

Examiner/Evaluator Authorization Acceptance Test

Applicant Information	
Name of Applicant	
Type of Aircraft	
Operator/Training Organization Name	
Designated Examiner Name	
GACA Inspector Name	

Training Courses Details	
Type of Check/Evaluation	<input type="checkbox"/> TCE/FSTD <input type="checkbox"/> FSS <input type="checkbox"/> FTD <input type="checkbox"/> TCE Aircraft (A)
	<input type="checkbox"/> FSTD Airplane (A) <input type="checkbox"/> FSTD Helicopter (H) <input type="checkbox"/> TCE Helicopter (H)
	<input type="checkbox"/> TCE for Aircraft Type Rating <input type="checkbox"/> TCE ATPL <input type="checkbox"/> TCE CPL Combined Type Rating
Objective of the check/Assessment	<input type="checkbox"/> Initial Authorization <input type="checkbox"/> Authorization Renewal <input type="checkbox"/> Surveillance-Observation
Date	

1. DEFINITIONS		
a	Inspector	The Air Safety Inspector of GACA conducting the examiner/Evaluator applicant competence assessment or observing the said assessment/evaluation if it is conducted by designated qualified Evaluator/Examiner.
b	Evaluator/Examiner applicant	The person seeking certification as an Evaluator/Examiner;
c	Candidate	The person being tested or checked by the examiner applicant. This person may be a pilot for whom the test or check would be required, or the inspector of the competent authority who is conducting the examiner certification acceptance test.
d	Designated Evaluator/Examiner	Qualified Designated Evaluator/Examiner approved by GACA.

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2. Conduct of the Assessment/Evaluation		YES	NO
a	An inspector of GACA or a Qualified Designated examiner (Senior Examiner) will observe all examiner applicants conducting a test on a 'candidate' in an aircraft or FSTD for which examiner certificate/authorization is sought. Items from the related training course and test or check schedule will be selected by the inspector for examination of the 'candidate' by the examiner applicant;		
b	Having agreed with the inspector the content of the test, the examiner applicant will be expected to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the 'candidate'. The inspector will discuss the assessment with the examiner applicant before the 'candidate' is debriefed and informed of the result.		
c	Confirmation of Evaluator/Examiner applicant eligibility, Completing TCE qualifications and training requirements, Training records, etc.		
d	Confirmation of Evaluator/Examiner applicant Documents such as License, medical, log book, (if applicable), as necessary;		

3. Briefing the candidate. The 'candidate' should be given time and facilities to prepare for the test flight. The briefing should cover the following:		SAT	UNSAT
a	Dose Evaluator/Examiner (applicant) have a plan of action?		
b	The objective of the flight;		
c	Freedom for the 'candidate' to ask questions;		
d	Operating procedures to be followed (e.g. operators manual);		
e	Weather assessment;		
f	Operating capacity of 'candidate' and examiner;		
g	Aims to be identified by 'candidate';		
h	Simulated weather assumptions (e.g. icing, cloud base);		
i	Contents of exercise to be performed;		
j	Agreed speed and handling parameters (e.g. V-speeds, bank angle, approach minima);		
k	Use of R/T;		
l	Respective roles of 'candidate' and examiner (e.g. during emergency);		
m	Administrative procedures (e.g. submission of flight plan) in flight;		
n	Standards;		
o	Outcomes;		
P	Special Emphasis Items (if applicable):		
1)	Positive aircraft control		
2)	Collision avoidance		
3)	Wake turbulence		
4)	LAHSO		
5)	CFIT		
6)	CRM		
7)	Aeronautical decision making		
8)	Runway incursion awareness		

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4. Simulator Safety and Status		SAT	UNSAT
a	Safety Switches;		
b	Evacuations;		
c	Seatbelts;		
d	Determination of Sim or FTD Status;		
e	Training/checking Limitations observed;		
f	Others		
5. The examiner applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the Examiner applicant		SAT	UNSAT
a	Involvement of examiner in a multi-pilot operating environment;		
b	The need to give the 'candidate' precise instructions;		
c	Responsibility for safe conduct of the flight;		
d	Intervention by examiner, when necessary;		
e	Use of screens;		
f	Liaison with ATC and the need for concise, easily understood intentions;		
g	Prompting the 'candidate' regarding required sequence of events (e.g. following a go-around);		
h	Keeping brief, factual and unobtrusive notes;		
i	Proper use of checklists		
6. Assessment.		SAT	UNSAT
a	The Evaluator/Examiner applicant should refer to the flight test tolerances given in the relevant test/check reference (PTS/ACS or other GACA approved manual (Flight Examiner Manual));		
b	Attention should be paid to the following points:		
(1)	Questions from the 'candidate';		
(2)	Give results of the test and any sections failed;		
(3)	Give reasons for failure		
7. Debriefing		SAT	UNSAT
a	The Evaluator/Examiner applicant should demonstrate to the inspector the ability to conduct a fair, unbiased, debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness should be evident.		
b	The following points should be discussed, but not limited to, with the 'candidate':		
(1)	Advise the candidate how to avoid or correct mistakes;		
(2)	Mention any other points of criticism noted;		
(3)	Give any advice considered helpful;		
c	Accuracy;		
d	Appropriateness;		
e	Clear/Concise;		
f	Informative		

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8. Demonstration of Theoretical Knowledge		SAT	UNSAT
a	The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.		
b	The examiner applicant should demonstrate to the inspector satisfactory General and Technical knowledge which are required and related to the checks/tests such as aircraft systems, normal and abnormal procedures, limitations, performance, etc.		

9. Evaluator Skills		SAT	UNSAT
a	Question Structure;		
b	Use of Facilities;		
c	Adequacy of scenarios, progression/realism;		
d	Proper FFS/FTD Operation;		
e	Use of FFS Capabilities;		
f	Identification of Training vs Checking;		
g	Completion of required events;		
h	Workload management;		
i	Identification of deviations from appropriate standards;		
j	Knowledge of company operation (contracted check airman);		
k	Checking documentation completion;		
l	Proper ATC Phraseology		

10. Recording or Documentation		SAT	UNSAT
a	The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records should be at least:		
(1)	the relevant test or check report form;		
(2)	the relevant test or check application form;		
(3)	license entry;		
(4)	notification of failure form; Notice of Dis-Approval;		
(5)	Copy of his Licenses, medical, logbook, if applicable		
(6)	relevant company forms where the examiner has privileges of conducting operator Proficiency Checks (contracted check pilot).		

11. Evaluation/Assessment Result	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

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12. Remarks	
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Designated Evaluator/Examiner Name	Title	Signature	Date

Aviation Safety Inspector Name	Title	Signature	Date