State of Kuwait دولة الكويت

AUTHORISED EXAMINER'S POLICY AND GUIDANCE HANDBOOK

Issue: 2,

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January 2020

FOREWORD

This is the second issue of KUWAIT DGCA Authorized Examiner's Policy and Guidance Handbook, issued in pursuant to KCASR-1, Part FCL, which empowers the DGCA/ASD to designate and authorize persons to act in various capacities, the testing of applicants for licenses/certificates and the issuance of such certificates in accordance with standards established by KUWAIT DGCA.

This revised issue contains guidelines and provisions for the examiners, required qualifications and the conduct of skill tests (aircraft/simulator). All examiners shall be provided with an updated copy of this document and every examiner shall watch for any amendments which are published at KUWAIT DGCA website. All examiners are expected to follow the guidelines, outlined in this document and any intentional or non-intentional deviation shall be reported to the authority.

For the purpose of improving and updating this document, KUWAIT DGCA welcomes any feedbacks from examiners and other related parties. Suggestions for changes or additions and comments on the content of this handbook are invited and will be given careful consideration in keeping the handbook and its associated appendices current and valuable to all users. As appropriate, user comments should be addressed to Aviation Safety Director, to the email safety@dgca.gov.kw .

Approved by:

Aviation Safety Director
DGCA – State of Kuwait
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Aviation Safety Director

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RECORD OF AMENDMENTS

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PREAMBLE

1. This handbook has been prepared by the Flight Operations Division to provide a ready reference and guide to all Kuwait DGCA/ASD authorized examiners. It contains information concerning the privileges and responsibilities, inherited in these authorizations, and instructions and procedures for conduct of the functions they authorize.

2. The instructions, policy and guidance detailed in this document are for examiners conducting skill tests/proficiency checks for Type Ratings on Multi-Pilot Aeroplanes (MPA) for State of Kuwait licences, Examiners shall comply with the instructions, policy and Guidance contained herein.

3. The Kuwait DGCA issues flight crew licences and ratings in accordance with the requirements of the Aircrew Regulation and Part ARA. The Kuwait DGCA shall ensure that the applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence or rating. The Kuwait DGCA will therefore certify suitably experienced and qualified pilots as examiners to conduct the necessary skill tests or proficiency checks.

4. An examiner shall hold a certificate detailing the privileges that he may exercise. In this role, the examiner shall be mindful that he is performing a function on behalf of Kuwait DGCA regulations even when conducting Skills Tests (ST) or Proficiency Checks (PC) within his own company.

5. Skill tests/proficiency checks are carried out on Kuwait DGCA issued licence holders should be conducted in accordance with this document. Knowledge of this document and its practical application is vital for the examiner's conduct and assessment of skill tests or proficiency checks. (For assessment of operator proficiency checks see Appendix 4.)

6. Authorized examiners are appointed as representatives of the Aviation Safety Director of the DGCA/ASD to assist him in discharging his responsibility of providing convenient expeditious flight testing and examination services to the public. Selection of only highly qualified, reputable individuals is essential to maintain the high level of quality and professionalism required by DGCA/ASD.

7. Examiners are authorized by the DGCA/ASD under the authority of KCASR 1-Part FCL, which permits the Aviation Safety Director of DGCA/ASD to designate and authorize persons to act in various capacities, testing of applicants for licences/certificates and the issuance of such certificates in accordance with standards established by him.

8. Examiners are expected to be thoroughly familiar with the applicable regulations related to their assignment, with the content of this handbook as well comply with the instructions herein. Any deviation from these instructions must have full approval and consent of the Authority.

9. This handbook will be available upon request to concerned parties.

10. Comments and recommendations for changes in this handbook are welcomed and should be submitted to Kuwait DGCA Flight Operations Division.

ABBREVIATIONS

AAL	Above Aerodrome Level
ADI	Attitude Direction Indicator
AFM	Aircraft Flight Manual
AOC	Air Operator's Certificate
AoC	Assessment of Competence for Part-FCL
ASD	Aviation Safety Department
ATC	Air Traffic Control
ATPL	Airline Transport Pilot License
ATO	Approved Training Organization
CAT	Commercial Air Transport
CRE	Class Rating Examiner
CRE (HPCA)	Class Rating Examiner (High Performance Complex Aeroplane)
CRI	Class Rating Instructor
DA	Decision Altitude
DGCA	Directorate General of Civil Aviation
DH	Decision Height
EAAT	Examiner Authorization Acceptance Test
EAoC	Examiner Assessment of Competence
EGPWS	Enhanced Ground Proximity Warning System
FI	Flight Instructor
FMS	Flight Management System
FOI	Flight Operations Inspector
FRTOL	Flight Radio Telephony Operator License
GE	Ground Examiner
GPWS	Ground Proximity Warning System
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
KCASR	Kuwait Civil Aviation Safety Regulations
LNAV	Lateral Navigation
LOFT	Line Orientated Flying Training
LPC	Licence Proficiency Check means Part-FCL revalidation or renewal
LST	Licence Skill Test means Part-FCL skill test of initial issue

LVO	Low Visibility Operation
MDA	Minimum Descent Altitude
MDH	Minimum Descent Height
MPA	Multi-Pilot Aeroplane
MPH	Multi-Pilot Helicopter
OM	Operations Manual
OPC	Operator Proficiency Check
PM	Pilot Monitoring
PF	Pilot Flying
PVD	Para Visual Display
RTF	Radiotelephony
RTO	Rejected Take-Off
RVR	Runway Visual Range
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SOP	Standard Operating Procedure
SRE	Surveillance Radar Element
STD	Synthetic Training Device
TCAS	Traffic Alert and Collision Avoidance System
TSPG	Training Standards & Policy Group
TRE	Type Rating Examiner
TRE(SPA)	Type Rating Examiner (single pilot aircraft)
TRI	Type Rating Instructor
TRI(SPA)	Type Rating Instructor (single pilot aircraft)
VMC	Visual Meteorological Conditions
VSI	Vertical Speed Indicator

PART 1 -

GENERAL REQUIREMENTS AND ARRANGEMENTS FOR THE AUTHORIZATION OF TYPE RATING EXAMINER (TRE) AND SYNTHETIC FLIGHT EXAMINER (SFE)

1. GENERAL

1.1 The Directorate General Civil Aviation / Aviation Safety Department (DGCA/ASD) issues flight crew licences and ratings in accordance with the requirements of KCASR 1- Part FCL. The Kuwait DGCA/ASD must ensure that the applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence or rating. The Kuwait DGCA/ASD will therefore authorise suitably experienced and qualified pilots as examiners to conduct the necessary skill tests or proficiency checks.

1.2 This document gives guidance to examiners, conducting skill tests/proficiency checks for Type Ratings for Multi-Pilot Aeroplanes/Helicopter (MPA/H) for KCASR 1- Part FCL licences.

1.3 Examiners are authorised to conduct skill tests and proficiency checks and granted appropriate signing powers to support licensing systems. Further to this, KCASR 1- Part FCL requires the Kuwait DGCA/ASD to establish appropriate standardization arrangements for examiners which are reflected within this document.

1.4 The privileges and requirements of aeroplane/helicopter examiner roles are set out in KCASR 1- Part FCL. Each role carries different requirements for appointment. The purpose of this document is to expand upon the basic requirements within KCASR 1- Part FCL and to give guidance on the procedures to be followed in order to gain and retain authorisation as an examiner.

1.5 All Synthetic Training Devices used for any training or testing, required for licensing purposes, must be approved specifically for such training /testing and for the specific operator.

1.6 Examiners who hold a Certificate of Authorisation are normally authorised to conduct required licence issuance/renewal flight and simulator tests, or other specified licence tests on behalf of the Kuwait DGCA/ASD. All Examiners should comply with the contents of this Handbook for the conduct of all flight/simulator tests. The administrative actions, required by the Examiner to complete the application for licence and rating issue or renewal are contained in this document.

2. DEFINITION

Skill Test: A demonstration of skill of rating issue.

Proficiency Check: Demonstration of skill to revalidate or renew ratings

Revalidation: Administrative action, taken within the period of validity of a rating or approval, that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period, consequent upon the fulfilment of specified requirements.

Renewal: Administrative action taken after a rating or approval has lapsed that renews the privileges of a rating or approval for a further period, consequent upon the fulfilment of specified requirements.

Candidate: TRE, to be assessed by a DGCA/ASD Examiner

Trainees: Complete Cockpit Crew, to be checked by a Candidate

Note: *For type rating expiry refer to Part FCL 740.*

Examiner Assessment of Competence: In this document the Examiner Assessment of Competence (EAoC) is for an initial issue, or revalidation or renewal of an examiner certificate.

Commercial Air Transport: means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration in accordance with AIR OPS.

3. EXAMINER AUTHORISATION TO CONDUCT TESTS/CHECKS

3.1 Examiners shall:

(a). Be sponsored by a Public Transport, Corporate Operator or Approved Training Organization (ATO), or Manufacturer of Aircraft.

- The Operator must operate the type of aircraft for Authorization.
- The ATO must instruct on the type of aircraft for Authorization, and
- The Manufacturer must build the type of aircraft for Authorization.

(b). Hold (or had held in case of SFE application) a licence and rating, granting privileges at least equal to the licence/rating, for which they seek authorization, to conduct skill tests/proficiency checks. (If conducting an OPC, the examiner must have a current OPC with the relevant company)

(c). Hold a current rating to instruct for the licence or rating, for which the skill test or proficiency check is being conducted, during at least the last six months.

A standalone TRI will be revalidated every three years. However, once associated with a TRE, both TRI and TRE will be revalidated concurrently and the TRI rating will remain valid as long as the TRE rating is valid. For a new TRI, the initial issue of the rating will be revalidated, when the initial observation for the TRE takes place. This will bring the TRI and TRE into line automatically.

(d). Have a good record as a pilot and flight instructor with regards to accidents, incidents and violations;

(e). Have a reputation for integrity and dependability in the aviation industry and community;

(f). Have a history of constructive interaction with DGCA/ASD; and

(g). be qualified to act as pilot in command of the aircraft during a skill test or proficiency check and meet the applicable experience requirements.

(h). Hold a valid Medical Certificate.

(i). Hold Language Proficiency Rating of Level 5 or above as a minimum.

(j). Have completed a training and standardization course, as required by the DGCA/ASD.

(k). Have been observed, conducting an Examiner Authorization Acceptance Test observed by a DGCA/ASD Inspector.

3.2 Authorized Examiners should note that it is their responsibility to notify DGCA/ASD immediately of any changes to their circumstances that may affect the validity of the authorization and any privileges attached. Examples of such changes could be: change of aircraft type, cessation of employment with the sponsoring company, change of name by a sponsoring company, ceasing to exercise the privileges of the authorization, loss of licensing privileges and medical fitness etc.

3.3 Aircraft TRE/TRI/SFE/SFI recency will be limited to 1 year before a TRE/TRI will have to refresh in a simulator. He must occupy a pilot's seat, the simulator being treated as an aircraft, carrying out touch and go landings and emergencies. This recency is reduced to 6 months for aircraft TRE/TRI/SFE/SFIs, who carry out asymmetric checking/training. The simulator detail shall include these exercises. Examiners, who undergo Operator Proficiency Check, will be considered meeting these requirements.

3.4 Skill tests for the issuance of an MPA Type Rating shall be conducted by a TRE. Revalidation (Licence Proficiency Check) shall be conducted by a TRE or an SFE. MPA Type Rating Proficiency Checks will also revalidate the Instrument Rating (MPA).

3.5 KCASR 1 - Part FCL states that, "Examiners shall not test applicants, to whom flight instruction has been given by them for that licence or instrument rating, except with the expressed consent in writing of the Authority".

3.6 Commercial Air Transport (Aeroplanes/ Helicopter), also specifies the requirement for recurrent training and checking for companies involved in public transport operations. The Operator Proficiency Checks, (OPC) must be conducted by a Type Rating Examiner. However, the privilege of the TRE is only extended, to include the OPC for those Examiners, who operate in accordance with commercial air transport requirements and are sponsored by such an operator.

3.7 Age. Examiners may be approved to operate up to 65 years of age, subject to limitations to operate as pilot in command in accordance with KCASR 1 – Part FCL.

3.8 Special conditions - In the case of introduction of a new aircraft to the Member State or in an operator's fleet, when compliance with the requirements of Part-FCL is not possible, the Kuwait DGCA/ASD may issue a specific certificate giving privileges for the conduct of skill tests and proficiency checks. Such a Certificate shall be limited to the skill tests and proficiency checks necessary for the introduction of the new type of aircraft and its validity shall not, in any case, exceed 1 year.

4. APPLICATION PROCEDURE

4.1 Step 1:

4.1.1 Pre-Requisite: (see 3.1 above)

4.1.2 An application shall be made to Kuwait DGCA/ASD by the applicant or his sponsor for acceptance of the nomination by Kuwait DGCA/ASD, using the form in Appendix 1.

4.1.3 For a renewal/revalidation of examiner's authorization the same form shall be used with the appropriate entries.

4.1.4 The Kuwait DGCA/ASD Evaluation - Kuwait DGCA/ASD must be satisfied that the candidate has a satisfactory safety record in the last two years of actual flight operations. At the discretion and based on Kuwait DGCA/ASD evaluation of the candidate training records, the Authority may elect further evaluation by demanding the candidate to demonstrate to the satisfaction of the authority:

- An acceptable level of flight proficiency on type.
- An acceptable level of knowledge of aircraft systems and adequate knowledge of the applicable rules and regulations related to the examiner's role.

4.1.5 The Kuwait DGCA/ASD may refuse, to issue or renew/revalidate an authorization on the following legal basis:

- the applicant is incompetent;
- The applicant... "in respect of which the application is made", does not meet the qualifications or fulfil the conditions, necessary for the issuance or amendment of the document"; or
- The Kuwait DGCA/ASD considers, that the public interest - which may include the aviation record of the applicant... - "warrants the refusal."

4.1.6 The Kuwait DGCA/ASD will inform the candidate or his/her sponsor of its conclusion in writing.

4.2 Step 2:

4.2.1 The applicants shall complete the required examiner's standardization course (See 6 below).

4.2.2 On completion of this course the applicants shall submit to DGCA/ASD Course Completion Certificate and fill in details into application form (Appendix 1).

4.3 Step 3:

4.3.1 Following the standardization course TRE/SFE candidate will arrange Examiner Authorization Acceptance Test with Kuwait DGCA/ASD. The aim of the EAAT is to assess the candidate's competency to exercise the privileges of SFE/TRE. The test/check must be an LST, LPC, OPC or a combination of these. Some engine out items must be included. The whole detail must be observed in order to assess the SFE/TRE's management of time and to allow time for a full debriefing.

4.3.2 Upon successful completion of the Examiner Authorization Acceptance Test by a Kuwait DGCA/ASD Inspector, an authorization shall be issued from the date of the assessment.

4.4. Administration

Applications for initial authorization, reauthorization or variation of an authorization must be made to DGCA/ASD using the application form in Appendix 1. DGCA/ASD will inform applicants how they move on to the next stage of authorization. Licensing forms are available for download at DGCA/ASD website.

Applicant	DGCA/ASD
Submits the application form.	Assesses application against requirements for acceptance. Arranges interview (if required)
Attends interview (if required).	Notifies applicant of the outcome in writing
Arranges course with training provider. Submits the Course Completion Certificate and arrange details for EAAT.	Appoints inspector or senior examiner for EAAT.
Takes test	Confirms all requirements are met Issues authorization

5. AUTHORISATION

5.1 The Authority will maintain a list of all examiners it has authorized, stating, for which roles they are authorized. The list will be made available to the concerned ATOs.

5.2 The conduct of skill tests for the issue of an ATPL (A/H) shall not be carried out by a TRE unless specifically notified by the Authority for the test. Applicants for the test shall be notified of the designated examiner's name.

5.3 Examiners shall be issued a document, showing precise details of:

- their authorization
- aeroplane/helicopter, on which they may test/check
- any restrictions to the authorization, or any further privileges to the authorization.

5.4 Multiple roles.

Provided, that the examiners meet the ratings and experience requirements for each separate role undertaken, examiners are not confined to a single role as TRE, IRE, or SFE. However, the Authority may also limit the number of examiner's roles, types and classes or specific makes and basic models, on which any examiner may test.

5.5 Addition of Privileges

5.5.1. Examiners shall not be authorized for more than one aircraft type, unless the types are considered similar, and sufficient justification exists.

5.5.2. Where the examiner requires the addition of a Type/Class, or other previously untested privilege to his authorization, the Authority shall be assured, that suitable training and testing is conducted before approving the altered authorization.

5.6 Combined re-authorization

5.6.1. The Authority shall identify, which of the authorizations held is to be used as the basis for observation. Other authorizations, held by that examiner, may then be checked orally, to ensure the examiner can demonstrate:

- compliance with the required administration
- knowledge of changes to KCASR 1- Part FCL formats or requirements
- standardization with KCASR 1- Part FCL and other applicable requirements

5.6.2. A new authorization cannot be added by oral check alone and is to be captioned as an initial authorization.

5.7 Categories of Authorization

5.7.1. Type Rating Examiner (A/H)

The privileges of a TRE (A/H) are to conduct:

a) skill tests to issue type ratings on multi-pilot aeroplanes;

b) proficiency checks for revalidation or renewal of multi-pilot type and instrument ratings;

c) skill tests for ATPL (A/H) issue (when specifically authorized by DGCA/ASD);

d) skill tests for MPL(A/H) issue, provided that the examiner has complied with the requirements of KCASR 1- Part FCL;

Note: Certificates for the issue and renewal of Multi-Pilot Aeroplane/Helicopter type and instrument ratings are to be signed by DGCA/Aviation Safety Department.

5.8. Type Experience.

Examiners, who apply for another type rating, will not be considered unless they have accumulated a minimum flying experience as agreed by the Authority on the base aircraft type, whilst operating unsupervised in their normal crew position. And an acceptable consolidation period is required on the new aircraft type. Further evaluation by a Flight Operations Inspector is required.

5.9. Flight Recency (Simulator Examiners).

An Examiner, who only operates the simulator and does not fly the line, must observe 3 sectors, from the jump seat, on the appropriate aircraft type within the last 12 months to remain current with the Operator, aircraft and ATC procedures.

5.10. Date of Issue.

An applicant is approved to exercise the privileges of the Certificate of Authorization from the date of successful DGCA/ASD evaluation.

5.11. Period of validity

Examiner authorizations' shall be valid for three years, renewed upon authority discretion and request from the applicant or sponsor.

5.12 Synthetic Flight Examiner

The privileges of an SFE (A/H) are to conduct in a flight simulator:

(a) Skill tests for the issue of type ratings for multi-pilot aeroplanes;

(b) Proficiency checks for revalidation or renewal of multi-pilot type and instrument ratings.

Provided that the examiner holds an ATPL(A/H), has completed not less than 1500 hours of flight time as a pilot of multi-pilot aeroplanes and is entitled to exercise the privileges of a SFI(A/H) and for the purpose of (a) above holds a valid type rating on the applicable aeroplane/helicopter type.

6. EXAMINER'S TRAINING

6.1 Training for the Initial examiner authorization shall not commence, until the Authority has approved the selection of the candidate (Step 1 above).

6.2 Where a current examiner authorization is held, the required training elements shall be acceptable to the Authority.

6.3 Where an examiner no longer holds a valid authorization, the Authority shall apply the selection requirements and specify the required elements of training required.

6.4 Where the examiner requires the addition of a Type/Class, or other previously untested privileges to his authorization, the Authority shall be assured, that suitable training and testing is conducted before approving the altered authorization, based on the Examiner Authorization Acceptance Test.

6.5 Examiner Training content is explained at Appendix 2.

6.6 Course Completion Certificate should be attached to application form Appendix 1.

7. EXAMINER CERTIFICATES, PRIVILEGES AND CONDITIONS

7.1 Examiner Certificate and Endorsements

The Licensing Certificate is issued separately to the pilot's licence and will identify which privileges the examiner may exercise

Privileges are indicated in brackets next to the specified aircraft types on the examiners licensing certificate and in the privileges and conditions column.

Example Licensing Certificate examiner entry

Certificate	*Valid to Date*	*Aircraft*	*Privileges and Conditions*
TRE(A)	***XX/XX/XXXX***	***A320 (FFS)***	***FCL.1005.TRE applies as in (a)(1)to(a)(3) (a)(4) (a)(5) And OPC***

Endorsement Meanings

Licence Certificate Entry in (Brackets)	**Privileges**
(FFS)	Simulator privileges only
(A/C)	Aircraft privileges only
(A/C & FFS)	Aircraft and simulator privileges
(A/C - Takeoffs & landings only)	Aircraft – take-off and landings only

Privileges and Conditions Meanings

Privileges and Conditions		TRE Aeroplane	SFE Aeroplane
(a)(1)	Skill Tests for initial issue of type ratings	Yes	Yes
(a)(2)	Proficiency Checks for revalidation or renewal of type ratings	Yes	Yes
(a)(2)	Proficiency Checks for revalidation or renewal of IRs	Yes (must hold a valid IR(A)	Yes (Current LPC)
(a)(3)	Skill Tests for ATPL issue	Yes	Yes
(a)(4)	Skill Test for MPL issue (provided FCL.925 complied with)	Yes (application/approval for privileges required)	Yes (application/approval for privileges required)
(a)(5)	AoC for issue, revalidation and renewal of a TRI or SFI certificate	Yes (application/approval for privileges required)	Yes (application/approval for privileges required)
And OPC	Suitable to conduct OPC's.	Yes	Yes

8. LIMITATIONS OF PRIVILEGES IN CASE OF VESTED INTERESTS

8.1 Part-FCL states an examiner shall not conduct:

(a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:

(1) to whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or

(2) when they have been responsible for the recommendation for the skill test, in accordance with Part - FCL.;

(b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

Examples of situation where the examiner should consider if his objectivity is affected are when the applicant is a relative or a friend of the examiner, or when they are linked by economic interests/political affiliations, etc...

9. EXAMINER STANDARDISATION

Applicants for Examiner Certificates are required to have completed an examiner standardization course provided by the Kuwait DGCA/ASD or by an ATO approved by the Kuwait DGCA/ASD.

10. EXAMINER VALIDITY

10.1 TRI and SFI certificates shall be valid for three years and valid until the last day of the month and shall be revalidated in accordance with Part-FCL.

10.2 TRE and SFE certificates shall be valid for three years and valid until the last day of the month and shall be revalidated in accordance with Part-FCL. Consequently, an instructor who is also an examiner may have different expiry dates for the two qualifications.

10.3 Examiners should note that examining privileges may only be exercised when the corresponding instructor qualification is valid.

10.4 To maintain the privileges of an examiner certificate an examiner shall conduct at least 2 skill tests, proficiency checks or assessments of competence every year during the validity of the certificate. In the event that this recency is not met the examiner may be observed conducting a skill test, proficiency check or assessment of competence under the supervision of DGCA/ASD Inspector or an SE accepted for the purpose who would then confirm the examiner's competence to exercise privileges.

10.5 Examiner Medical Status

10.5.1 A TRI/TRE who encounters a loss of class 1 medical certification may continue to conduct tests in an FFS only under the following circumstances:

- The TRI/TRE has FFS privileges on existing certificates;
- Respective SFI and SFE certification has been applied for and in process;
- Validity requirements to hold and exercise an SFI and SFE are complied with;
- Acceptance has been gained from the Kuwait DGCA/ASD Flight Operations; a temporary licensing certificate for the SFI and temporary Examiner Certificate for the SFE has been issued by an Authorized Kuwait DGCA/ASD;
- The examiner and ATO must state that they have adopted the risk and assessed the examiner as fit to conduct the detail without any detriment to safety, the effectiveness of the test to be conducted or the well-being of the instructor or examiner.

10.5.2 Once an SFI/SFE has been issued, they may remain on an examiners licensing certificate and the SFI/SFE privileges may be exercised at any time provided the validity requirements of the SFI and SFE as defined in KCASR 1 Part-FCL are fulfilled. Upon regaining class 1 medical certification the examiner may return to exercising TRI and TRE privileges, provided the validity requirements of a TRI and TRE as defined in KCASR 1 Part-FCL respectively are fulfilled.

11. EXAMINER REVALIDATION

11.1 An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:

a) Conducted at least two skill tests, proficiency checks or assessments of competence every year;

b) The examiner shall have attended an examiner refresher seminar provided by the Kuwait DGCA/ASD or by an approved ATO during the last year of validity;

c) One of the skill tests or proficiency checks conducted by the examiner within the last year of the validity period will be observed by a DGCA/ASD Inspector or by a SE specifically authorised for this purpose. When arranging this EAoC, the examiner shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the DGCA/ASD Inspector is able to listen to all communications.

11.2 Examiners may make arrangements for the EAoC at any mutually convenient time during the 12 months preceding the expiry date. The new validity will run for three years from the expiry date of the current certificate.

11.3 The EAoC shall be conducted in accordance with the format as described in **Appendix 1.**

11.4 In addition to the three-yearly EAoC, DGCA/ASD Inspectors will make routine interim checks, sometimes without notice. The purpose of these is primarily liaison and standardization; however, continued certification will depend on a satisfactory standard as an examiner being observed.

11.5 When the applicant for the revalidation holds privileges for more than one type within the same examiner category, combined revalidation of all types shall be achieved when the applicant passes an assessment of competence on one of the types and meets the recency requirements for the other types.

11.6 With the prior agreement of TSPG, examiners who hold privileges for more than one examiner category, combined revalidation of all privileges may be achieved when the examiner complies with recency requirements for each examiner category, attended examiner seminars appropriate to their privileges, and an examiner assessment of competence for one of the categories of examiner.

11.7 The examiner shall demonstrate continued compliance with KCASR 1 Part-FCL Prerequisites for Examiner and Conduct of skill test, proficiency checks and assessments of competence.

11.8 If the EAoC is conducted in the simulator then the examiner privileges will be restricted to simulator only. This restriction will be lifted when the examiner has conducted an EAoC in the aircraft. If the examiner has both simulator and aircraft privileges the EAoC conducted in the aircraft will automatically revalidate the simulator privileges.

Aircraft privileges may be revalidated in an FFS provided an initial AoC had been completed in an aircraft. If the TRE aircraft privileges are revalidated in an FFS, the AoC shall include an in- seat exercise simulating aircraft examining.

12. EXAMINER RENEWAL

12.1 If an examiner certificate has expired, the applicant will be required to attend an examiner refresher seminar and undertake an EAoC. The expiry of the certificate shall be three years from the date of the EAoC. *(Note: an examiner refresher seminar is valid for one year)*. It is expected that the candidate undergoes internal training and observes and conducts LST or LPC/OPC details under supervision prior to demonstrating competence at an EAoC. The number of details would be at the discretion of the ATO depending on relevant experience.

13. REVALIDATION ARRANGEMENTS

13.1. An examiner authorization will be valid for a period of not more than three years. Thereafter, re-authorization will be at the discretion of the Kuwait DGCA/ASD and subject to the following:

(a) The examiner should have conducted at least two licence skill tests or licence proficiency checks in every yearly period within the three-year authorization. Evidence of these tests must be available at the revalidation/renewal test.

(b) For re-authorization, one of skill tests/proficiency checks, conducted by the Examiner within the last 6 months of the authorization period, will have been observed by a Kuwait DGCA/ASD Inspector.

(c) Examiners may make arrangements for a revalidation test at any mutually convenient time during the 6 months, preceding the expiry date. In this case the next 3 year validity will run from the expiry date, rather than the date of test.

(d) A record of all tests/checks, conducted by the examiner, must be maintained for a period of three years. These records must show the date of test, candidates name, type of test, the aircraft or simulator code used, and confirmation that the licence was signed.

(e) In addition to the three-yearly revalidation Examiner Authorization Acceptance Test, DGCA/ASD Inspectors will make routine interim observations of simulator/aircraft checks, conducted by DGCA/ASD Authorized Examiners, DGCA/ASD annual inspection program includes a plan to observe check/skill test performed by DGCA/ASD authorized examiners at least once a year for each one of them. The purposes of such observations are primarily liaison and standardization of the examiners. However, continued validity of the authorization will depend on satisfactory examiner competency is being maintained and demonstrated to DGCA/ASD inspector during such observations.

(f) Examiners, who are authorized on more than one aircraft type, are to be observed on each type at least once during the period of the validity, and on alternate basis for the revalidation assessment, (e.g. each revalidation shall be conducted on different aircraft type than the previous assessment).

14. CANCELLATION OF EXAMINER'S AUTHORISATION

14.1 The cancellation of an examiner authority may be based on any one or more of the following:

- Termination of the Kuwait DGCA need for the examiner's services
- Change in the examiner program policy of the Kuwait DGCA
- Voluntary surrender of the authorization by the examiner with a request in writing, that it be cancelled.
- Expiration of an examiner's authorization without renewal action.
- Evidence of malpractice or fraudulent use of the authorization, or any action on the part of the examiner reflecting, discredit upon the Kuwait DGCA.
- Continued unsatisfactory performance in any phase of his examiner duties or responsibilities, including inability to accept or carry out Kuwait DGCA instructions.
- Subsequent evidence, indicating the general or professional qualifications and requirements were, in fact, not met for the original examiner authorization issue.

15. EXPIRED AUTHORISATION

Authorizations, which have expired for any reason are no longer effective and may not be renewed or reinstated. A former authorized examiner may be re-authorized on exactly the same basis, as for original issuance. In such cases, the previous examiner authorization number may be used, provided it is available and conforms to the current numbering system.

16. APPEAL PROCEDURES

In the event of any disputes, the person under test could file an official appeal in writing to the Director of Aviation Safety on the conduct of the examination. When DGCA receives a formal written appeal about the ability and reliability of a designated examiner who have not conducted such test in full compliance with procedures in this document, an investigation will be carried out under the direct supervision of the Director of Aviation Safety. It must be pointed out that the appeal could only be made on the conduct of the test but not the test results.

PART 2 -

EXAMINER'S CONDUCT – SKILL TEST AND EVALUATION CRITERIA

1. SKILL TEST AND PROFICIENCY CHECK SCHEDULING

1.1 The applicant shall have completed any required instruction in accordance with the syllabus. The examiner shall determine that the applicant is eligible to take the test. He must check that all the practical training has been completed and initialed by the Instructor.

1.2 Items, to be covered in the skill test/proficiency check, are given in the applicable Licence Skill Tests/Proficiency Checks LST/LPC MPA Forms. Several different skill test/proficiency check scenarios may be developed, containing simulated line operations. The Examiner will select one of these scenarios. Flight simulators may be used, which are suitably qualified and hold the relevant company user approval.

1.3 The examiner shall conduct each flight test in such a manner, as to conform to the guidance, given by the DGCA/ASD and ensure, that each applicant is allowed adequate time to prepare and perform the manoeuvres, required by the test.

1.4 KCASR 1- Part FCL requires, that a theoretical knowledge must be verified by a multiple-choice questionnaire or other suitable means. Where a multiple- choice questionnaire is not used then there should be a suitable quantitative method of confirming the pilot's knowledge, which must be recorded.

2. AIM OF THE FLIGHT TEST/CHECK

2.1 The aim of the flight test/check is to:

(a) Determine, whether, by practical demonstration, the applicant has reached/ maintained the required level of knowledge and skill for the rating.

(b) Improve the standards of instruction and training by feedback of those exercises and procedures, which are commonly failed.

(c) To ensure, that safety standards are maintained and where possible improved, throughout the aviation industry by requiring the application of sound airmanship and flight discipline.

3. CONDUCT OF THE TEST/CHECK – GENERAL

3.1 The items marked M (mandatory) on the Check form show the minimum practical exercise that must be tested. At his discretion, an examiner may select additional items from the "practical training" to be tested and is encouraged to do so. If additional items are to be included in the LST/LPC, they must be briefed, although it is not necessary to be prescriptive.

3.2 The LST/LPC is a two attempt test. The applicant should fly all items at attempt one, prior to retesting any item (attempt two). There may be some exceptions. When conducting the test/check in an aircraft, it may be inappropriate or impossible to complete the first attempt in due to ATC or external influences. This flexibility would not be appropriate or required during simulator testing.

3.3 Failure in more than five items at the first attempt will require the applicant to take the entire test/check again. Any applicant failing not more than five items shall take the failed items again.

3.4 Failure in any item of the re-test (attempt two) will require the applicant to take the entire test/check again.

3.5 Attempt 1.

If the candidate is in the process of completing his first attempt at the test/check, and he fails an item that he has previously passed, it is now recorded as a fail at attempt one. This could mean overwriting a previous examiner's entry on the LST/LPC form.

Attempt 2.

KCASR 1 Part FCL states, that "failure in any item of the re-test/re-check, including those items that have been passed at a previous attempt, will require the applicant to take the entire test/check again". This statement has been widely misunderstood. The key is in the words re-test/re-check. The attempt one should have been completed in total. If there are any failed items, the TRE/SFE carries out attempt two. Now the rule applies. It is therefore advisable, to avoid flying a manoeuvre that the candidate has already passed. There are many ways around this problem. For example, give the other pilot some of the flying (in an aircraft the examiner can take control) up to the point of the item to be retested. In a simulator, the aircraft could be airborne, repositioned and put in position freeze until the candidate has settled down, or in the case of a failed Go-Around, use a different type of approach to any previously assessed as a vehicle to get to minima.

However, if you are going to fly something previously passed and it is to be assessed, the candidate must be briefed accordingly.

3.6 If the skill test/proficiency check is terminated for reasons considered adequate by the examiner, only those sections not completed shall be tested in a further flight. If any items were failed on the first flight, all items not completed on the first attempt must be tested separately, before any retest is undertaken.

3.7 At attempt one the examiner may use his discretion to repeat any item(s) of the test/check once. The option to repeat any item is not a right of the applicant. As general guidance, the examiner should only exercise his discretion to repeat an item, when he considers that the applicant has made a minor error and that the error can be corrected by debriefing. This discretion should not be used, if further training is required. If retraining is required it should be done prior to a retest i.e. a second attempt. Repeats may not be carried forward to another simulator detail/flight, unless the test was originally planned as a two-day event. Repeats must not be passed on to another examiner. Retest item(s), attempt two, must not be repeated.

3.8 Although technically, all items of the test schedule may be repeated once, this is not in the spirit of the repeat discretion. If the applicant's performance is such, that several items need repeating, he/she is clearly not up to the required standard and the discretion, to repeat, should not be exercised further. Repeats are not recorded on the relevant LST/LPC forms, but must be recorded on company paperwork.

3.9 If a candidate fails to achieve a satisfactory standard in an item, he/she will be re- tested in that item. Such re-tests must be indicated on company training records and also in the LST/LPC form. The examiner may stop the test/check at any stage if it is considered that the applicant's competency requires a complete re-test or re-check.

3.10 Should the examiner consider that the applicant was not performing satisfactorily due to any external influence or distraction, then the exercise should not be assessed. An example of this may be noisy engineering work outside of a simulator.

If a pilot has presented himself for check and has not declared himself unfit prior to the test, it is reasonable to assume, that he would have presented himself for a flight. It is not acceptable posttest, for him to complain that he was unwell.

3.11 The skill test/proficiency check format for the test/check is intended to simulate a practical flight i.e. commercial air transport flight. Planning and preparation must be completed by the crew, using routine planning material in accordance with normal operating procedures. In flight, the candidate must use the current charts and plates as per the company's operation. e.g. it is not acceptable to use "home- made" line drawings or photocopied material which has been customized or highlighted.

3.12 Skill tests and proficiency checks must not be conducted on a flight for the purpose of the public transport of passengers.

3.13 The test/check for a Multi-Pilot Aeroplane/Helicopter shall be performed in the multi-crew environment and another applicant or another pilot may function as a second pilot. If an aeroplane/helicopter rather than a simulator is used for the test/check, the second pilot shall be the examiner.

3.14 An applicant for the initial issue of a Multi-Pilot Aeroplane/Helicopter type rating or ATPL (A/H) shall be required to operate as "pilot flying" (PF) during all stages of the test. In addition, the applicant shall demonstrate the ability to act as "pilot monitoring" (PM).

3.15 Proficiency Check. The DGCA/ASD Proficiency Check form, or the Operator equivalent, must be completed and retained in the applicant's training records. The Authorised Examiner must complete the appropriate section of the licence at the completion of the test and add the Examiner's Number and signature.

3.16 Checking of licences. Examiners are reminded that, as an essential part of each skill test or proficiency check; they are required to check the applicant's licence and medical certificate for currency. When conducting an ATPL/Initial Instrument/Type rating Skill Tests, examiners must also check training records (including ground training) and log books to ensure that applicant meets the requirements.

4. CONDUCT OF THE EXAMINER

4.1 The examiner may change the sequence of sections or manoeuvres to achieve an orderly and efficient flow of a practical flight having regard to the existing conditions or circumstances, but must not miss out any items. Examiners must ensure that the test is completed efficiently and without wasted time.

4.2 Examiner preparation

4.2.1. An examiner should supervise all aspects of the test/check flight preparation, including, where necessary, obtaining or assuring an ATC "slot" time.

4.2.2. An examiner will plan a test/check in accordance with KCASR 1 Part-FCL requirements. Only the manoeuvres and procedures set out in the appropriate test/check form will be undertaken.

4.3 Examiner approach

- An examiner should encourage a friendly and relaxed atmosphere, to develop both before and during a test/check flight. A negative or hostile approach should not be used. During the test/check flight, the examiner should avoid negative comments or criticisms and all assessments should be reserved for post check/test debriefing.

- Should a flight test not proceed as briefed the examiner must remain flexible and alert to achieve as much as possible in the changed circumstances. In an aircraft, briefing applicants during the exercise for a change to the requirements is acceptable, but the examiner must ensure, the candidate fully understands and accepts the changes otherwise the check should be suspended.

- It is essential that a common standard be applied by all examiners. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner must consider all aspects when assessing the flight. The examiner must exercise sound judgement and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check, so that all aspects may be debriefed comprehensively.

- Most pilots will dislike the prospect of being tested. Some applicants may become nervous, which might affect their performance. The attitude and approach of the examiner can do much, to overcome these difficulties. The examiner must establish a friendly and relaxed atmosphere, which will enable the applicant to demonstrate his abilities fully. A severe or hostile approach by the examiner must be avoided.

- Before undertaking a test/check, an examiner will verify that the aircraft or synthetic training device intended to be used, is suitable, and appropriately equipped for the test/check. Only aircraft or synthetic training devices approved by the Authority for skill testing/proficiency checking may be used, candidates shall be made aware of any differences between the Simulator and the operator fleet, and shall be briefed of all safety and emergency procedure related to the use of the device being used.

- Candidates shall be made aware of any changes there may be existed between the simulator documentation used for the check including manuals charts and actual updated version of the same document.
- A test/check flight will be conducted in accordance with the aircraft flight manual (AFM) and, if applicable, the aircraft operators manual (AOM).
- A test/check will be conducted within the limitations contained in the operations manual of a ATO and, where applicable, the operations manual of a registered facility.

5. GENERAL TEST CONTENT.

5.1 A test/check is comprised of:

- oral examination before the test/check (where applicable);
- pre-flight briefing;
- in-flight exercises; and
- post- test/check de-briefing

5.1.1 Oral examination on the ground should include:

- aircraft general knowledge and performance;
- planning and operational procedures; and
- other relevant items/sections of the test/check.

5.1.2. Pre-flight briefing should include:

- test/check sequence and performance criteria requirements ;
- power setting and speeds; and
- safety considerations

5.1.3. In-flight exercises will include:

- each relevant item/section of the test/check

5.1.4. Post- test/check de-briefing should include:

- assessment/evaluation of the applicant
- documentation of the test/check with the applicants present, if possible.

5.2 A test/check is intended to simulate a practical flight. Accordingly, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.

5.3 An examiner should maintain a flight log and assessment record during the test/check for reference during the post/flight de-brief.

5.4 An examiner should be flexible to the possibility of changes arising to preflight briefs due to ATC instructions, or other circumstances affecting the test/check.

5.5 When changes arise to a planned test/check an examiner should be satisfied that the applicant understands and accepts the changes. Otherwise the test/check should be terminated.

5.6 Should an applicant choose not to continue a test/check for reasons considered inadequate by an examiner, the applicant will be assessed as having failed those items/sections not attempted. If the test/check is terminated for reasons considered adequate by the examiner, only these items/sections not completed will be tested during a subsequent test/check.

5.7 At the discretion of an examiner, and after giving the applicant adequate opportunity to demonstrate the required skill(s), may terminate a test/check at any stage, if it is considered that the applicant's competency requires a complete re-test/recheck.

6. CRITERIA FOR ATPL (A) OR A TYPE RATING SKILL TEST FOR A MULTI-PILOT AEROPLANE/HELICOPTER, EXTENDING TO THE DUTIES OF PILOT-IN- COMMAND

6.1. The following matters shall be specifically checked, when testing/checking applicants for the ATPL (A) or a type rating for a multi-pilot aeroplane, extending to the duties of pilot-in-command, irrespective of whether the applicant acts as PF or PM.

- Management of crew co-operation (CRM)
- Maintaining a general survey of the aeroplane operation by appropriate supervision, and
- Setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations, appropriate to the operational situation, including emergencies.

6.2 The test /check should be accomplished under IFR and, as far as possible, in a simulated commercial air transport environment. An important element is the ability to plan and conduct the flight from routine briefing material

7. FORM LST/LPC MPA

7.1 Where companies combine the LPC with an Operator Proficiency Check (OPC), they may use an approved customized form, provided, that the schedule of items remains the same.

7.2 The combined form shall be used by the examiner to record the details and results of skill tests and training for the initial issue of a Multi-Pilot Aeroplane (MPA) type rating and/or application for the grant of an ATPL, the proficiency check and instrument rating revalidation.

7.3 Checking Low Visibility Operations (LVO) is a stand-alone item and does not affect the LST/LPC. However, if it is failed, the applicant cannot carry out LVO.

7.4 Airfields, selected for low visibility training, must be acceptable to the authority.

8. LST AND LPC

8.1 LST

8.1.1. The skill test for the type rating shall be carried out, when all the training elements have been satisfactorily completed. These items are shown on the left hand side of the bold line and titled "practical training". The TRI/SFI will have signed the relevant boxes once a satisfactory standard has been achieved. The test will normally be conducted by a TRE, who has not been involved in the training. The examiner should sample the items covered by the TRI/SFI to ensure standardization of training and form part of the quality system. The TRE may test any item, but must include those items marked "M" which are mandatory.

8.1.2. The applicant shall pass all items of the skill test/proficiency check. (See assessment system below). Each applicable item in the appropriate skill test shall be satisfactorily completed within the six months immediately preceding the date of receipt of the application for the rating.

8.1.3. The test will grant an Instrument Rating for the type and may be combined with the (OPC).

8.2 LPC

8.2.1 All above applies, except that the left hand portion of the form "practical training" can be ignored, as the items marked "M Skill test only".

8.2.2 Care should be taken to rotate the six mandatory selected items to ensure that all items are checked over a three-year period. Note that three items is a minimum number from each of the two groups.

9. ASSESSMENT SYSTEM

9.1 Failure in more than five items will require the applicant to take the entire test/check again. Any applicant, failing not more than five items, shall take the failed items again.

9.2 The applicant shall pass all items of the skill test/proficiency check. Each applicable item in the appropriate skill test shall be satisfactorily completed within the six months immediately preceding the date of receipt of the application for the rating. Failure in more than five items will require the applicant to take the entire test/check again. Any applicant failing not more than five items shall take the failed items again. Failure in any item of the retest/re-check including those items that have been passed at a previous attempt will require the applicant to take the entire test/check again.

9.3 Although test/checks may specify flight test tolerances, an applicant should not be expected to achieve these at the expense of smoothness or stable flight. An examiner should make due allowance for unavoidable deviations due to turbulence, ATC instructions, etc... An examiner should terminate a test/check only for the purpose of assessing the applicant, or for safety reasons. An examiner will use on any of the following terms for assessment:

A "pass", provided the applicant demonstrates the required level of knowledge, skill/proficiency and, where applicable, remains within the flight test tolerances for the licence or rating;

A "fail", provided that any of the following apply:

i. the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;

ii. the aim of the test/check is not completed;

iii. the aim of the exercise is completed but at the expense of unsafe flight, violation of a rule or regulation, poor airmanship or rough handling;

iv. an acceptable level of knowledge is not demonstrated;

v. an acceptable level of flight management is not demonstrated; or

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

Table 1

PASS/FAIL CRITERIA		
Attempt One	**Attempt Two**	**Result**
1 Item Failed →	Retake Failed Item →	If any one Item is failed on Attempt Two the complete Test/Check is failed.
2 Items Failed →	Retake Failed Items →	
3 Items Failed →	Retake Failed Items →	If the Attempt Two Flight Profile includes an Item originally passed in Attempt One and this item is failed in Attempt Two the complete Test/Check is failed.
4 Items Failed →	Retake Failed Items →	
5 Items Failed →	Retake Failed Items →	
6 or more Items Failed →	No Attempt Two →	The complete Test/Check is Failed
All 'Attempt One' Items must be completed before Attempt Two.	After a failure in Attempt One and before Attempt Two, retraining is optional	After a failure in Attempt Two, retraining is mandatory
At the discretion of the examiner, any 'Attempt One' item may be repeated once at any time during the test/check. A repeat is not Attempt Two and the applicant does not have the right to demand a repeat.	The applicant has a right to undertake Attempt Two, if 5 or less items are failed - Subject to →	The examiner may award a complete fail at any time during the Test/Check, irrespective of the number of items failed up to that point.

10. ADMINISTRATION

10.1 After the debrief the examiner shall complete the required forms, and

For a PASS – Receive payment document, sign the form, hand it to the operator training Department and sign the applicant's licence.

For a PARTIAL pass (failure of 5 items or less) – Sign the form and hand it to the operator training Department to be presented to the next examiner for the next attempt.

For a FAIL (more than 5 items or a failed retest) – Sign the form, hand it to the operator training Department and fill/sign a **Mandatory Check Failure Notification** and send it to Kuwait DGCA/ASD.

A "partial pass" in accordance with the criteria shown in the relevant skill test Appendix 9 of KCASR 1- Part FCL.

10.2 Skill Test/Proficiency Check Retraining

10.2.1 Further training may be required after a failed test/check. Failure to achieve a valid pass in all items in two attempts shall require further training, as determined by the examiner. This retraining can be given at any appropriate time, but must be completed before any retest items are flown. There is no limit to the number of skill tests/proficiency checks that may be attempted.

10.3 The same examiner should not re-examine a failed applicant without the agreement of the applicant.

10.4 Proficiency Check Validity

10.4.1 The licence Proficiency Check is valid for one year from the date of issue, or the date of expiry, if revalidated within the validity period. For revalidation, the check may be carried out within the three months immediately preceding the expiry date of the rating.

10.4.2 At present, KCASR-OPS AOC companies are issued with an exemption allowing the validity to run to the end of the month. This will become a KCASR 1 Part-FCL requirement in the near future. Until that time, a TRE may sign the licence accordingly.

10.5 Examiner shall maintain a continuous record of all Skill Tests/Checks he/she conducted. A monthly report of the skill test/checks conducted during the last month shall be submitted to DGCA/ASD at first convenient.

11. INSTRUMENT RATING PRIVILEGES

11.1 A multi-pilot instrument rating (IR) is not valid for single-pilot aeroplanes.

11.2 Pilots, holding both multi-pilot and single-pilot type/class ratings, are required to have a current single-pilot IR to maintain instrument rating privileges on single-pilot aeroplanes and are not permitted to use their multi- pilot instrument rating for that purpose.

12. OPC

12.1 Kuwait DGCA Operators are required to give additional recurrent training and checking as specified at KCASR 6. The mandatory items for the recurrent OPC or Base Checks are very similar to those of the LPC and it is usual to combine the checks as an OPC/LPC. KCASR 6 does not give specific guidance on the conduct of recurrent checks and the standards that should be required. However, KCASR Part 6 require the flight crewmember, to demonstrate competence in carrying out normal, abnormal and emergency procedures. If the crewmember is to be qualified to operate under IFR, the tests are required to be conducted in IMC conditions (i.e., reference to instruments only). Whilst an operator may wish to set higher standards for recurrent checking, it is unlikely that "competence" could be demonstrated at a lesser standard than those, detailed for Licence purposes in this Handbook. Hence, it is expected, that the limits, general guidance, and assessment system (including repeat and retest requirements, described in this Handbook), should be applied to the conduct of OPCs.

12.2 AOC Operators should specify their company requirements for recurrent checking in their Operations Manual Part D (Training) for acceptance by their assigned Flight Operations Inspector. Reference may be made to this Handbook, if these standards are to be applied.

12.3 AOC Operators should define clearly in their Operations Manual Part D, what action is to be followed in the event of a failed OPC or Base Check. It is recommended, to issue a clear statement that the flight crewmember may not act as a crewmember on public transport flights, until an OPC or Base Check is passed.

12.4 Recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company's operation. Hence, the Operations Manual Part D should specify the required training frequency of rarely used items, pertinent to the company route structure. It should also ensure compliance with SOP's, particularly in an emergency. For example, unlike the LPC, which is set to check manual flying skills, the OPC should be used to provide guidance and practice and encourage appropriate use of automatics.

13. REPORT FORM FOR ATPL/TYPE RATING, TRAINING & SKILL TEST ON (MPA/H)

13.1 This is the combined report form for

13.1.1 Type Rating, Training & Skill Test On (MPA/H)

13.1.2 The proficiency check and instrument rating revalidation

13.1.3 ATPL

13.1.4 Initial Licence Proficiency Check required by licence authority

13.1.5 Additional Aeroplane/Helicopter Type/Class Rating – Single/Multi-pilot and Revalidation/ Renewal of Type/Class and or Instrument Rating (A/H).

13.2 This must be completed and returned to Personnel Licensing Section.

13.3 Sections 1 to 5 must be completed. Section 6 is for pilots employed by companies holding approval for Low Visibility Operations (LVO). It is a stand-alone item and does not affect the LST/LPC. However, if it is failed the applicant cannot carry out LVO.

13.4 Airfields selected for low visibility training must be authorized for LVOs and have the correct visual modelling (lighting and airfield markings) for the category of approach to be flown.

13.5 Where companies combine the LPC with an Operator Proficiency Check (OPC) they may use an approved customized form, provided that the schedule of items remains the same.

14. LANGUAGE PROFICIENCY

14.1 All aeroplane, airships, powered lift aircraft and helicopter pilots, flight navigators and air traffic controllers need to hold valid language proficiency endorsement for radio communication. The DGCA can only endorse English language proficiency levels on licenses issued by the DGCA. ICAO has published a Standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. For domestic flights, the language may be that of the State concerned, but for international flights the language shall be English.

14.2 ICAO Language Proficiency in English at level six- Expert. Language proficiency at level six does not require periodic re-evaluation so it is considered desirable for DGCA license holders, the majority of whom will be native English language speakers, to be informally evaluated at level six.

14.3 Language skills will be rated on a scale of 1 to 6 (as defined by ICAO) and a pilot must achieve a minimum of level 4. If a pilot is graded at level 4 or 5 the pilot will need to be retested regularly, once a pilot achieves level 6 they will not need to e retested. The pilot will then have a language proficiency endorsement at section XIII- Remarks of their license, and a validity date if anything other than level 6. In the DGCA, a pilot will need to do the retest as follows:

- Level 4- every 3 years from the date of assessment
- Level 5- every 6 years from the date of assessment

14.4 In order to get the endorsement, a pilot will need to demonstrate to an examiner that they are able to do the following:

1. Communicate effectively voice-only and face-to-face
2. Communicate on common and work-related topics with accuracy and clarity
3. Use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings in a general or work-related context.
4. Be able to use language effectively in a difficult or emergency work-related situation or communication task, that you have not encountered before
5. Speak in an accent or dialect that can be understood

14.4.1 If a pilot holds an instrument rating (IR) you must be able to demonstrate your English language proficiency to a level that will allow you to:

1. Understand all the relevant information for all phases of flight, including preparation.
2. Use radiotelephony in all phases of flight, including emergencies
3. Communicate with crew members during all phases of flight, including preparation

14.5 There are a number of ways you can be tested for your language proficiency level, as follows:

- At a radiotelephony test:

  A DGCA approved examiner holding a level 6 proficiency in English can assess you during your practical test for the DGCA FRTOL. If the pilot's language level does not meet a level 6 then you will need to go to an expert assessor, such as DGCA approved language school.

- At a flight-test: or proficiency check

  A DGCA approved examiner holding a level 6 proficiency in English can assess pilot during a practical test. However, if the pilot's language level does not meet a level 6 then a pilot will need to go to an expert assessor, such as DGCA approved language school. Examiners cannot make an initial assessment, but cannot upgrade a pilot from a 4 or 5 to a level 6, for this then pilot will need to go to an expert assessor, such as DGCA approved language school

- Through a language school

  DGCA approved type rating examiners (TREs), flight examiners (FEs) and class rating examiners (CREs) holding level 6 proficiency in English can assess your English language proficiency level as part of a license proficiency check for renewal or revalidation of a rating or certificate. If a pilot's language level does not meet a level 6 then you will need to go to an expert assessor, such as DGCA approved language school.

  A candidate must ensure the school is approved by the DGCA.

- At a training organization:

  A number of approved training organization (ATOs) will offer language training modules as part of your overall training package, and if approved to do so by the DGCA the ATO will be able to assess language proficiency.

APPENDIX 1 - APPLICATION FOR THE ASSESSMENT OF COMPETENCE (AoC) FOR INITIAL ISSUE, REVALIDATION AND RENEWAL OF AN EXAMINER CERTIFICATES

State of Kuwait دولة الكويت

APPLICATION FOR THE ASSESSMENT OF COMPETENCE (AOC) FOR INITIAL ISSUE, REVALIDATION AND RENEWAL OF AN EXAMINER CERTIFICATES FOR: FE ☐, TRE ☐, CRE ☐, IRE ☐, SFE ☐, FIE ☐, FEE ☐, FNE ☐ (AEROPLANES / HELICOPTERS / POWERED LIFT)

Notes: Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

1. APPLICANT DETAILS **(To be completed by the Applicant)**

DGCA Personal reference/License No. (If known): .....

Title: ..... Name of the Applicant: .....

Date of Birth (*dd/mm/yyyy*): ..... Nationality .....

Place of Birth: ..... Country of Birth: .....

Permanent / Postal Address: .....

..... Country: ..... Postcode: .....

Email : .....

Telephone Numbers: Mobile: .....

(incl. area code) Office: ..... Fax No.: .....

A certified copy of your valid Passport, National Identity Card must accompany your application as proof of identification.

2. MEDICAL FITNESS (Not applicable for SFE) **(To be completed by the Applicant)**

Class of Medical Certificate held	Date of last Medical	Date of Expiry	DGCA use only

3. PARTICULARS OF STATE OF KUWAIT OR NON-STATE OF KUWAIT LICENCES HELD **(To be completed by the Applicant)**

Issuing Authority	Type/Class of licence	Licence Number	Expiry Date

4. APPLICATION (TICK AS APPROPRIATE) **(To be completed by the Applicant)**

I am applying for :

Initial Issue: ☐ Revalidation: ☐ Renewal: ☐ Variation: ☐ Foreign Country: ☐ Special Conditions: ☐

Aeroplane: ☐ Helicopter: ☐ Powered Lift: ☐ Airships: ☐ Sailplanes: ☐ Balloons: ☐

Aircraft: ☐	Simulator: ☐					
FE(PPL): ☐	FE(CPL): ☐	FE(LAPL): ☐	FE(Mountain): ☐	FE(EIR): ☐	FE(SPL): ☐	
FE(BPL): ☐	TRE: ☐	CRE: ☐	IRE: ☐	SFE: ☐	FIE: ☐	
FEE: ☐	FNE: ☐					
Additional privileges required:						
FE(S) only:	Extension to TMG: ☐	Cloud Rating: ☐				
FE(S) and (B) only:	Commercial Operations: ☐					
TRE/SFE(A) only:	Skill tests for MPL issue: ☐	Single Pilot Ops: ☐	Multi-Pilot Ops: ☐			
TRE/(A) and (H) only:	TRI/SFI Examiner: ☐	OPC: ☐				
CRE only:	IR Privilege: ☐	EIR Privelege: ☐				
SFE(A) and (H) only:	SFI Examiner: ☐					
FEE only:	FEI Examiner: ☐					
FNE only:	FNL Examiner: ☐					
Note: Any additional rating applied for, other than those mandatory for licence issue, may incur an additional charge						

5. CERTIFICATE REQUIREMENTS **(To be completed by the Applicant)**

Please enter the aircraft class/types desired for certification:

Class Ratings: SEP MEP Other (Please specify):

Type Ratings (Please specify):

6(A). EXAMINER STANDARDISATION COURSE (INITIAL ISSUE ONLY) **(To be completed by the Applicant)**

Have you attended an approved examiner standardisation course as required by Part-FCL1015? YES: ☐ NO: ☐

Dates of the completed or planned course: ATO Approval No.: Name of ATO:

Including commercial air transport content: YES: ☐ NO: ☐

Including Instrument Rating content: YES: ☐ NO: ☐

(If yes, please include a copy of the completion certificate)

6(B). EXAMINER REFRESHER SEMINAR (RE-ISSUE ONLY)	(To be completed by the Applicant)
Have you attended an approved examiner refresher seminar? YES: ☐ NO: ☐	
Dates of the completed or planned Seminar: ATO Approval No.: Name of ATO:	
Including commercial air transport content: YES: ☐ NO: ☐	
Including Instrument Rating content: YES: ☐ NO: ☐	
(If yes, please include a copy of the attendance certificate)	

7. LOCATION AND TIMING DETAILS OF THE ASSESSMENT OF COMPETENCE	(To be completed by the Applicant)
Preferred date for assessment of competence:	
A/C Type and Registration / Simulator Type and Simulator Code:	
Timings: Location:	
(Please note that we will endeavour to arrange your assessment of competence within eight weeks.)	
Any changes to the planned AoC are to be notified to the DGCA immediately. Cancellations must be made at least five working days prior to confirm AoC date or the fee may be forfeit. Please note that the AoC will not proceed until the applicant has been issued with the applicable instructor certificate and the experience requirements have been satisfied.	

8(A). FLYING EXPERIENCE FLIGHT EXAMINER (FE) **(To be completed by the Applicant)**

Important Note: Any flight entries recorded within a pilot log, for the same flight as Pilot in Command and Dual will only be countable as Dual flight for licensing purposes.	Experience Claimed		DGCA Use Only
	Hours as Pilot	Hours of flight instruction	
FE(PPL) Aeroplanes/Helicopters (1000 hours of flight time as pilot on aeroplanes /TMG's or helicopters (as applicable) including at least 250 hours of flight instruction)			
FE(CPL) Aeroplanes/Helicopters (2000 hours of flight time as pilot on Aeroplanes /TMGs or helicopters (as applicable) including at least 250 hours of flight instruction)			
FE(LAPL) Aeroplanes (500 hours of flight time as pilot on aeroplanes or TMGs including at least 100 hours of flight instruction)			
FE(LAPL) Helicopters (500 hours of flight time as pilot on helicopters including at least 150 hours of flight instruction)			
FE(As) Airships (500 hours of flight time as a pilot on airships, including 100 hours of flight instruction)			
FE(B) Balloons (250 hours of flight time as a pilot on balloons, including 50 hours of flight instruction)			
FE(B) with commercial privileges (300 hours of flight time as a pilot on balloons, of which 50 hours in the same group of balloons for which the extension is sought. The 300 hours of flight time shall include 50 hours of flight instruction)	Total: On Group:	Total: On Group:	

		Hours as Pilot	Flight Instruction	
FE(S) (300 hours of flight time as pilot on sailplanes or powered sailplanes, including 150 hours or 300 launches of flight instruction)			Hours: Launches:	
FE(S) with commercial privileges (300 hours of flight time as pilot on sailplanes or powered sailplanes, including 90 hours of flight instruction)				
FE(S) extension to TMGs (300 hours of flight time as a pilot on sailplanes or powered sailplanes, including 50 hrs of flight instruction on TMG)				
FE(S) cloud flying rating (200 hours of flight time as pilot on sailplanes or powered sailplanes, including at least 5 hours or 25 flights of flight instruction for the cloud flying rating or at least 10 hours of flight instruction for the EIR or IR(A))			Hours: Flights: EIR/IR:	
		Licence held (CPL(H) or ATPL(H) (Please specify)	IR(H)	
FE(H) single pilot multi-engine type ratings for a PPL(H) or CPL(H) – requirements of FE(PPL) or FE(CPL), as applicable and holds a CPL(H) or ATPL(H) and IR(H) when applicable.			YES: ☐ NO: ☐	
		Hours as Pilot	Take-off and landings	
FE(Mountain Rating) Aeroplanes (500 hours of flight time as pilot on aeroplanes or TMGs, including at least 500 take-off and landings of flight instruction for the mountain rating)				
	Hours as Pilot	Hours Under IFR	Hours as IFR Instructor	
FE(EIR) Aeroplanes (1500 hours as a pilot on aeroplanes and complies with the requirements in FCL.1010.IRE(a)(2)*) **(450 hours of flight time under IFR, of which 250 hours shall be as an instructor))*				

8(B). FLYING EXPERIENCE FLIGHT EXAMINER (TRE)		(To be completed by the Applicant)		
		Experience Claimed		DGCA Use Only
		Hours as Pilot	Hours of PIC	
TRE(A) and TRE(PL) – (1500 hours of flight time as a pilot of multi-pilot aeroplanes or powered-lift aircraft, as applicable, of which at least 500 hours shall be as PIC)				
TRE(A) SPHPCA – (500 hours of flight time as a pilot of single-pilot aeroplanes, of which at least 200 hours shall be as PIC)				
		Flight instruction as SFI/TRI		
TRE(A) instruction experience for initial issue – (have completed at least 50 hours of flight instruction as a TRI or SFI in the applicable type or an FSTD representing that type)		SFI: TRI:		
	Licence held (CPL(H) or ATPL(H) (Please specify)	Hours as Pilot	Hours of PIC	
TRE(H) multi-pilot – (hold a CPL(H) or ATPL(H) and have completed 1500 hours of flight time as a pilot on multi-pilot helicopters, of which at least 500 hours shall be as PIC) *Note: for first multi-pilot multi-engine TRE certificate the 1500 hours of flight experience on multi-pilot helicopters may be considered met if they have completed the 500 hours of flight time as PIC on a multi-pilot helicopter of the same type)*				
TRE(H) single-pilot multi-engine – (hold a CPL(H) or ATPL(H) and when applicable a valid IR(H) and 1000 hours of flight as pilot on helicopters, of which at least 500 hours shall be as PIC)				
TRE(H) single pilot single-engine – (hold a CPL(H) or ATPL(H) and 750 hours of flight as a pilot on helicopters, of which at least 500 hours shall be as PIC)				
		Hours of multi-pilot operations on the type		
TRE(H) extension from single-pilot multi-engine to multi-pilot multi-engine on the same type of helicopter the holder must have at least 100 hours in multi-pilot operations on this type				
		Flight instruction as TRI/FI/SFI		
TRE(H) instruction experience for initial issue – (have completed 50 hours of flight instruction as a TRI, FI or SFI in the applicable type or an FSTD representing that type)		TRI: FI: SFI:		

8(C). FLYING EXPERIENCE CLASS RATING EXAMINER (CRE)				(To be completed by the Applicant)
	Hours as Pilot	Hours under IFR	Hours as IFR Instructor	DGCA Use Only
CRE IR privilege -(compliance with the requirements in FCL.1010.IRE(a))* **(2000 hours of flight time as pilot of aeroplanes and 450 hours of flight time under IFR, of which 250 hours shall be as an instructor)*				
CRE EIR privilege – (1500 hours as a pilot on aeroplanes and complies with the requirements in FCL.1010.IRE(a)(2))* **(450 hours of flight time under IFR, of which 250 hours shall be as an instructor)*				
	Hours as Pilot	Licence held (CPL(H) or ATPL(H) or PPL(A) (Please specify)		
CRE(A) – (hold a CPL(A), MPL(A) or ATPL(A) with single-pilot privileges or have held it and hold a PPL(A) and 500 hours of flight time as a pilot on aeroplanes)				
8(D). FLYING EXPERIENCE INSTRUMENT RATING EXAMINER (IRE)				**(To be completed by the Applicant)**
	Hours as Pilot	Hours under IFR	Hours as IFR Instructor	DGCA Use Only
IRE(A) - (2000 hours of flight time as pilot of aeroplanes and 450 hours of flight time under IFR, of which 250 hours shall be as an instructor)				
IRE(H) – (2000 hours of flight time as pilot of helicopters and 300 hours of instrument flight time on helicopters, of which 200 hours shall be as an instructor)				
IRE(As) - (500 hours of flight time as pilot of airships and 100 hours of instrument flight time on airships, of which 50 hours shall be as an instructor)				
8(E). FLYING EXPERIENCE SYNTHETIC FLIGHT EXAMINER (SFE)				**(To be completed by the Applicant)**
		Experience Claimed Hours as Pilot		DGCA Use Only
SFE(A) multi-pilot aeroplanes – (1500 hours of flight time as a pilot of multi-pilot aeroplanes)				
SFE(A) SPHPCA – (500 hours of flight time as a pilot of single-pilot aeroplanes)				
		Flight Instruction as SFI		
SFE(A) instruction experience for initial issue – (have completed at least 50 hours of synthetic flight instruction as an SFI(A) on the applicable type)				

8(F). FLYING EXPERIENCE FLIGHT INSTRUCTOR EXAMINER (FIE)	(To be completed by the Applicant)		
	Experience Claimed		DGCA Use Only
	Hours as Pilot	Flight Instruction	
FIE(A) – (2000 hours of flight time as a pilot on aeroplanes or TMG, and at least 100 hours of flight time instructing applicants for an instructor certificate)			
FIE(H) – (2000 hours of flight time as pilot on helicopters, and at least 100 hours of flight time instructing applicants for an instructor certificate)			
FIE(As) – (500 hours of flight time as a pilot on airships and at least 20 hours of flight time instructing applicants for an FI(As) certificate)			
FIE(S) – (500 hours of flight time as a pilot on sailplanes or powered sailplanes and 10 hours or 30 launches instructing applicants for an instructor certificate)		Hours: Launches:	
FIE(S) extension to TMGs (10 hours or 30 take-offs instructing applicants for an instructor certificate in TMGs)		Hours: Take-offs:	

8(G). FLYING EXPERIENCE FLIGHT ENGINEER EXAMINER (FEE)	(To be completed by the Applicant)		
	Hours as Flight Engineer	Hours on Type	DGCA Use Only
FEE – (2000 hrs as a flight engineer with not less than 500 hours on type)			

8(H). FLYING EXPERIENCE FLIGHT NAVIGATOR EXAMINER (FNE)	(To be completed by the Applicant)		
	Hours as Flight Navigator	Hours on Type	DGCA Use Only
FNE – (2000 hrs as a flight navigator with not less than 500 hours on type)			

9. DECLARATION OF APPLICANT (To be completed by the Applicant)		
(Select all those that are applicable to your application)	YES	NO
ALL - I declare that the information provided on this form is true to the best of my knowledge and belief.	☐	☐
ALL - I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.	☐	☐
ALL – I declare that I hold the instructor privileges applicable for the examiner certificate I am applying for in the appropriate aircraft category.	☐	☐
ALL - I declare that I have not been subject to any sanctions, including the suspension, limitation or revocation of any of my licences, ratings or certificates issued in accordance with ICAO standards for non-compliance during the last 3 years.	☐	☐
Revalidation only – I declare I have completed at least 2 skill tests, proficiency checks or assessments of competence every year during the last period of validity. (if YES please provide the list of events conducted, if NO you must meet the requirements of a renewal as described in Part-FCL.1025(c).	☐	☐

Signature of Applicant: _____ Date: _____

10. DELIVERY INSTRUCTIONS

This form, when completed, should be forwarded and must be accompanied by the appropriate fee to:
Directorate General of Civil Aviation, Aviation Safety Department, P.O. Box 17, Safat 13001, State of Kuwait.
Tel: (965) 24743940, 24342475 / Fax: (965) 24765796 ***OR*** **Email: safety@dgca.gov.kw**
Note 1: For Fees refer to Kuwait Civil Aviation Safety Regulations Part 27 Charges and Fees
Note 2: The DGCA/ASD requires a minimum of 2 weeks to process a completed application.

Cheque, Demand Draft etc. made payable in favour of DIRECTORATE GENERAL OF CIVIL AVIATION, or Telex Transfer directly to our Account at;

CONFIRMATION OF BANK DETAILS	
Name of Bank	**CENTRAL BANK OF KUWAIT**
Branch	**KUWAIT**
Account Name	**DIRECTORATE GENERAL OF CIVIL AVIATION**
Account Number	**11023041**
IBAN Number	**KW 17 CB KU 0000000000000011023041**
Bank Code/ Sort Code/ Swift Code	**CBKUKWKW**
Currency of Payment	**KWD**

FOR OFFICIAL USE ONLY (DGCA/ASD)

Date of Receipt:

Enclosures Checked by, Name:_____ Office:_____

Application Accepted: ☐ Rejected: ☐ Pending: ☐ Approved: ☐

Remarks:

Name and Signature of DGCA/ASD Inspector:	Date:

DOCUMENTS REQUIRED:

1	Covering Letter from the company	9	Personal flying log book
2	Application Form No: 1359 duly filled & Signed	10	Last Proficiency Check form
3	Copy of latest license.	11	Aircraft Training Form (date of aircraft training done)
4	Copy of Nationality Certificate (Kuwaiti)	12	Copy of emergency licence
5	Copy of Passport and residency permit page in the passport (non-Kuwaiti)	13	Original and copy of foreign licence on the basis of which Kuwaiti licence is applied for
6	Copy of valid civil ID	14	Copy of the DGCA letter showing the applicant has passed DGCA technical examination
7	Skill test form duly completed and certified by DGCA/AE	15	Copy of Examiner certificate issued by DGCA approved ATO
8	Valid medical certificate	16	Prescribed Fee (refer to KCASR Part 27 Charges and Fees)

APPENDIX 2 - EXAMINER TRAINING

A guide to the practical training of examiners.

1. GENERAL

1.1 It is intended, that all applicants for authorization should have received some formal training for this purpose, before undertaking a test flight with an inspector/senior examiner. The training should be acceptable to the inspector, observing the candidate.

1.2 The standards of competence of pilots depend to a great extent on the competence of examiners. Examiners will be briefed by the Authority on the KCASR 1 Part–FCL requirements, the conduct of skill tests and proficiency checks and their documentation and reporting. Examiners should also be briefed on the protection requirements for personal data and liability.

1.3 An inspector of the Authority will observe all examiner candidates, conducting a test on 'trainees' in an aeroplane/helicopter, for which examiner authorization is sought. Having agreed with the inspector on the content of the test, the examiner candidate will be expected, to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the 'trainees'. The inspector will discuss the assessment with the examiner candidate, after the 'trainees' are debriefed and inform him of the result.

2. TRAINING CONTENT

2.1 Trainers: Examiner's training shall be conducted by a senior examiner, approved by the Authority.

2.2 Content: Role and Duties of the Examiner

The standardization arrangements should include, as appropriate to the role of the examiner, at least the following issues:

- Requirements, relevant to their examination duties;
- Fundamentals of human performance (CRM) and limitations, relevant to flight examination;
- Fundamentals of evaluation, relevant to trainee's performance;
- KCASR 1- Part FCL
- Quality System as related to KCASR 1-Part FCL, and
- Multi-Crew Co-operation (MCC), Human Performance and Limitations, if applicable.

All items above are core knowledge requirements for an examiner and are recommended as core course material. This core course must be studied, before recommended examiner training is commenced. The core course may utilize any training format and should be acceptable to the Authority.

Specific Flight Test and Check training

- Detailed knowledge of the tests and checks, for which the authorization is sought, is required. Training is to cover:
- Management of the test, for which the authorization is sought.
- Knowledge of the administrative procedures, pertaining to that test/check
- For an initial examiner authorization, practical training in the examination of the test profile is required.
- An Examiner Assessment Test flight with an Inspector.

Examples of acceptable means of compliance for initial examiner training

Core course	DGCA/ASD Examiner's package Examiner's Handbook Training course on KCASR 1- Part FCL requirements and procedures
Ground training	Test of Core Course material Test /check profiles Partial pass criteria Repeat criteria Aborted test Fail criteria Use of STDs for test/check (as required) Administration
Flight test and check training (flight)	Minimum of two skill test/ proficiency check under supervision of a senior examiner or DGCA/ASD inspector.
Additional training	To be determined by the Trainer or Authority (if required)
Flight test (additional to course)	Examiner Authorization Acceptance Test (EAAT) with an inspector, authorized by the Authority.

APPENDIX 3 - DETAILED TESTING STANDARD

(The individual items are taken from the Skill Test but where applicable may be read across to the Proficiency Check.)

Collision avoidance and good airmanship are required to be demonstrated in a practical manner by good lookout, use of check lists, precise RTF procedures, standard operating procedures, CRM and sound flight management.

Item 1.4 - Use of Check List, Radio and Navigation Equipment Check

(a) Checks and cockpit procedures shall be carried out in compliance with the authorized check list for the aeroplane used in the test.

Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the Operations Manual or Flight Manual for the aeroplane used and should be agreed with the examiner. Decision height/altitude and minimum descent height/altitude and missed approach point shall be determined by the applicant in advance and agreed by the examiner. However, if the test is to be carried out as a LOFT type scenario, it may be impossible or inadvisable to state the type of approach or even the airport of final destination. In this case the source of the minima should be ascertained.

(b) This item does not stipulate that it has to be the first flight of the day, however some thought should be given to alternating first flights with transit checks to make sure that there is a comprehensive knowledge of the check list.

(c) When using a simulator the use of check lists and the checking and setting of Nav/Com equipment may be done in a briefing room using training devices. This would save valuable time in the actual simulator and allows a question and answer technique on such things as the built in test equipment. However, some examiners may wish to get the crews to perform this item while they busy themselves in setting up the instructor station. If this is the case, do not forget that this is an assessable item and care must be taken to monitor the crews carefully.

(d) The candidate must complete a normal start procedure and/or deal with any malfunctions.

In a simulator, engine start malfunctions can be given easily. In an aircraft, malfunctions may not be achievable. In this case, the examiner should establish the candidate's knowledge by use of a touch drill and by questioning.

Item 1.6 - Pre-Flight Checks

(a) Completes any pre-departure checks. Care should be taken to ensure that first flight of the day and transit checks are alternated, so that the knowledge of the various systems checks that are carried out on a first flight are not overlooked.

(b) Obtains a clearance.

Item 2.5 - Take-Off with Engine Failures

(a) The engine failure may be combined with the departure (see Item 3.9.1).

(b) In an aircraft this should be after V2 when safely away from the ground and should be simulated by closing a throttle completely or to the auto feather/zero thrust position as applicable to the aircraft type. Shut down checks should be done by use of a touch drill.

(c) For some types of aircraft the engine failure profile may be different depending on obstacle clearance. In this case there should be an alternation of the profiles flown by the candidate and care should be taken to record which one has been carried out. If the check is consistently conducted out of an airfield that does not have an emergency turn, thought should be given to manufacturing one for training purposes, to see that the correct procedures are followed.

(d) If a simulator is used, remember that you are acting as ATC and therefore you would not know that the crew has suffered an engine failure unless they give out a PAN/MAYDAY. It is up to the crew to liaise with you. It is solely the crew's responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the check lists etc.

(e) If a screen is used to simulate IMC in an aircraft, it must obscure 25 degrees either side of the straight ahead position. This screen should not be erected prior to taxiing as it obstructs the view. If it has a forward vision panel the screen may be put in place at the holding point. If not, it should be in position by 200ft. However, should you be in the process of conducting a simulated engine failure for example, safety considerations will override this.

(f) A question often asked is "how much swing is acceptable on an engine failure". There are no published tolerances. Each aircraft type has its own characteristics and this in turn will depend on the time of the engine failure and the type of failure given.

(g) Engine failures in simulators close to V1 with a large V1/VR split should not be used routinely because handling an engine failure that occurs on rotation is usually more demanding.

Item 2.5.4 - Rejected Take-Off

(a) The rejected take-off should be taken to its full conclusion. e.g. Would the aircraft taxi onto stand? Was brake cooling, evacuation or a further take-off considered? etc.

(b) If you have divided duties on the RTO, and it is performed incorrectly, care must be taken to correctly assess whether a fail in this item should be attributed to just one or both pilots.

(c) This must not be performed in an aircraft, other than as a static touch drill.

(d) In some aircraft the co-pilot never aborts the take-off. In these cases it will be necessary to manufacture a reason for the co-pilot to stop e.g. the incapacitation of the captain who then obstructs the controls. This scenario should be included in the three yearly cycle.

(e) In a simulator a candidate should not be told when the RTO will occur.

Items Selected from 3.4 and 3.6

These items are mandatory for the LST and LPC. However, when the LPC is combined with an OPC there is an element of training as well as checking.

(a) It is acceptable, and often necessary and desirable to train difficult and complex items (usually multiple events: e.g. total electrics failure, total hydraulics failure). The examiner may wish to freeze the simulator to point out and explain in "slow time" the indications of the failure. However any routine aspects of the item such as the ability to read a straightforward check list, must never be in doubt.

(b) Straightforward exercises (e.g. TCAS RA, pilot incapacitation), which line pilots are routinely expected to manage successfully without training input, should be subject to check in the accepted manner.

(c) Remember that 3 items from each list is a minimum and therefore some thought should be given to the inclusion of other less complex items if substantial training is to be given.

(d) This training applies to the LPC/OPC and not to the LST. The LST assumes that the candidate already has the required knowledge and ability. It is performed when all training has been completed e.g. at the end of a conversion course, upgrading to an ATPL.

Items 3.4.10 and 3.6.9 EGPWS/TCAS

EGPWS/TCAS should only be conducted in simulators where the equipment is the same version and presentation as the operator's aircraft. For example if the TCAS presentation is on the VSI as opposed to the ADI or if GPWS is fitted rather than EGPWS then the training/checking should be on another STD with the correct presentation to avoid negative training.

Item 3.9.1 - Departure and Arrival Procedures

(a) This may be combined with an abnormal or emergency procedure.

(b) Full use of automatics and LNAV if fitted is permitted. Examiners are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control or a change to ATC clearance that may require some reprogramming of the FMS might be appropriate.

(c) Some interpretation of departure and/or arrival plates should be included. If you are using an aircraft and based at an airport that does not have a published instrument departure or arrival procedure, a clearance should be given by the examiner or gained from ATC that includes some form of altitude/turn/track adherence. A departure which consists only of radar vectors should not be used.

(d) Climb/descent transitions between flight levels and altitudes using correct altimeter setting procedures.

(e) Flight management is demonstrated with a flight log, fuel and system checks, including anti-ice procedures when necessary.

(f) The candidate should comply with arrival and joining procedures.

(g) If the arrival procedure contains a hold, this can be assessed. Automatics can be used and therefore value can be obtained by giving a last minute clearance into the hold, or if FMS is fitted, an early exit from the hold to see how the FMS is handled.

Item 3.9.3.1 – Precision Approach flown manually without Flight Director

While examiners will often choose to combine various test items for expediency, since this particular exercise is fairly demanding, it may be wise to avoid overloading the candidate in this way.

Item 3.9.3.4 - Manual Precision Approach with one engine inoperative

The candidate should complete a safe approach manually and in an asymmetric configuration to the company DA/DH. Should an ILS be flown, the examiner should ensure that the test is conducted into an airfield where the company minimum allows a decision height not greater than 450 feet AAL, in order to assess the candidate's ability. The autopilot should be disconnected before intercepting the localiser and before final configuration for the approach so that the candidate's handling of any trim change associated with flap extension can be assessed. The engine failure should also be simulated prior to this phase.

Item 3.9.4 - Non Precision Approach

This may be flown either automatically or manually. It must be flown to the specified minima and not to circling minima, unless they are coincident.

Item 4.3 - Go-around from Instrument Approach

(a) Complete a safe go-around from published DA/H or MDA/H. The correct go-around action must be taken promptly to ensure minimum height loss.

(b) The instrument approach is flown in an asymmetric configuration. Examiners must ensure that go-arounds are varied. It is preferable to use a published missed approach or as modified by ATC. Avoid continuous use of "straightahead".

(c) The asymmetric go-around must be flown manually for long enough to enable the candidate's competence to be assessed. This will normally be until completion of the full missed approach procedure.

Item 5.5 - Landing with one Engine inoperative

(a) The landing must be carried out manually. Directional control must be maintained and brakes and other retardation devices used to achieve a safe roll out and deceleration.

(b) The applicant must complete a safe landing from a stable approach on the required glide path. In an aircraft using a zero thrust setting, the candidate should be briefed to close both throttles on landing.

(c) Consideration should be given to the weather, wind conditions, landing surface and obstructions.

Item 6 - LVO

In a simulator the training and testing must be carried out at an airfield displaying the correct lighting for the type of approach and ground markings.

Where possible (e.g. a dedicated airfield scene) taxiing should be ramp to ramp. This enables the examiner to assess the crew's CRM and situational awareness. Checking the crews prioritization of tasks, reading aerodrome charts, checking taxiways with compass, the use of RA/TA. This is important because runway incursions are on the increase.

Pilot Incapacitation

(a) This should be taken to its full conclusion, e.g. would a co-pilot without nose wheel steering taxi and how far?

(b) If he has asked the ambulance to meet the aircraft how does he handle this?

(c) Does he make use of any automatics?

(d) The examiner should give some thought as to how to instigate the incapacitation when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognize and checks that company SOPs are satisfactory.

(e) Incapacitation should be practiced during LVO training and should be covered during a three yearly cycle. When take-off in min RVR is dependent on PVD, incapacitation should take this into account.

Pressurization/Smoke (if applicable)

(a) The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure and contaminated cockpit drills. The crews' ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used.

(b) In an aircraft care must be taken not to depressurize the cabin and to ensure that aircraft safety is taken into account if oxygen masks are donned.

Cockpit Resource Management

CRM must be addressed on the LST/LPC in order to encourage the crews CRM skills and promote good practices. A candidate cannot be failed for CRM alone. It must be linked to a technical failure. CRM should not be treated as a separate topic, but fully integrated throughout the debriefing using NOTECHs or the company's own methodology.

The effective use of facilitation enables a better learning process and one method that may be employed is to:

- Start with an introduction
- Avoid dealing with issueschronologically
- Ask two open questions perissue
- Get the trainees to do the thinking and talking
- Summarize at the end (it can be useful to get the candidate to summarize)

Examiners must be familiar with CRM principles and should not assess CRM unless they have received appropriate instruction and are qualified to do so.

Automatics

When an LST or an LPC is being tested/checked, the ILS and the Go- around is flown manually without autopilot or auto throttle. For the types as B777 and the fly by wire Airbus types, there is an exception to the auto throttle rule. However, even in these types, if the aircraft can be dispatched with an unserviceable auto throttle, the pilot's ability should be checked on a three yearly cycle.

When an OPC is not combined with either an LST or LPC, it should be flown as per company SOPs.

Radiotelephony

As examiners lead by example, great care must be taken to ensure that their own RT is correct and in compliance with suitable documents such as UK DGCA/ASD - CAP 413. An appraisal of the crew's RT is an integral part of the test/check. Errors should be debriefed in order to maintain the required standard within the airline and improve aviation safety.

APPENDIX 4 - CONTENTS OF THE ATPL/TYPE RATING/ TRAINING/ SKILL TEST AND PROFICIENCY CHECK ON MULTI-PILOT AEROPLANES

(See KCASR 1 Part FCL, Appendix 9)

(1) The following symbols mean:

P = Trained as Pilot-in-command or Co-pilot and as Pilot Flying (PF) and Pilot Monitoring (PM) for the issue of a type rating as applicable.

X = Simulators shall be used for this exercise, if available, otherwise an aircraft shall be used if appropriate for the manoeuvre or procedure.

P# = the training shall be complemented by supervised aeroplane inspection

(2) The practical training shall be conducted at least at the training equipment level shown as (P), or may be conducted up to any higher equipment level shown by the arrow (-----›).

The following abbreviations are used to indicate the training equipment used:

A = Aeroplane

FS = Flight Simulator

FTD = Flight Training Device OTD = Other Training Devices

(3) The starred items (*) shall be flown solely by reference to instruments. If this condition is not met during the skill test or proficiency check, the type rating will be restricted to VFR only.

(4) Where the letter 'M' appears in the skill test/proficiency check column this will indicate the mandatory exercise.

(5) A flight simulator shall be used for practical training and testing if the simulator forms part of an approved type-rating course. The following considerations will apply to the approval of the course:

(a) the qualification of the flight simulator or FNPTII as set out in KCASR-STD; (b) the qualifications of the instructor andexaminer;

(c) the amount of line-orientated simulator training provided on the course;

(d) the qualifications and previous line operating experience of the pilot under training; and

(e) the amount of supervised line flying experience provided after the issue of the new type rating.

APPLICATION AND REPORT FORM FOR ATPL/TYPE RATING/ TRAINING/ SKILL TEST AND PROFICIENCY CHECK ON MULTI-PILOT AEROPLANES

State of Kuwait دولة الكويت

A. APPLICANT'S DETAILS AND CERTIFICATION				
Name:			Rank:	
Employer:	Type of License:		Lic. No.:	
Date (DD/MM/YYYY):	**I certify that I meet all requirements for the license or rating for which I am applying**	(For **Type Rating** insert A/C Type & Capacity		(For **ATPL** tick below)
Applicant's Signature:		Issue:	Revalidation:	Renewal:

B. THEORETICAL INSTRUCTIONS:			
From:	To:	Mark (Pass Mark 75%):	Training Center:
Instructor's Name:	Instructor's Signature:	Instructor's Lic. No.:	Date (DD/MM/YYYY):

C. (TRI)/(SFI) RECOMMENDATIONS: I consider the above Applicant ready for the skill test for which he is applying.			
Instructor's Name:	Instructor's Signature:	Instructor's Lic. No.:	Date (DD/MM/YYYY):

D. MANOEUVRES/PROCEDURES (INCLUDING MULTI CREW COOPERATION)						Type-Rating Skill Test/Prof. Check		
	OTD	FTD	FS	A	Instructor's initials when training completed	CHKD IN FS A	ATTEMPT (1 OR 2)	Examiner's initials when test completed
SECTION 1. FLIGHT PREPARATION								
1.1 Performance calculation	P							
1.2 Aeroplane external visual inspection; location of each item and purpose of inspection	P#			P				
1.3 Cockpit inspection		P						
1.4 Use of checklist prior to starting engines, starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P ---	-----	-----	--->		M		
1.5 Taxiing in compliance with air traffic control or instructions of instructor			P---	-->				
1.6 Before take-off checks		P---	-----	-->		M		
SECTION 2. TAKE-OFF								
2.1 Normal take-offs with different flap settings, including expedited take-off			P---	-->				
2.2*Instrument take- off; transition to instrument flight is required during rotation or immediately after becoming airborne			P---	-->				
2.3 Crosswind take-off			P---	-->				

2.4 Take-off at maximum take-off mass (actual or simulated maximum take-off mass)			P---	-->				
2.5 Take-offs with simulated engine failure:			P---	-->				
2.5.1* shortly after reaching V2			P---	-->				
2.5.2* between V1 and V2			P---	-->X		M FS Only		
2.6 Rejected take-off at a reasonable speed before reaching V1			P---	-->X		M		
SECTION 3. FLIGHT MANOEUVRES AND PROCEDURES								
3.1 Turns with and without spoilers		P---	-->					
3.2 Tuck under and Mach buffets after reaching the critical Mach number, and other specific flight characteristics of the aeroplane (e.g. Dutch Roll)		P---	-->	X				
3.3 Normal operation of systems and controls engineer's panel	P--	-----	-----	-->				
3.4 Normal and abnormal operations of following systems:						A minimum of 3 (abnormal) shall be selected from 3.4.0 to 3.4.14 inclusive		
3.4.0 Engine (if necessary propeller)	P--	-----	-----	-->				
3.4.1 Pressurization and air-conditioning	P--	-----	-----	-->				
3.4.2 Pitot/static system	P--	-----	-----	-->				
3.4.3 Fuel system	P--	-----	-----	-->				
3.4.4 Electrical system	P--	-----	-----	-->				
3.4.5 Hydraulic system	P--	-----	-----	-->				
3.4.6 Flight control and Trim-system	P--	-----	-----	-->				
3.4.7 Anti-icing/de-icing system, Glare shield heating	P--	-----	-----	-->				
3.4.8 Autopilot/Flight director	P--	-----	-----	-->				
3.4.9 Stall warning devices or stall avoidance devices, and stability augmentation devices.	P--	-----	-----	-->				
3.4.10 Ground proximity warning system, weather radar, radio altimeter, transponder		P--	-----	-->				
3.4.11 Radios, navigation equipment, instruments, flight management system	P--	-----	-----	-->				
3.4.12 Landing gear and brake	P--	-----	-----	-->				
3.4.13 Slat and flap system	P--	-----	-----	-->				
3.4.14 Auxiliary power unit	P--	-----	-----	-->				
3.6 Abnormal and emergency procedures:						A minimum of 3 items shall be selected from 3.6.1 to 3.6.8 inclusive		
3.6.1 Fire drills, e.g. engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation		P--	-----	-->				
3.6.2 Smoke control and removal		P--	-----	-->				
3.6.3 Engine failures, shutdown and restart at a safe height		P--	-----	-->				
3.6.4 Fuel dumping (simulated)		P--	-----	-->				
3.6.5 Wind shear at take-off/landing			P	X		FS Only		

3.6.6 Simulated cabin pressure failure/emergency descent			P---	-->				
3.6.7 Incapacitation of flight crew member		P--	-----	-->				
3.6.8 Other emergency procedures as outlined in the appropriate Aeroplane Flight Manual		P--	-----	-->				
3.6.9 ACAS event	P--	-----	-----	-->		FS Only		
3.7 Steep turns with 45° bank, 180° to 360° left and right		P--	-----	-->				
3.8 Early recognition and counter measures on approaching stall (up to activation of stall warning device) in take-off configuration (flaps in take-off position), in cruising flight configuration and in landing configuration (flaps in landing position, gear extended)			P---	-->				
3.8.1 Recovery from full stall or after activation of stall warning device in climb, cruise and approach configuration			P	X				
3.9 Instrument flight procedures								
3.9.1*Adherence to departure and arrival routes and ATC instructions		P--	-----	-->		M		
3.9.2*Holding procedures		P--	-----	-->				
3.9.3* ILS approaches down to a decision height (DH) not less than 60 m (200 ft)								
3.9.3.1* manually, without flight director			P---	-->		M		
3.9.3.2* manually, with flight director			P---	-->				
3.9.3.3* with autopilot			P---	-->				
3.9.3.4* manually, with one engine simulated inoperative; engine failure has to be simulated during final approach before passing the outer marker (OM) until touchdown or through the complete missed approach procedure			P---	-->		M		
3.9.4* Non-precision approach down to the MDH/A			P---	-->		M		
3.9.5 Circling approach under following conditions: (a)* approach to the authorized minimum circling approach altitude at the aerodrome in question in accordance with the local instrument approach facilities in simulated instrument flight conditions; followed by: (b) circling approach to another runway at least 90° off centre line from final approach used in item (a), at the authorized minimum circling approach altitude. Remark: if (a) and (b) are not possible due to ATC reasons, a simulated low visibility pattern may be performed.			P---	-->				

SECTION 4. MISSED APPROACH PROCEDURES								
4.1 Go-around with all engines operating* after an ILS approach on reaching decision height			P*--	-->				
4.2 Other missed approach procedures			P*--	-->				
4.3*Go-around with one engine simulated inoperative after an ILS approach on reaching DH (see also 3.9.3.4)			P*--	-->		M		
4.4 Rejected landing at 15 m (50 ft) above runway threshold and go-around			P---	-->				
SECTION 5. LANDINS								
5.1 Normal landings also after an ILS approach with transition to visual flight on reaching DH			P					
5.2 Landing with simulated jammed horizontal stabilizer in any out-of-trim position			P	X				
5.3 Crosswind landings (a/c, if practicable)			P---	-->				
5.4 Traffic pattern and landing without extended or with partly extended flaps and slats			P---	-->				
5.5 Landing with critical engine simulated inoperative			P---	-->				
5.6 Landing with two engines inoperative, centre engine and 1 outboard engine/ 2 engines at one side			P	X		M		
SECTION 6. ADDITIONAL AUTHORIZATION ON A TYPE RATING FOR INSTRUMENT APPROACHES DOWN TO A DECISION HEIGHT OF LESS THAN 60M (200 ft) (CAT II/III).								
The following manoeuvres and procedures are the minimum training requirements to permit instrument approaches down to a DH of less than 60 m (200 ft). During the following instrument approaches and missed approach procedures all aeroplane equipment required for type certification of instrument approaches down to a DH of less than 60 m (200 ft) shall be used. 6.1* Rejected take-off at minimum authorized RVR			P*--	-->X		M		
6.2* ILS approaches: In simulated instrument flight conditions down to the applicable DH, using flight guidance system. Standard procedures of crew coordination (task sharing, call out procedures, mutual surveillance, information exchange and support) shall be observed			P---	-->		M		

6.3* Go-around: after approaches as indicated in 6.2 on reaching DH. The training shall also include a go- around due to (simulated) insufficient RVR, wind shear, aeroplane deviation in excess of approach limits for a successful approach, and ground/airborne equipment failure prior to reaching DH and, go-around with simulated airborne equipment failure.			P---	-->		M*		
6.4* Landing(s): with visual reference established at DH following an instrument approach. Depending on the specific flight guidance system, an automatic landing shall be performed			P---	-->		M		

E. EXAMINER'S RECOMMENDATIONS:			
PASSED*	Examiner's Signature:	**FAILED***	Examiner's Signature:

SIM or SIM Location/Aircraft Registration:	*** EXAMINER TO SIGN NEXT TO PASSED OR FAILED AS APPLICABLE**	MCFN issued (copy attached):

Start:	End:	Total Time:
Examiner's Name:	Examiner's Authorization:	Date (DD/MM/YYYY):

Note:	***TRE/TRI shall refer to KCASR 1 Part – FCL as applicable for more details.***	***Regulation Requirements column, (M) mandatory, (X) not authorized on Aircraft, (*) required for Instrument Rating.***

APPENDIX 5 – CONTENTS OF THE SKILL TEST AND PROFICIENCY CHECK FOR HELICOPTER TYPE RATINGS AND ATPL, INCLUDING PROFICIENCY CHECKS FOR THE INSTRUMENT RATING

(See KCASR 1 Part FCL, Appendix 9)

1. The following symbols mean:

   P = Trained as Pilot-in-command or Co-pilot and as Pilot Flying (PF) and Pilot Monitoring (PM) for the issue of a type rating as applicable.

2. The practical training shall be conducted at least at the training equipment level shown as (P), or may be conducted up to any higher equipment level shown by the arrow (---->).

3. The following abbreviations are used to indicate the training equipment used:

   FS = Flight Simulator

   FTD = Flight Training Device

   H = Helicopter

3.1

   (a) Applicants for the skill test for the issue of the multi-pilot helicopter type rating and ATPL(H) shall take only Sections 1 to 4 and, if applicable, Section 6.

   (b) Applicants for the revalidation or renewal of the multi-pilot helicopter type rating proficiency check shall take only Sections 1 to 4 and, if applicable Section 6.

3.2 Instrument flight procedures (Section 5) shall be performed only by applicants wishing to renew or revalidate an IR (H) for multi-pilot helicopter or extend the privileges of that rating to another multi pilot type.

3.3 The starred items (*) shall be flown in actual or simulated IMC only by applicants wishing to renew or revalidate an IR(H) for multi-pilot helicopter, or extend the privileges of that rating to another type.

4. Where the letter 'M' appears in the skill test/ proficiency check column this will indicate the mandatory exercise.

5. A flight simulator shall be used for practical training and testing if the flight simulator forms part of an approved type-rating course. The following considerations will apply to the approval of the course:

   (a) the qualification of the flight simulator as set out in KCASR–STD;

   (b) the qualifications of the instructor;

   (c) the amount of line-orientated flight training provided on the course;

   (d) the qualifications and previous line operating experience of the pilot under training; and

   (e) the amount of supervised line flying experience provided after the issue of the new type rating.

APPLICATION AND REPORT FORM FOR SKILL TEST AND PROFICIENCY CHECK ON MULTI-PILOT HELICOPTER TYPE RATINGS AND ATPL, INCLUDING PROFICIENCY CHECK FOR THE IR

A. APPLICANT'S DETAILS AND CERTIFICATION				
Name:			Rank:	
Employer:	Type of License:		Lic. No.:	
Date (DD/MM/YYYY):	**I certify that I meet all requirements for the license or rating for which I am applying**	(For **Type Rating** insert A/C Type & Capacity		(For **ATPL** tick below)
Applicant's Signature:		Issue:	Revalidation:	Renewal:
B. THEORETICAL INSTRUCTIONS:				
From:	To:	Mark (Pass Mark 75%):		Training Center:
Instructor's Name:	Instructor's Signature:	Instructor's Lic. No.:		Date (DD/MM/YYYY):
C. (TRI)/(SFI) RECOMMENDATIONS: I consider the above Applicant ready for the skill test for which he is applying.				
Instructor's Name:	Instructor's Signature:	Instructor's Lic. No.:		Date (DD/MM/YYYY):

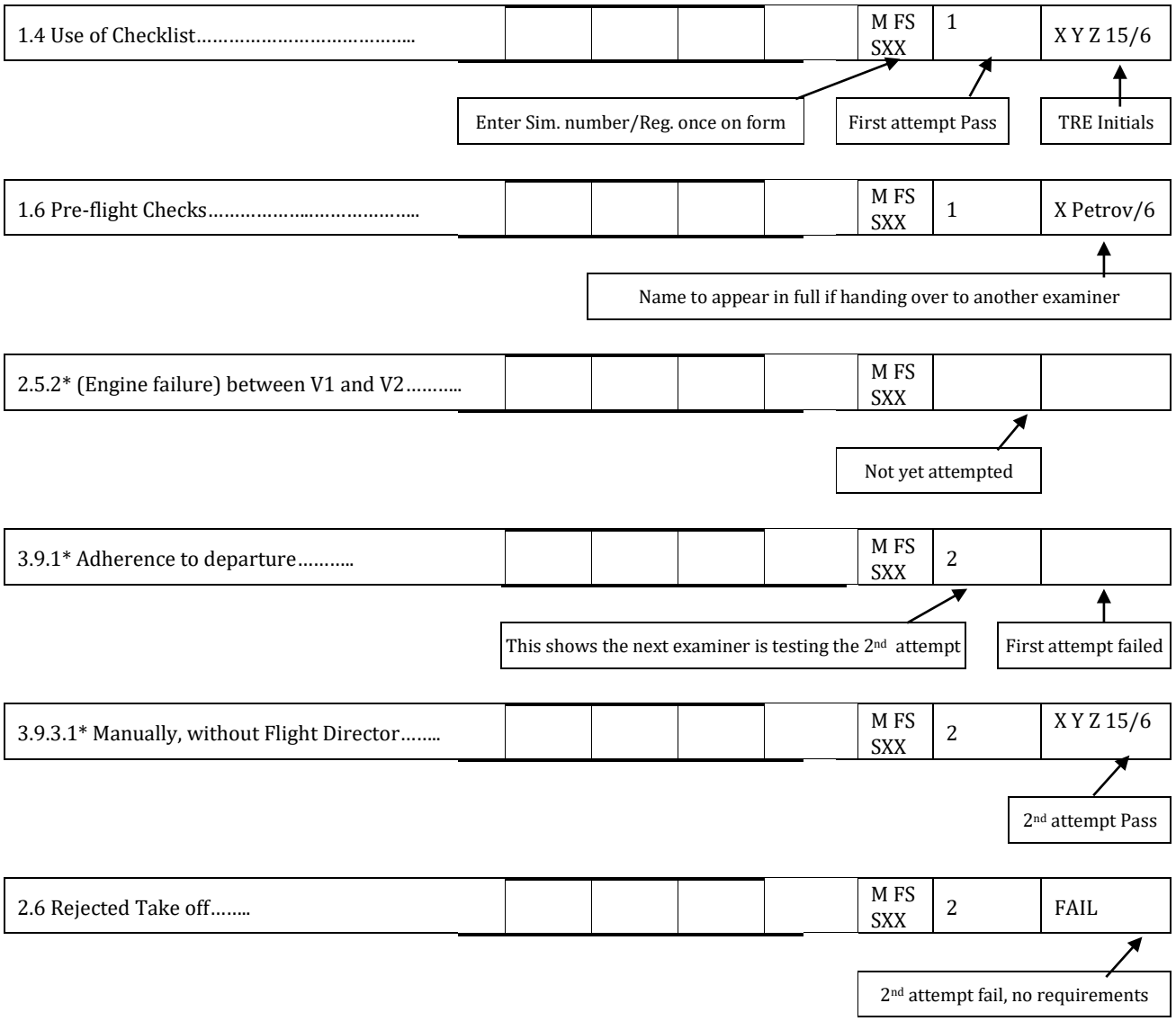
D. MANOEUVRES/PROCEDURES (INCLUDING MULTI CREW COOPERATION)					**ATPL/Type-Rating Skill Test/Prof. Check**		
	FTD	FS	H	Instructor's initials when training completed	CHKD IN FS A	ATTEMPT (1 OR 2)	Examiner's initials when test completed
SECTION 1. FLIGHT PREPARATION							
1.1 Helicopter external visual inspection; location of each item and purpose of inspection			P		M		
1.2 Cockpit inspection		P---	-->		M		
1.3 Starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P---	-----	-->		M		
1.4 Taxiing/air taxiing in compliance with air traffic control or instructions of instructor		P---	-->		M		
1.5 Before take-off procedures and checks	P---	-----	-->		M		
SECTION 2. FLIGHT MANOEUVRES AND PROCEDURES							
2.1 Take-offs (various profiles)		P---	-->		M		
2.2 Sloping ground take-offs & landings		P---	-->				
2.3 Take-off at maximum take-off mass (actual or simulated maximum take-off mass)	P---	-----	-->				
2.4 Take-off with simulated engine failure shortly before reaching TDP or DPATO		P---	-->		M		

2.4.1 Take-off with simulated engine failure shortly after reaching TDP or DPATO		P---	-->		M		
2.5 Climbing and descending turns to specified headings	P---	-----	-->		M		
2.5.1 Turns with 30° bank, 180° to 360° left and right, by sole reference to instruments	P---	-----	-->		M		
2.6 Autorotative descent	P---	-----	-->		M		
2.6.1 Autorotative landing or power recovery		P---	-->		M		
2.7 Landings, various profiles		P---	-->		M		
2.7.1 Go-around or landing following simulated engine failure before LDP or DPBL		P---	-->				
2.7.2 Landing following simulated engine failure after LDP or DPBL		P---	-->				
SECTION 3. NORMAL AND ABNORMAL OPERATIONS OF THE FOLLOWING SYSTEMS AND PROCEDURES (A mandatory minimum of 3 items shall be selected from this section)							
3.1 Engine	P---	-----	-->				
3.2 Air conditioning (heating, ventilation)	P---	-----	-->				
3.3 Pitot/static system	P---	-----	-->				
3.4 Fuel System	P---	-----	-->				
3.5 Electrical system	P---	-----	-->				
3.6 Hydraulic system	P---	-----	-->				
3.7 Flight control and Trim system	P---	-----	-->				
3.8 Anti-icing and de-icing system	P---	-----	-->				
3.9 Autopilot/Flight director	P---	-----	-->				
3.10 Stability augmentation devices	P---	-----	-->				
3.11Weather radar, radio altimeter, transponder	P---	-----	-->				
3.12 Area Navigation System	P---	-----	-->				
3.13 Landing gear system	P---	-----	-->				
3.14 Auxiliary power unit	P---	-----	-->				
3.15Radio, navigation equipment, instruments flight management system	P---	-----	-->				
SECTION 4. ABNORMAL AND EMERGENCY PROCEDURES (A mandatory minimum of 3 items shall be selected from this section)							
4.1 Fire drills (including evacuation if applicable)	P---	-----	-->				
4.2 Smoke control and removal	P---	-----	-->				
4.3 Engine failures, shutdown and restart at a safe height	P---	-----	-->				
4.4 Fuel dumping (simulated)	P---	-----	-->				
4.5 Tail rotor control failure (if	P---	-----	-->				
4.5.1 Tail rotor loss (if applicable)	P->		Helicopter shall not be used for this exercise				

4.6 Incapacitation of crew member - MPH only	P---	-----	-->				
4.7 Transmission malfunctions	P---	-----	-->				
4.8 Other emergency procedures as outlined in the appropriate Flight Manual	P---	-----	-->				
SECTION 5. INSTRUMENT FLIGHT PROCEDURES (TO BE PERFORMED IN IMC OR SIMULATED IMC)							
5.1 Instrument take-off: transition to instrument flight is required as soon as possible after becoming airborne	P*--	-----	-->				
5.1.1 Simulated engine failure during departure	P*--	-----	-->			M*	
5.2 Adherence to departure and arrival routes and ATC instructions	P*--	-----	-->			M*	
5.3 Holding procedures	P*--	-----	-->				
5.4 ILS approaches down to CAT I decision height	P*--	-----	-->				
5.4.1 Manually, without flight director	P*--	-----	-->			M* (Skill test only)	
5.4.2 Manually, with flight director	P*--	-----	-->				
5.4.3 With coupled autopilot	P*--	-----	-->				
5.4.4 Manually, with one engine simulated inoperative. (Engine failure has to be simulated during final approach before passing the outer marker (OM) until touchdown or until completion of the missed approach procedure)	P*--	-----	-->			M*	
5.5 Non-precision approach down to the minimum descent altitude MDA/H	P*--	-----	-->			M8	
5.6 Go-around with all engines operating on reaching DA/DH or MDA/MDH	P*--	-----	-->				
5.6.1 Other missed approach procedures	P*--	-----	-->				
5.6.2 Go-around with one engine simulated inoperative on reaching DA/DH or MDA/MDH	P*--	-----	-->			M*	
5.7 IMC autorotation with power recovery	P*--	-----	-->			M*	
5.8 Recovery from unusual attitudes	P*--	-----	-->			M*	
SECTION 6. USE OF OPTIONAL EQUIPMENT							
6. Use of optional equipment	P---	-----	-->				

E. EXAMINER'S RECOMMENDATIONS:			
PASSED*	Examiner's Signature:	**FAILED***	Examiner's Signature:
SIM or SIM Location/Aircraft Registration:	*** EXAMINER TO SIGN NEXT TO PASSED OR FAILED AS APPLICABLE**	MCFN issued (copy attached):	
Start:	End:	Total Time:	
Examiner's Name:	Examiner's Authorization:	Date (DD/MM/YYYY):	
Note:	***TRE/TRI shall refer to KCASR 1 Part – FCL as applicable for more details.***	***Regulation Requirements column, (M) mandatory, (X) not authorized on Aircraft, (*) required for Instrument Rating.***	

APPENDIX 6 - COMPLETION OF LST/LPC MPA FORM



The following examples are shown on extracts from the LST/LPC MPA form. In **all** cases it assumes that the items not shown have been passed.

NOTE: When an LST is performed examiners should check that **all** the practical training has been completed within the previous six months.

Example No.1
Shows that the candidate achieved a partial pass on his/her first attempt. (Only five items failed) and the same examiner retested the failed items.

D	**Manoeuvres/Procedures** (including Multi Crew Cooperation)						ATPL/TYPE-RATING - SKILL TEST /PROF. CHECK		
		OTD	FTD	FS	A	Instructor's initials when training completed	Chkd in FS A	Attempt (1 or 2)	Examiner's initials when test completed
	1.3 Cockpit inspection		P →	→	→	XZ 3/4			
	1.4 Use of check list	P →	→	→		XZ 3/4	M A/C	2	ABC 6/5
	1.5 Taxying in compliance			P	→	ZY4/4			
	1.6 Pre-flight checks		P			ZY4/4	M FS- SXX	2	ABC 6/5
	2.5.2 Engine failure between V1 and V2		→	P	X	ZY4/4	M FS	1	ABC 6/5
	3.4.2 Pilot/static system	p →	→	→		AB 5/4	FS	2	ABC 6/5
	3.4.3 Fuel system	p →	→	→		AB 5/4	FS	2	ABC 6/5
	5.5 Landing with critical engine simulated inoperative			P →	→	AB 5/4	M FS	2	ABC 6/5

Example No.2

Shows that the candidate has achieved a partial pass so far. There is still one item outstanding from the first attempt (item 3.4.3).

There has been a fail on the first attempt (item 1.6) and another examiner is doing the retest. In this case in order to indicate that there was a fail the number 2 is entered in the column. The fact that it is not initiated and dated shows that the item is still outstanding.

D	**Manoeuvres/Procedures** (including Multi Crew Cooperation)						ATPL/TYPE-RATING - SKILL TEST /PROF. CHECK		
		OTD	FTD	FS	A	Instructor's initials when training completed	Chkd in FS A	Attempt (1 or 2)	Examiner's initials when test completed
	1.3 Cockpit inspection		P →	→	→	XZ 3/4			
	1.4 Use of check list	P →	→	→	→	XZ 3/4	M A/C	2	ABC 6/5
	1.5 Taxying in compliance			P →	→	ZY4/4			
	1.6 Pre-flight checks		P →	→	→	ZY4/4	M FS-SXX	2	
	2.5.2 Engine failure between V1 and V2			p	X	ZY4/4	M FS	1	ABC 6/5
	3.4.2 Pilot/static system	p →	→	→	→	AB 5/4	FS	1	ABC 6/5
	3.4.3 Fuel system	p →	→	→	→	AB 5/4	FS		
	5.5 Landing with critical engine simulated inoperative			P →	→	AB 5/4	M FS	1	Aaaaaa B. C 6/5

Example No.3

Shows that there was a fail at a second attempt (item 3.4.3). This indicates that a complete retest of the LST is required following mandatory retraining and therefore the examiner has not retested item 5.5.

D	**Manoeuvres/Procedures** (including Multi Crew Cooperation)						ATPL/TYPE-RATING - SKILL TEST /PROF. CHECK		
		OTD	FTD	FS	A	Instructor's initials when training completed	Chkd in FS A	Attempt (1 or 2)	Examiner's initials when test completed
	1.3 Cockpit inspection		P →		→	XZ 3/4			
	1.4 Use of check list	P →			→	XZ 3/4	M A/C	2	ABC 6/5
	1.5 Taxying in compliance			P →		ZY4/4			
	1.6 Pre-flight checks		P →		→	ZY4/4	M FS- SXX	2	ABC 6/5
	2.5.2 Engine failure between V1 and V2			p	X	ZY4/4	M FS	1	ABC 6/5
	3.4.2 Pilot/static system	p →			→	AB 5/4	FS	2	ABC 6/5
	3.4.3 Fuel system	p →			→	AB 5/4	FS	2	FAIL
	5.5 Landing with critical engine simulated inoperative			P →		AB 5/4	M FS	2	

APPENDIX 7 - MANDATORY CHECK FAILURE NOTIFICATION FORM

الطيران المدني Civil Aviation	State of Kuwait دولة الكويت	ASD Aviation Safety Department

MANDATORY CHECK FAILURE NOTIFICATION FORM

1. DETAILS						
Full Name of Candidate:						
Aircraft Type:		Licence Type and No.				
Date of Check:						
Operator:	Type of Check:					
	Type Rating:		LPC		Captain	Co-Pilot
	ATPL:		Instrument Rating			
	LST (License Initial Issue)		OPC			

2. EXAMINER'S COMMENTS AND RECOMMENDATIONS	(State briefly reasons for failure of check, comments, and recommended action)

Examiner's Name:	Signature:	Authorization No.	Stamp:

After Completing Part 1 & 2, Send it to DGCA/ASD Office

3. OPERATOR'S ACTION: (State action taken including remedial training and re-check arrangements)			
Approved by:		Title:	
Signature:		Date:	

4.			
Date of Re-check:	Pass/Fail:	Examiner's Name:	Authorization No.:

After completion of all parts, send this form to DGCA/ASD Flight Operations Division. Attach copies of check and re-check reports

State of Kuwait دولة الكويت

EXAMINER'S CHECK RETURN FORM

Examiner's Name:

Authorization No.: Date:

No.	Lic. No.	Candidate Name	Type of Test	P1/P2	Aircraft	Date of Test	Pass/Fail (see note 2)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
Examiner's Signature:						Date:	

Note 1: Examiners should complete this form, listing all check conducted during each month and submitted to DGCA/ASD.

Note 2: In case of failure a Mandatory Check Failure Notification Part 1 & 2 must be completed and send to DGCA/ASD.

APPENDIX 8 - PERFORMANCE CRITERIA

The applicant must demonstrate ability to:

(a) Operate the aeroplane within itslimitations.

(b) Complete all manoeuvres with smoothness and accuracy.

(c) Exercise good judgement andairmanship.

(d) Apply aeronautical knowledge of procedures and regulations as currently applicable.

(e) Maintain control of the aeroplane at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship must be assessed with each exercise and this must include lookout, checks and drills, cockpit management, RTF and ATC liaison, fuel management, icing precautions, planning and use of airspace etc.

(f) Manage the crew.

(g) Maintain a general survey of the operation by appropriate supervision.

(h) Set priorities and make decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

(i) Understand and apply crew co-ordination and incapacitation procedures.

(j) Communicate effectively with other crew members.

The applicant must demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.

Tolerance

Altitude or Height

Normal Flight	*± 100 ft*
With simulated engine failure	*± 100 ft*
Starting go-around at decision alt/ht	*+ 50 ft/-0 ft*
Minimum descent alt/ht	*+ 50 ft/-0 ft*

Tracking

All except precision approach	*± 5°*
Precision approach	*half scale deflection azimuth andglide path*

Heading

All engines operating	*± 5°*
With simulated engine failure	*± 10°*

Speed

All engines	*± 5kts*
Asymmetric	*+10 /-5kts and never belowV2*

Further Guidance

1. Height Accuracy

The candidate need not be failed if an error of more than 100ft occurs 2/3 times. However, the examiner should seriously consider awarding an individual fail if:-

(a) Height error of more than 200ftoccurs.

(b) An error of 100ft or more is uncorrected for an unreasonable period of time.

2. Approach Minima

(a) On a non-precision approach when constant descent profile is flown care must be taken not to descend below MDH/A when a missed approach is being conducted.

(b) RVR must be checked against airfield minima prior to commencing an approach to land.

3. Tracking Accuracy

(a) A failure should be awarded at any time during the test/check if there is an inability to settle within +/- 5° of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

4. Speed Accuracy

The 5 kts limit in climb, cruise and approach should be extended to 10 kts in the case of jet aircraft and an airspeed error of 15 kts at any time.

Note: When making an assessment, handling qualities and aircraft performance should be taken into account.

If the test/check is conducted in an aircraft, the examiner should make allowance for turbulent conditions.

APPENDIX 9 - BRIEFING AND DEBRIEFING

1. Briefing the Candidate

The candidate should be given time and facilities to prepare for the test flight. The briefing should cover the following:-

(a) Briefing facilities adequate and exercise fully prepared.

(b) The objective of the flight.

(c) Freedom for the crew to ask questions.

(d) Licence/10 sector/LVO check, as necessary.

(e) Operating procedures to be followed (e.g. operator's manual /SOP's, use of check lists).

(f) Operating capacity and roles of the candidate, the pilot not flying and the examiner.

(g) R/T, ATC, Pilots log, weather assumptions (e.g. icing, cloud base, use of screens).

(h) Aids to be identified by the candidate.

(i) Contents of exercise to be performed. This should not be prescriptive. i.e. the order of events should not be given (except when testing in an aircraft).

(j) Agreed speed and handling parameters (e.g. V-speeds, bank angle/flight director, automatics, FMS/TCAS, auto throttle).

(k) Simulator differences and serviceability.

(l) Administrative procedures (e.g. weather brief, submission of flight plan, any slot restrictions).

(m) Unplanned emergencies and handing of control.

(n) Candidate understanding of brief.

The examiner should maintain the necessary level of communication with the candidate. The following points should be borne in mind by the examiner:-

(a) Involvement of examiner in a multi-pilot operating environment.

(b) The need to give the candidate precise instructions.

(c) The examiner's responsibility for safe conduct of the flight.

(d) Interventionby the examiner, when necessary.

(e) Use of screens.

(f) Liaison with ATC and the need for concise, easily understood instructions

(g) Prompting the candidate regarding required sequence of events (e.g. following a go-around).

(h) Keeping brief, factual and unobtrusive notes.

Note 1: Copies of all relevant DGCA/ASD publications and instructions, company operations manuals, flight manuals, weather and appropriate route and approach charts, should be available for use by the candidate before and during briefing.

Note 2: Some refresher training is encouraged prior to the LPC/OPC. This may be on a particular system, topic or profile. It could also be in response to a candidate's question concerning the check that is about to be undertaken. The training given should be of a generic nature in order to facilitate his understanding.

2. Debriefing the Candidate

2.1 The examiner should conduct a fair and unbiased debriefing of the candidate based on identifiable factual items. The aim is to achieve a balance between friendliness and firmness.

(a) The examiner should not start the debriefing by asking the candidate any questions unless they directly affect the result.

(b) State overall result

- PASS. If the result is a pass then use facilitative techniques to get the crew to analyse why the flight went so well, in order to promote positive procedures or to analyse any areas of improvement.
- FAIL or PARTIAL FAIL - Continue as detailed below.

(c) Debrief reasons for failure in descending order of severity (not normally in chronological order and with short, sharp, factual statements not open to dispute – do not discuss any minor criticisms at this stage).

(d) State retest requirements.

(e) State effect on privileges.

(f) Retraining requirements.

(g) Comments on the whole flight, good and bad (including repeated items as they will be recorded on company paperwork). Use as opportunity for training input. Include analysis of trends and CRM assessment. Facilitative techniques are positively encouraged in this area of the debriefing

2.2 Admin

Some of the following admin procedures may apply

Pilot licence – sign

LST/LPC form complete and copy if required

LST cannot exercise privileges until rating received from DGCA/ASD

Company Check Form

Examiner's record

Company notification (crewing etc)

Notice of failure

2.3 Handy Tips

2.3.1 During check/test, note everything which may be significant as it occurs.

2.3.2 Decide on assessment and retest requirement (subject to any questions) and plan debrief in particular decide what you are going to say.

2.3.3 Dos and Don'ts for debriefing

2.3.4 The test/check report must exactly reflect the debriefing.

DO	DON'T
Be factual and Quantitative.	Ask the candidate to assess himself.
Be fair (give praise when deserved).	Be vague.
Be constructive (how to avoid or correct)	Be emotive (avoid aggression, irritability, sarcasm)
Be prepared to concede (graciously!).	Be apologetic.
Encourage self-analysis (but notself-assessment).	Nitpick.
Consider situational awareness, R/T discipline, trends and CRM	Personalise.
Include all fail points	Exaggerate
Listen	Ramble
Be factual and quantitative	Debrief items you are unsure of
	Impose your own SOPs
	Undermine Company SOP

APPENDIX 10 - SIMULATORS GENERAL

1. Prior to any test an examiner must ensure that the simulator is qualified and has a valid user approval. Care should be taken to check that no restrictions have been imposed due to degraded performanceof the simulator.

2. Before the test/check the technical log must be checked for defects and a visual inspection made of the area in the vicinity of the simulator.

3. All candidates must be given a briefing on the safety equipment and use of escape ropes etc. prior to thetest.

4. All persons should be full harness before the selection of motion.

5. The test should be flown in "real time" as far as practicable. However, judicious use of freeze is acceptable, as long as the applicant is aware of this fact and it is not used to assist a crew who are not thinking about their position and time remaining to complete any relevant check lists etc.

6. Some thought should be given to the value of continuing a simulated smoke emergency to the landing, to see how the crew cope with the limited visibility. If smoke is not available, some form of etched goggles or other method should be used.

7. Differences between the company aircraft and the simulator must be briefed and pointed out to the crew prior to the test/check.

APPENDIX 11 - SAFETY CONSIDERATIONS FOR TESTING IN AIRCRAFT

(1) The examiner is expected to use good judgment when simulating any emergency or abnormal procedure having regard to local conditions and aircraft safety throughout.

(2) Flight testing/checking has potentially more hazards than routine flight schedules which can be exacerbated by the determination of the applicant to produce the result and by the examiner giving the applicant too much latitude in this endeavour. All the situations cannot be predicted as the scope of items in the LST/LPC Normal and Abnormal Operations and Abnormal and Emergency Procedures sections is too large to cover in great detail. Some general guidance is listed below.

(a) It is strongly recommended that the briefing to the candidate is very clear as to the order of events.

(b) Stalling must be carried out at a safe height. Care must be taken not to over temp/torque the engine on the recovery.

(c) Aircraft systems must not be used outside the Flight Manual limits.

(d) Early recognition of the failure of the compass and attitude indicators must not be carried out in an aeroplane; only in a Synthetic Training Device (STD),

(e) Early recognition of the failure of the localizer and glideslope indications must not be carried out in an aeroplane.

(f) Simulated engine failure after take-off in an aeroplane must be carried out at a safe height

(g) Unusual attitude recoveries after loss of the main compass and attitude indicators-

- In aeroplanes fitted with standby attitude/compass reference systems they should be used. Where the aircraft is fitted with RMI's these should be simulated failed.
- The Flight Manual limits for g and VA should be observed.
- It is the correct recovery technique which is being assessed so extreme manoeuvres are not necessary.
- The examiner must intervene early if the recovery technique is wrong or the recovery is slow.
- Exercise will be conducted in VMC throughout.

(h) Engine shut-downs should be carried out at a safe height above the ground.

APPENDIX 12 - FACTORS AFFECTING EVALUATION

Comparing Trainees against Each Other

When working with a group of trainees, there may be a tendency to compare one to the other. It's a natural thing to do. When conducting a flight test, however, compare the trainee's performance to the standard expressed in the Performance Criteria not to a person who is more or less skilled. The reason for this is, of course, to give the trainee a fair and valid flight test.

(Absolute grading, not relative grading)

Characteristics of Evaluation

An evaluation may become useless, if certain principles are not respected. The following five characteristics, when used carefully in the conduct of a flight test, will result in an accurate and effective evaluation.

Reliability

Reliability ensures consistent results. As applied to the flight test, this would mean that two identical performances should result in the same flight test score. Human factors can have a significant affect on flight test reliability.

Some of these factors are:

- fatigue - insufficient sleep or rest prior to the test
- emotions - work or home personal problems
- health - cold, flu, etc
- time of day - very early in the morning, or late at night
- distractions - noise, interruptions, etc.

Examiners should be conscious of these factors and attempt to limit their effects as much as possible, for they may result in a lack of smoothness or accuracy in the trainee's performance. Examiners should also be aware that their ability, to accurately assess the trainee's performance, could be adversely affected by these same factors.

Testing for the purpose of licensing must remain clearly removed from training in order to maintain the reliability of an evaluation. For example, a second or third attempt of in-air flight test items may give the trainee the immediate practice needed, to demonstrate a manoeuvre adequately. For this reason, an item will not be repeated unless one of the following conditions applies:

Discontinuance

Discontinuance of a manoeuvre for valid safety reasons; i.e., a go-around or other procedure, necessary to modify the originally planned manoeuvre.

Collision Avoidance

Examiner intervention on the flight controls to avoid another aircraft that the trainee could not have seen due to position or other factors.

Misunderstood Request

A legitimate instance, when a trainee does not understand an examiner's request to perform a specific manoeuvre. A trainee's failure to know the requirements of a specified manoeuvre is not grounds for repeating a task or manoeuvre.

Other Factors

Any condition where the examiner was distracted to the point that the trainee's performance of the manoeuvre (radio calls, traffic, etc.) could not adequately be observed.

Validity

Tests are valid, if they measure what they are supposed to measure, and nothing else. Assessment of ground and air items must remain within the bounds of the appropriate flight test standards. The scope of the test must be such, that when trainees pass, they have met the skill requirements for the issuance of the permit, licence or rating sought.

Comprehensiveness

A test is comprehensive, if it contains a sample of all course material and measures, each area of skill and knowledge required, to ensure the standard is met. Flight tests will be comprehensive, if the examiner conforms to the items, listed in the applicable flight test guide, with no additions or deletions.

Discrimination

In testing, discrimination enables the examiner to detect different levels of achievement among trainees. Discrimination separates standard performance from above and below standard performance. For this reason, examiners must take care with their requests for demonstration of various test items. The marking scale is designed to reveal, how candidates perform, but allows a greater degree of discrimination, than one, that simply distinguishes between pass and fail. On the other hand, the required minimum pass mark prevents candidates with consistent demonstration of weak performance throughout the flight test from passing.

Objectivity

Objectivity ensures, that the examiner's personal opinion will not affect the outcome or assessment of the test. Marks awarded, must be made in accordance with the applicable performance criteria. Flight test marks are influenced to some degree by subjective opinions. Assessments will be more valid, less subjective, if the examiner is an experienced pilot, has a sound and adequate background knowledge of the evaluation process and the expertise to accurately assess flight test applicants without prejudice.

Evaluation Errors

In order to test effectively, the examiner requires not only a sound knowledge of the characteristics of evaluation, but also a firm understanding of the possible errors, that can occur throughout the evaluation process. Errors in evaluation fall into several categories.

Personal Bias Error

Personal bias is indicated by the examiner's tendency, to rate trainees, or a particular group of trainees the same.

Central Tendency Errors

Central tendency errors are indicated by a tendency, to rate all, or most candidates as average. The examiner really "feels" that the performance of most trainees is not as good as it should be and therefore underscores a trainee's good performance. On the other hand, the examiner is reluctant to cope with the possible emotional response of a trainee, or a recommending instructor. This results in padded or inflated assessments of poor performance. This error may also occur, because an examiner does not want to put effort into making a decision. An average mark is easier to defend.

Generosity Errors

Generosity errors are indicated by a tendency, to rate all individuals at the high end of the scale. They are probably the most common type of personal bias. This could be caused by an examiner's desire, to be known as a nice person.

Severity Errors

In this case, all, or most candidates are graded at the low end of the marking scale. Examiners may feel, that the published standards are too low and score the test against their own set of standards. This type of examiner feels, that few people can fly as well as they can. (Neurotics)

Halo Effect

This occurs, when an examiner's impression of a candidate is allowed to influence the assessment of performance. Halo error can result in rating a trainee too high, or too low. One form of halo error is the error of leniency. Leniency has it's source in an examiner's likes, dislikes, opinions, prejudices, moods and political or community influence of people. For example, when testing a friend, acquaintance, or high profile individual, an examiner may give undeservedly high marks or, conversely, the error of stereotype.

Stereotype

As with the error of leniency, the error of stereotype has its source in likes, dislikes, opinions, prejudices, etc. In this case, however, an examiner may allow personal opinion or prejudice to influence the assessment of the trainee and award undeservedly low marks or high marks.

Logical Error

Logical error occurs, when an examiner assumes that a high degree of ability in one area means a similar degree of competence in another. This is especially true, if the two items being assessed are similar or related. A good mark on one or two items does not mean the trainee is also qualified on all items. The full test must be completed and marked.

Error of Narrow Criterion

This may occur, when an examiner has a group of trainees to test. The examiner may, under this condition, rate each trainee against the others within the group, instead against the standards. If the group to be tested is above average, a trainee, who is of average ability, may be awarded an undeservedly low mark. If the group of trainees to be tested is below average, then a trainee who performs the best within this group, may be awarded a higher assessment, than he actuallydeserved.

Error of Delayed Grading

This type of error occurs, when there is a delay in the assessment of an item, resulting in a tendency to award average marks due to lack of information and/or poor recall. The use of the top or bottom end of the marking scale would be avoided. By not making an assessment immediately after the event, examiners may award assessments, based upon an overall impression of the flight test. This results in an erroneous assessment and a flight test report, that is of little value to the training/evaluation system.

Standards Error

All the errors, we have discussed, result in a standards error. However, if an examiner is not thoroughly familiar with established standards, as outlined in the applicable flight test guides, it is virtually impossible to conduct an evaluation to that standard.

While these errors may appear obvious on paper, they may not be under flight-test conditions, because the examiner's judgement may be obscured by a combination of two or more. Therefore, Examiners must be aware of these errors to consciously prevent them from influencing the validity of the tests, they conduct.

Oral Questions

The examiner uses oral questions to measure and evaluate the extent of aeronautical knowledge and to determine, that the trainee meets the standard of knowledge, required for the licence being sought.

This is a most important part of the flight test, and it is the portion of flight testing, that results in the greatest variance in standardization. For this reason it is essential, that questions be prepared beforehand, to ensure, that they are relevant, valid and worded correctly.

It is recommended, that examiners have a bank of questions prepared for all the required items or areas of the oral portion of the test. It is not intended, that all of the prepared questions are asked, but the additional questions will be available, if required. Moreover, a bank of questions will allow the examiner, to vary the oral portion of the test from one trainee to the other, depending on individual necessities.

The prepared questions should be of a practical operational nature and based upon the aircraft and the trip, assigned for the flight test. Theoretical type questions are not recommended on the flight test, as this area is covered by the (preceding) written examinations.

In preparing questions, it is recommended, that you first write down the correct answer and then write a question that will elicit only that answer.

Questions should be carefully worded and not ambiguous. Good questions are easily understood and composed of common words. They should measure knowledge, not the use of language. Big words and high sounding phraseology may allow the examiner to display command of language and vocabulary, but only detract attention from the test. If trainees cannot understand the meaning of the words, they will not be able to answer the question. Examiners should keep the vocabulary within the grasp of trainees.

To make sure that the trainee understands the question, familiar terms and words should be used. The situation and conditions must be clear, to give the trainee the chance, to answer correctly.

A question should centre on one idea only. The examiner can guide the trainee through a complex procedure by asking "what", "why", "where", "when" and "how" questions after the basic question has been asked.

Example of a basic question: What is meant by the term VFR in aviation? Answer: Visual Flight Rules. Next question might be: Is the weather VFR for today's flight? NOTE: this requires a Yes/No answer, but you could follow up with -- How do you know? Etc.

Keep questions as practical, as possible. A flight test is an operational exercise, where the trainee demonstrates knowledge and skill by going through an actual flight.

Questions should get the trainee thinking. Asking a question that requires a YES/NO answer doesn't really tell the examiner much about the trainee's level of understanding.

It is more effective to guide the trainee's thoughts toward the area to be questioned and then ask the question. In this way, the trainee can visualize the situation and then think about the answer to the specific question. Knowing, that something happens is not as important as understanding, WHY it happens.

Tricky or irrelevant questions should be avoided. Questions should be challenging for the trainee, but all the necessary background to come to the answer must be provided

GOOD	NOT SO GOOD
EASILY UNDERSTOOD Describe the steps to be followed on a crosswind takeoff.	**BEWILDERING** If you wanted to take off in a crosswind, what would the aeroplane do?
COMPOSED OF COMMON WORDS If you had an engine failure, what would be your first priority?	**OVERSIZE** List all the steps you would take, if you had an engine failure.
PROMOTES THINKING Why is it so important, to maintain the ideal glide speed for the aircraft?	**TOSS - UP** Is the glide speed for your aircraft important during an approach?
PRACTICAL - OPERATIONAL What documents are needed on board the aircraft for flight?	**IRRELEVANT** What fee is charged for an aircraft's Certificate of Registration?
APPLICABLE / APPROPRIATE What would happen, if the aircraft were loaded with an aft C of G?	**LEADING** If an aircraft were loaded with an aft C of G, would it tend to pitch nose up?
ONLY ONE CORRECT ANSWER What is the normal climb speed for this aircraft?	**TRICK** What types of climb speeds are there for this aircraft?

Handling Trainee Answers

The examiner's role is different from the instructor's. Examiners are strictly there, to observe and evaluate. Instructors are involved in the training experience with the student. They explain, demonstrate, allow students to practice, supervise and, finally, evaluate to confirm learning.

Here are a few tips to consider, when receiving trainee answers:

Examiners should avoid confirming an answer. Moreover, responding "No, that's not right" to an answer may undermine a trainee's self-confidence and affect performance for the remainder of the flight test.

Examiners should avoid leading trainees to the correct answer. However, an examiner may ask for clarification. For example: The answer "The nose would pitch down!" to the question "What would happen if the aircraft was loaded with an aft centre of gravity?" could be followed with a demand to explain, what is meant by demonstrating the answer with a model aircraft.

Examiners should ask for a complete answer. For example: A trainee should be asked, if more documents are required, when their answer to the question "What documents are required on board the aircraft for flight?" is, "Certificate of Registration!".

APPENDIX 13 - ADDITIONAL INFORMATION FOR AOC HOLDERS

AOC holders are required to give additional recurrent training and checking as specified at KCASR 6. The mandatory items for the recurrent OPC or Base Checks are very similar to those of the LPC and it is usual to combine the checks as an OPC/LPC or Base Check/LPC. DGCA/ASD -OPS do not give specific guidance on the conduct of recurrent checks and the standards that should be required. However, both require the flight crewmember to demonstrate competence in carrying out normal, abnormal and emergency procedures. If the crewmember is to be qualified to operate under IFR, the tests are required to be conducted in IMC. Whilst an operator may wish to set higher standards for recurrent checking, it is unlikely that "competence" could be demonstrated at a lesser standard than those detailed for Licence purposes. Hence it is expected that the limits, general guidance, assessment system, including repeat and retest requirements described in this handbook, should be applied to the conduct of OPCs and Base Checks.

AOC Operators should specify their company requirements for recurrent checking in their Operations Manual Part D (Training), for acceptance by DGCA/ASD. Reference may be made to this handbook if these standards are to be applied.

AOC Operators should define clearly in their Operations Manual Part D what action is to be followed in the event of a failure to pass an OPC or Base Check. It is recommended there should be a clear statement that the flight crewmember may not thereafter act as a crewmember on public transport flights until an OPC or Base Check is passed.

Recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company's operation. Hence the Operations Manual Part D should specify the required training frequency of rarely used items pertinent to the company route structure, such as a SRE approach. It should also ensure compliance with SOP's, particularly in an emergency. For example, unlike the LPC, which is set to check manual flying skills the OPC/ Base check should used to provide guidance and practice, and encourage appropriate use of automatics.

APPENDIX 14 - AUTHORISATION AND DISCIPLINARY ACTION

1. INTRODUCTION

The DGCA/ASD may, authorize a person to conduct such examinations or tests as it may specify. This policy sets out the basis on which the DGCA/ASD authorizes persons under this provision. The DGCA/ASD requires to be satisfied that a person is fit and qualified to conduct any specified examinations or tests before authorizing them to do so. In considering whether it is or remains satisfied that a person is fit and qualified to act as an authorized examiner, the DGCA/ASD will consider the matters set out below. If the DGCA/ASD ceases to be so satisfied about an authorized examiner, it will take appropriate action.

2. REQUIREMENTS

Requirements for the DGCA/ASD to be satisfied that a person is fit and qualified to be authorized as an examiner include:

a) Demonstrate compliance with the ANO, Rules of The Air Regulations, KCASR 1- Part FCL and good aviation practice in respect of their own flight operations.

b) Have licenses and ratings as required for the exercise of their examining privileges.

c) Agree to comply with standardization and currency requirements as determined by the DGCA/ASD.

d) Agree to keep records of flight tests and make them available for inspection when required by the DGCA/ASD.

e) Be of good character and have integrity.

f) Conduct tests impartially and without fear or favour in accordance with the procedures and standards for testing as determined by the DGCA/ASD.

g) Only sign authorizations or licence pages if they have ensured that the applicant has met all the requirements.

Examiners have a vital role in the regulation of flight standards and promotion of Flight Safety by conducting flight tests and/or ground examinations for ratings and licences.

It is essential that examiners have the trust and respect of the Kuwait DGCA, the applicants for tests, and the aviation community in general.

3. DISCIPLINARY ACTIONS

If it becomes apparent that an examiner is failing to achieve the standards expected of him/her, the Kuwait DGCA/ASD will take appropriate steps to rectify the situation. Among the courses of action available are the following:

- Interview.
- Formal Warning.
- Requirement for retraining and/or re-testing of examiner skills.
- Suspension of Examiner Authorization.
- Revocation of Examiner Authorization.

The particular course of disciplinary action will depend on the circumstances of the individual case. The Kuwait DGCA may mandate remedial action such as retraining/testing, an interview or a formal warning. An authorisation may be suspended until such remedial action is completed. The Kuwait DGCA/ASD will take suspension or revocation action where it is considered that the DGCA/ASD cannot remain satisfied as to the fitness or qualification of the examiner.

4. PROCEDURE

4.1 Introduction

This procedure documents the actions to be employed by the Kuwait DGCA for taking disciplinary action when an examiner fails to maintain the standards of conduct required by DGCA/ASD.

4.2. Purpose and scope

To ensure that examiners conduct themselves with the appropriate level of skill, integrity and good judgment and that they are in compliance with procedures and regulations with regard to their conduct of tests and their conduct as aviators.

4.3. Actions

STEP	REQUIREMENTS	
1. Receive Complaint ↓		
2. Aviation Safety Department (ASD) ↓	• organises investigation into complaint.	
3. Investigate complaint ↓	• If complaint is not supported by evidence, Aviation Safety Directorate makes report to that effect and closes file. • If complaint is supported by evidence, consider immediate suspension of Examiner Authorization pending corrective action.	
4. If suspension is necessary Suspend Examiner Authorization ↓	• ASD sends letter to examiner suspending Examiner Authorization pending further investigation or corrective action.	
5. Consider and notify Examiner of corrective action required	Possible corrective actions ASD decides what corrective action is required: • Admonish. • Interview. • Retraining. • Re-test as examiner. • Revoke Examiner Authority. Examiner is notified of the required corrective action.	
6. Implement/Monitor and complete corrective action ↓	**Corrective action**	**Implemented and monitored by**
	• Issue admonishment. • Interview. • Retraining as examiner. • Re-test as examiner. • Revoke examiner authority.	• ASD. • ASD. • Course Provider. • ASD. • ASD.
7. Complete Case Actions	• Re-instate examiner authority (if appropriate) by letter when corrective action complete. • Record corrective actions completed. • Close file and save to examiner's personal file.	