

 Ente Nazionale per l'Aviazione Civile	EXAMINER S	☐ FE	
		☐ S	
		☐ INITIAL ISSUE ☐ EXTENSION	☐ REVALIDATION ☐ RENEWAL
 	CHECKLIST Ref. AMC 1 to Part SFCL.445 Reg. 2018/1976		

A	APPLICANT DETAILS		
Applicant last name(s)		Licence type	
Applicant first name(s)		Licence number	
Signature		ID card nr.	

EXAMINER		EXAMINER ASSESSMENT of COMPETENCE			
MANOEUVRES / PROCEDURES		S	PASS	FAIL	N / A
0	SECTION 0 - THEORETICAL KNOWLEDGE Ref. AMC1 SFCL.445 (h)				
0.1	Theoretical knowledge with reference to regulatory requirements associated with the function of an Examiner	☐	☐	☐	☐
Examiner initials 					

1	SECTION 1 - BRIEFING THE CANDIDATE Ref. AMC1 SFCL.445 (d)(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	☐	☐	☐	☐
1.2	Licensing check	☐	☐	☐	☐
1.3	Freedom for the candidate to ask questions	☐	☐	☐	☐
1.4	Operating procedures to be followed (for example the operator's manual;	☐	☐	☐	☐
1.5	Weather assessment	☐	☐	☐	☐
1.6	Operating capacity of "candidate" and examiner	☐	☐	☐	☐
1.7	Aims to be identified by "candidate"	☐	☐	☐	☐
1.8	Simulated weather assumptions (for example: wind speed and cloud base)	☐	☐	☐	☐
1.9	Use of screen (if applicable)	☐	☐	☐	☐
1.10	Contents of exercise to be performed	☐	☐	☐	☐
1.11	Agreed speed and handling parameters (for example maximum launch speed)	☐	☐	☐	☐
1.12	R/T procedure	☐	☐	☐	☐
1.13	Respective roles of "candidate" and examiner (for example during emergency situations)	☐	☐	☐	☐
1.14	Administrative procedures (for example: submission of flight plan)	☐	☐	☐	☐
Examiner initials 					

Applicant name _____



EXAMINER		EXAMINER ASSESSMENT of COMPETENCE			
MANOEUVRES / PROCEDURES		S	PASS	FAIL	N / A
2	SECTION 2 - CONDUCT OF TEST Ref. AMC1 BFCL.445 (d)(2) >>> 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	N/A	☐	☐	☐	☐
2.2	The need to give the 'candidate' precise instructions	☐	☐	☐	☐
2.3	Responsibility for safe conduct of the flight	☐	☐	☐	☐
2.4	Intervention by examiner, when necessary	☐	☐	☐	☐
2.5	Use of screen	☐	☐	☐	☐
2.6	Liaison with ATC and the need for concise, easily understood intentions	☐	☐	☐	☐
2.7	Prompting the 'candidate' about required sequence of events (for example following a go-around)	☐	☐	☐	☐
2.8	Keeping brief, factual and unobtrusive notes	☐	☐	☐	☐
		Examiner initials 			
3	SECTION 3 - ASSESSMENT Ref. AMC1 SFCL.445 (e) >>> 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'	☐	☐	☐	☐
3.2	Give results of the test and any sections failed	☐	☐	☐	☐
3.3	Give reasons for failure	☐	☐	☐	☐
		Examiner initials 			
4	SECTION 4 - DEBRIEFING Ref. AMC1 SFCL.445(f) >>> 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	☐	☐	☐	☐
4.2	Mention any other points of criticism noted	☐	☐	☐	☐
4.3	Give any advice considered helpful	☐	☐	☐	☐
		Examiner initials 			
5	SECTION 5 - RECORDING OR DOCUMENTATION Ref. AMC1 SFCL.445(g) >>> 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	☐	☐	☐	☐
5.2	License entry	☐	☐	☐	☐
		Examiner initials 			

Applicant name _____



EXAMINER		EXAMINER ASSESSMENT of COMPETENCE			
MANOEUVRES / PROCEDURES		S	PASS	FAIL	N / A
5	SECTION 5 - RECORDING OR DOCUMENTATION (cont.) <i>Ref. AMC1 SFCL.445(g)</i> >>> Note 5: The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:				
5.3	Notification of failure form	☐	☐	☐	☐
5.4	N/A	☐	☐	☐	☐
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	
Applicants shall demonstrate the competence to:	
(a)	Ensure that communication with the applicant can be established without language barriers
(b)	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
(c)	Make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience
(d)	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
(e)	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
(f)	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
(g)	Establish the root cause of errors and prioritise major errors first and minor errors secondly
(h)	Keep the assessment environment positive at all time
(i)	To deliver appropriate and timely instruction in such a manner that does not increase workload, diminish capacity or confuse applicant(s)
(j)	Demonstrate the ability to observe, record, classify and evaluate
(k)	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
(l)	Effectively collate notes of the applicant(s) performance during test, check, assessment events

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