examiner applicant should refer to the flight test tolerances given in the relevant skill test. Attention should be paid to the questions from the 'candidate', giving results of the test and any sections failed, giving reasons for failure |
| (f) | Debriefing | Factual items identification | The examiner applicant should 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 should be evident. The following points should be discussed with the 'candidate', at the applicant's discretion: advise the candidate on how to avoid or correct mistakes; mention any other points of criticism noted; give any advice considered helpful |
| (g) | Recording or documentation | Records completion | The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be the relevant test or check form; licence entry; notification of failure form; relevant company forms where the examiner has privileges of conducting operator proficiency checks |
| (h) | Theoretical knowledge demonstration | Regulatory requirements knowledge level | The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner |

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| A2 APPENDIX 2 - ASSESSMENT PROFILE TOLERANCE | |
|--|--|
| <i>Applicants shall demonstrate the competence to:</i> | |
| (a) | <i>Ensure that communication with the applicant can be established without language barriers</i> |
| (b) | <i>Verify that the applicant complies with all the qualification, training and experience requirements in this Part for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken</i> |
| (c) | <i>Make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience</i> |
| (d) | <i>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</i> |
| (e) | <i>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 competent authority responsible for the applicant's license</i> |
| (f) | <i>Provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate</i> |
| (g) | <i>Establish the root cause of errors and prioritise major errors first and minor errors secondly</i> |
| (h) | <i>Keep the assessment environment positive at all time</i> |
| (i) | <i>To deliver appropriate and timely instruction in such a manner that does not increase workload, diminish capacity or confuse applicant(s)</i> |
| (j) | <i>Demonstrate the ability to observe, record, classify and evaluate</i> |
| (k) | <i>Be aware of applicant fatigue and related consequences on assessment performance recognizing that mental capacity may be reduced, the ability to handle stressful situations, multi-tasking and training performance may be impeded</i> |
| (l) | <i>Effectively collate notes of the applicant(s) performance during test, check, assessment events</i> |

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