

Examiner training syllabus and documentation

Candidate being trained as:

FE

IRE

SFE

TRE

CRE

Trainee information

Name
Licence no
E-mail (Primary contact)
Telephone number

Training summary

Training activity	Date	Instructor / Examiner / Inspector signature
Course completion certificate attached to training documentation		
Practical test as observer (Non mandatory)		
Practical training completed (2 or 4 tests)		
Assessment of Competence completed		

Lesson 1 (Conduct the entire test)

Date	Type of test (Skill test, PC, AoC) practiced (indicate rating)	
Kind of operation <input type="checkbox"/> VFR <input type="checkbox"/> IFR	Performed in <input type="checkbox"/> Aircraft <input type="checkbox"/> FSTD	Senior examiner or Inspector stamp and signature

Lesson 2 (Conduct the entire test)

Date	Type of test (Skill test, PC, AoC) practiced (indicate rating)	
Kind of operation <input type="checkbox"/> VFR <input type="checkbox"/> IFR	Performed in <input type="checkbox"/> Aircraft <input type="checkbox"/> FSTD	Senior examiner or Inspector stamp and signature

Lesson 3 (Conduct the entire test)

Date	Type of test (Skill test, PC, AoC) practiced (indicate rating)	
Kind of operation <input type="checkbox"/> VFR <input type="checkbox"/> IFR	Performed in <input type="checkbox"/> Aircraft <input type="checkbox"/> FSTD	Senior examiner or Inspector stamp and signature

Lesson 4 (Conduct the entire test)

Date	Type of test (Skill test, PC, AoC) practiced (indicate rating)	
Kind of operation <input type="checkbox"/> VFR <input type="checkbox"/> IFR	Performed in <input type="checkbox"/> Aircraft <input type="checkbox"/> FSTD	Senior examiner or Inspector stamp and signature

Practical training for Initial issue of Examiner Certificate, Introduction (recommended but not mandatory)

Trainee acting as observer

Senior examiner or Inspector's progress report

Assessment of competence	Observed	Not observed
Appearance/behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of briefing	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of oral examination	<input type="checkbox"/>	<input type="checkbox"/>
Content of test/check items in compliance with FCL	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of test/check scenario	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of practical part	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of candidate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of de-briefing	<input type="checkbox"/>	<input type="checkbox"/>
Completion of relevant records	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of licence administration, including granting privileges	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge of the requirements associated with the function of an examiner	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the training standards (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Total time / Simulator qualification number / aircraft type : / /	
Place and date	Senior examiner or Inspector stamp and signature

Practical training for Initial issue of Examiner Certificate, Lesson number 1

Trainee conducting the session under the direct supervision and with support from the senior/inspector

Senior examiner or Inspector's report

Assessment of competence	Performed	Deferred
Appearance/behaviour (Special attention) <ul style="list-style-type: none"> Establishing a friendly and relaxed atmosphere Establishing the roles of all involved during the test Ensuring that simulator and /or aircraft is suitable and airworthy 	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of briefing (Special attention) <ul style="list-style-type: none"> Stating the objectives of the flight Checking of licence, medical certificate, logbook and ID Checking of training records and/or course completion certificate Verifying that all applicable FCL requirements are met Invite the candidate to ask questions Setting up a relevant and realistic scenario compliant with FCL Establishing SOP, checklists, power settings minimum altitudes etc. Briefing of the test schedule Briefing of relevant safety considerations, including establishing a PIC for the flight (if relevant) Completion of relevant administrative procedures 	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of oral examination (Special attention) <ul style="list-style-type: none"> Asking relevant questions with regard to content Not using: Puzzle-, oversize-, toss-up-, bewilderment- , irrelevant or trick-questions Using open questions 	<input type="checkbox"/>	<input type="checkbox"/>
Content of test/check items in compliance with FCL	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of test/check scenario	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of practical part	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of candidate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of de-briefing	<input type="checkbox"/>	<input type="checkbox"/>
Completion of relevant records	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of license administration, including granting privileges	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge of the requirements associated with the function of an examiner	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the training standards (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

Total time / Simulator qualification number / aircraft type	
:	/ /
Place and date	Senior examiner or Inspector stamp and signature

Practical training for Initial issue of Examiner Certificate, Lesson number 2

Trainee conducting the session under the direct supervision and with support from the senior/inspector

Senior examiner or Inspector's report

Deferred items from session 1	Cleared	Deferred
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Assessment of competence	Performed	Deferred
Appearance/behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of briefing	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of oral examination	<input type="checkbox"/>	<input type="checkbox"/>
Content of test/check items in compliance with FCL (Special attention) <ul style="list-style-type: none"> • Appendix 9 • Suitable exercises for the relevant type/class • Time frame, total and for each exercise • Second attempt on a failed exercise (if req.) 	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of test/check scenario (Special attention) <ul style="list-style-type: none"> • LOFT / Sector (if req.) • Malfunctions (if req.) • Manoeuvres (mandatory and type/class specific) • Type/class specific exercises e.g. technical systems specific exercises for -3 or -4 engine airplanes • PBN 	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of practical part (Special attention) <ul style="list-style-type: none"> • Avoiding positive and negative criticism during the session • Assuming the role of an examiner and avoid giving instructions • All briefed items completed • Handling of additional, not briefed, items • Handling of unforeseen events • Airmanship • Handling of simulator (if req.) 	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of candidate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of de-briefing	<input type="checkbox"/>	<input type="checkbox"/>
Completion of relevant records	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of license administration, including granting privileges	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge of the requirements associated with the function of an examiner	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the training standards (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

Total time / Simulator qualification number / aircraft type	
:	/ /
Place and date	Senior examiner or Inspector stamp and signature

Practical training for Initial issue of Examiner Certificate, Lesson number 3

Trainee plan the session without support from the senior examiner/inspector, conducts the pre-flight briefing, the session, the de-briefing and the administration with support from the senior examiner/inspector.

Senior examiner or Inspector's report

Deferred items from session 2	Cleared	Deferred
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Assessment of competence	Satisfactory	Not satisfactory
Appearance/behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of briefing	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of oral examination	<input type="checkbox"/>	<input type="checkbox"/>
Content of test/check items in compliance with FCL	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of test/check scenario	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of practical part	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of candidate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of de-briefing (Special attention) <ul style="list-style-type: none"> • Evaluating performance against correct test standards and pass/fail criteria's • Deliver the test result in a firm and suitable manner? • Giving suitable criticism, both negative and positive? • Give suitable areas of improvement (if req.)? • In case of fail or partial pass: Providing suggestions for additional training, stating re-test requirements and limitation on privileges 	<input type="checkbox"/>	<input type="checkbox"/>
Completion of relevant records (Special attention) <ul style="list-style-type: none"> • Training records • Forms (National) • Examiner different document (If not used, should be discussed) • Forms (original/copies) submitted to the correct recipient • Storage of forms (examiner responsibility) 	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of license administration, including granting privileges (Special attention) <ul style="list-style-type: none"> • Revalidation • Renewal procedure • Temporary permission to exercise privileges 	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge of the requirements associated with the function of an examiner	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the training standards (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

Total time / Simulator qualification number / aircraft type	
:	/ /
Place and date	Senior examiner or Inspector stamp and signature

Practical training for Initial issue of Examiner Certificate, Lesson number 4

Trainee conducts the pre-flight briefing, the session, the de-briefing and the administration without support from the senior examiner/inspector.

Senior examiner or Inspector's report

Deferred items from session 3	Cleared	Deferred
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Assessment of competence	Satisfactory	Not satisfactory
Appearance/behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of briefing	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of oral examination	<input type="checkbox"/>	<input type="checkbox"/>
Content of test/check items in compliance with FCL	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of test/check scenario	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of practical part	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of candidate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of de-briefing	<input type="checkbox"/>	<input type="checkbox"/>
Completion of relevant records	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of license administration, including granting privileges	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge of the requirements associated with the function of an examiner (special attention) <ul style="list-style-type: none"> • Part FCL chapter K • Kontrollanhandboken • Flight Examiner Manual 	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the training standards (if applicable) (special attention) <ul style="list-style-type: none"> • Feedback to the training organisation (if req. otherwise discussion item) • Feedback to Transportstyrelsen (if req.) 	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

On the basis of my observation of above test/check I recommend		
<input type="checkbox"/> Assessment of Competence	<input type="checkbox"/> Further training before Assessment of Competence	<input type="checkbox"/> Termination of course
Place:.....		Stamp:
Date:.....		
Senior examiner, signature:.....		

Additional information