

EVALUATOR/EXAMINER SIGNATORY FOR STANDARDIZATION ARRANGEMENTS

1. Standardization Arrangements for Evaluators/Examiners (Applicants)

1.1 General

- 1.1.1 The standards of competence of pilots depend to a great extent on the competence of examiners.
- 1.1.2 Applicants for an examiner certificate/authorization must undertake a standardization training course provided by GACA or by an Approved Training Organization (ATO) and approved by GACA.
- 1.1.3 GACA may provide the Standardization Course itself or through arrangement with an ATO.
- 1.1.4 Regardless of the paragraphs that mentioned above, still GACA is responsible for assuring that Examiner/Evaluator (applicant) has satisfactory completed the approved Examiner/Evaluator training program including the said Standardization training and arrangements.
- 1.1.5 Standardization training course is a part of Examiner/Evaluator training program which is required by GACAR 142, 141, 121, 125, 143, 183 and any other applicable GACARs and eBook Volumes requirements.
- 1.1.6 Examiners will be briefed by General Authority of Civil Aviation (GACA) Inspector and/or by the Approved Training Organization about the applicable GACARs requirements, conducting of skill tests/Checks, proficiency checks, Operational requirements for Evaluator/Examiner's duties and their documentation and reporting, and Examiner/Evaluator Standardization arrangements.
- 1.1.7 Applicants for an examiner/evaluator certificate/authorization must demonstrate their competence to GACA inspector or to Designated Qualified examiner/evaluator specifically authorized to do so by GACA through conducting of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.
- 1.1.8 GACA may nominate either one of its Aviation Safety Inspectors or Qualified Evaluator/Examiner to assess the competence of applicants for an examiner certificate/authorization.
- 1.1.9 Examiners/Evaluators should also be briefed on the protection requirements for personal data, liability, and accident insurance, as applicable in accordance with Saudi Arabia legislation.
- 1.1.10 The standardization course must consist of theoretical and practical instruction which must include, at least:
 - a. Conducting of 2 skill tests/checks, proficiency checks or assessments of competences for the licenses, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;
 - b. Instruction on the applicable requirements in the concerned GACARs and the applicable air operations requirements, if applicable, the conduct of skill tests/checks, proficiency checks and assessments of competence, and their documentation and reporting;
 - c. A briefing on the GACA administrative procedures, requirements for protection of personal data, liability, accident insurance and fees;
- 1.1.11 Inspectors of GACA supervising examiners will ideally meet the same requirements as the examiners being supervised. However, it is unlikely that they could be so qualified on the large variety of types and tasks for which they have a responsibility and, since they normally only observe training and testing, it is acceptable if they are qualified for the role of an inspector.
- 1.1.12 When evaluating the applicant's background, GACA should evaluate the personality and character of the applicant, and his/her cooperation with GACA.
- 1.1.13 GACA may also take into account whether the applicant has been convicted of any relevant criminal or other offenses, taking into account national law and principles of non-discrimination.

2. Evaluator/Examiner Standardization Training Course

2.1 Duration

- 2.1.1 Evaluator/Examiner Standardization Training Course duration, as a part of Examiner/Evaluator training program, will be determined by ATO and accepted by GACA or by GACA itself, if GACA provides Examiner/Evaluator Training course. The ATO should determine any further training required before presenting the candidate for the Evaluator/Examiner assessment of competence.
- 2.1.2 Regardless of the paragraph mentioned above, still GACA is responsible for assuring that Examiner/Evaluator (applicant) has satisfactory completed the Examiner/Evaluator training requirements.

2.2 Content

In addition to the Examiner/Evaluator training requirements in GACAR Parts 183, 142 (142.57 and 142.61), 141, 121, 125, 143 and any other applicable GACARs and eBook Volumes. The standardization training should comprise, as appropriate to the role of the examiner. The Training should comprise at least the following:

- 2.2.1 Theoretical training covering at least:
 - a. The applicable GACARs and eBook Volumes.
 - b. Fundamentals of human performance and limitations relevant to flight examination;
 - c. Fundamentals of evaluation relevant to examinee's performance:
 - 1. Evaluator/Examiner duties, functions, and responsibilities;
 - 2. Methods, procedures, and techniques for conducting required tests and checks;
 - 3. Evaluation of pilot performance; and
 - 4. Management of unsatisfactory tests and subsequent corrective action; and

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- d. GACAR § 142.57, § 142.61 and/or other related GACARs and Procedures;
- e. Content of Practical Test Standards (PTS)/Flight Examiner Manual (FEM).
- f. Management Systems of Training Center such as Quality System in accordance with GACAR Part 142; and
- g. Multi-crew co-operation (MCC), Human Performance and Limitations, if applicable.
- h. operational requirements, Documents, guidance materials, etc., related to the Evaluator/Examiner functions and duties;
- i. GACA requirements relevant to their examination duties;
- j. All items above are the core knowledge requirements for an examiner and are recommended as the core course material. This core course may be studied before recommended examiner training is commenced. The core course may utilize any suitable training format.

2.2.2 Practical training consisting of at least:

- a. knowledge and management of the test for which the certificate/authorization is to be sought. These are described in the relevant modules in the Flight Examiner Manual (FEM)/Practical Test Standards (PTS);
- b. knowledge of the administrative procedures pertaining to that test or check.
- c. For an initial examiner certificate, practical training should include the examination of the test profile sought, consisting of the conduct of at least two test or check profiles in the role of examiner (these two tests or checks profiles can be performed in the same simulator session), including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in FSTD's are required, practical instruction in the use of FSTD(s) for testing or checking should also be completed.
- d. If examiner privileges are to include the conduct of proficiency checks for the purpose of the renewal of an instrument rating, practical instruction should include the conduct of at least four instrument check profiles in the role of examiner, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in both FSTD and aircraft are required, at least one of the instrument check profiles should be conducted in an FSTD.
- e. For extension of an examiner certificate/authorization to further types, further practical training on the new type may be required, consisting of the conduct of at least one test or check profile in the role of examiner on the new type, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. A further examiner check on the new type may be required, which may be supervised by an inspector of GACA or a suitably authorized Designated Examiner.
- f. GACA will avail a sufficient number of inspectors to conduct, supervise and/or inspect the standardization arrangements according to GACAR Parts 183, 142, 141, 143, 121, 125, 91, etc. eBook V14, V12 and any other applicable GACARs and eBook Volumes requirements.

3. Standardization Arrangements for Examiners Limitations

3.1 General

- a. An examiner should allow an applicant an adequate time to prepare for a test or check, normally (1) hour.
- b. An examiner should plan a test or check flight so that all required exercises can be performed while allowing sufficient time for each of the exercises and with due regard to the weather conditions, traffic situation, ATC requirements, local procedures, etc.
- c. For more details, please check the Appendix of this section.

3.2 An examiner should plan per day not more than:

- a. three test/checks relating to PPL, CPL, IR or class ratings;
- b. two tests/checks related to CPL/IR and ATPL;
- c. two assessments of competence related to Instructor certificate/authorization;
- d. four tests/checks relating to Single-Pilot type/ratings.
- e. two tests/checks relating to Multi-Pilot type ratings.

3.3 An examiner should plan at least three hours for a PPL, CPL, IR or class rating test/checks, and at least four hours for Instructor, CPL/IR, ATPL or type rating tests/checks, including pre-flight briefing and preparation, conduct of the test/check or assessment of competence, de-briefing and evaluation of the applicant and documentation.

3.4 When planning the duration of a test, check or assessment of competence, the following values may be used as guidance:

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An examiner should plan a test/check flight so that the flight time in an Airplane or ground time in an approved synthetic training device is not less than:

- a. 90 minutes for PPL and CPL, including navigation section;
- b. 60 minutes for IR, FI and single pilot type/class rating; and
- c. 120 minutes for CPL/IR, ATPL Multi-Pilot type rating.

3.5 Purpose of a Test/Check

- 3.5.1 Determine through practical demonstration during a test/check that an applicant has acquired or maintained the required level of knowledge and skill/proficiency;
- 3.5.2 Improve training and flight instruction in Training Organizations by feedback of information from examiners concerning items/sections of tests/checks that are most frequently failed;
- 3.5.3 Assist in maintaining and, where possible, improving air safety standards by having examiners display good airmanship and flight discipline during tests/checks.

3.6 Conduct of Test/Check

- 3.6.1 An examiner will ensure that an applicant completes a test/check in accordance with GACAR Parts 142, 6, and / or any other applicable GACARs requirements and is assessed against the required test/check standards.
- 3.6.2 Each item within a test/check section should be completed and assessed separately. The test/check schedule, as briefed, should not normally be altered by an examiner. A failed item is not always a failed section, for example type rating skill test/check where a failure of an item in a section does not fail in the entire section, only the failed item is taken again.
- 3.6.3 Marginal or questionable performance of a test/check item should not influence an examiner's assessment of any subsequent items.
- 3.6.4 An examiner should verify the requirements and limitations of a test/check with an applicant during the pre-flight briefing.
- 3.6.5 When a test/check is completed or discontinued, an examiner should de-brief the applicant and give reasons for items/sections failed. In case of a failed or discontinued skill test and proficiency check, the examiner should provide appropriate advice to assist the applicant in re- tests/re-checks.
- 3.6.6 Any comment on, or disagreement with, an examiner's test/check evaluation/assessment made during a debriefing will be recorded by the examiner on the test/check report, and will be signed by the examiner and countersigned by the applicant.

3.7 Examiner Preparation

- 3.7.1 An examiner should supervise all aspects of the test/check flight preparation, including, where necessary, obtaining or assuring an ATC 'slot' time.
- 3.7.2 An examiner will plan a test/check in accordance with the applicable GACARs requirements and PTS/FEM. Only the maneuvers and procedures set out in the appropriate test/check form will be undertaken. The same examiner should not re-examine a failed applicant without the agreement of the applicant.

3.8 Examiner Approach

- 3.8.1 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 the debriefing.

3.9 Assessment System

- 3.9.1 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 when it is clear that the applicant has not been able to demonstrate the required level of knowledge, skill or proficiency and that a full re-test will be necessary or for safety reason. for the purpose of assessing the applicant, or for safety reasons. An examiner will use one of the following terms for assessment:
- 3.9.2 A 'pass', provided the applicant demonstrates the required level of knowledge, skill/proficiency and, where applicable, remains within the flight test tolerances for the license or rating;
- 3.9.3 A 'fail' provided that any of the following apply:
 - a. The flight tests tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;
 - b. The aim of the test/check is not completed;
 - c. The aim of exercise is completed but at the expense of unsafe flight, violation of a rule or regulation, poor airmanship or rough handling;
 - d. An acceptable level of knowledge is not demonstrated;
 - e. An acceptable level of flight management is not demonstrated;

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- f. The intervention of the examiner or safety pilot is required in the interest of safety.
- 3.9.4 A 'partial pass' in accordance with the criteria shown in the relevant test/check in the applicable GACAR and/or PTS/FEM.
- 3.10 Method and Contents of the Test/Check
 - 3.10.1 Before undertaking a test/check an examiner will verify that the Airplane or synthetic training device (FSTD) intended to be used, is suitable and appropriately equipped for test/check an approved by GACA.
 - 3.10.2 A test/check flight will be conducted in accordance with the aircraft flight manual (AFM) and, if applicable, the aircraft operators manual (AOM).
 - 3.10.3 A test/check flight will be conducted within the limitations contained in the operations manual of an Approved Training Organization and, where applicable.
 - 3.10.4 A test/check flight will be conducted in accordance with the Flight Examiner Manual (FEM)/Practical Test Standards (PTS).
- 3.11 Contents
 - 3.11.1 A test/check is comprised of:
 - a. Oral examination on the ground (where applicable);
 - b. Pre-flight briefing;
 - c. In-flight exercises; and
 - d. Post-flight de-briefing.
 - 3.11.2 Oral examination on the ground should include:
 - a. Aircraft general knowledge and performance;
 - b. Planning and operational procedures; and
 - c. Other relevant items/sections of the test/check
 - 3.11.3 Pre-flight briefing should include:
 - a. Test/check sequence;
 - b. Power setting, speeds and approach minima, if applicable;
 - c. Safety considerations.
 - 3.11.4 In-flight exercises will include:
 - a. Each relevant item/section of the test/check.
 - 3.11.5 Post-flight de-briefing should include:
 - a. Assessment/evaluation of the applicant.
 - b. Documentation of the test/check with the applicants Instructors present, if possible.
- 3.12 A test/check is intended to simulate a practical flight. Thus, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.
- 3.13 When maneuvers are to be flown by sole reference to instruments, the examiner should ensure that a suitable method of screening is used to simulate IMC.
- 3.14 An examiner should maintain a flight log and assessment record during the test/check for reference during the post/flight de-briefing.
- 3.15 An examiner should be flexible to the possibility of changes arising to pre-flight briefings due to ATC instructions, or other circumstances affecting the test/check.
- 3.16 Where changes arise to a planned test/check an examiner should be satisfied that the applicant understands and accepts the changes. Otherwise, the test/check flight should be terminated.
- 3.17 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.
- 3.18 At the discretion of the examiner, any maneuvers or procedure of the test/check may be repeated once by the applicant.
- 3.19 An examiner may terminate a test/check at any stage, if it is considered that the applicant's competency requires a complete re-test/re-check.

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I hereby the undersigned declare that I had completed the standardization arrangement and training for examiners in accordance with	
GACAR Part 183	
Other applicable GACARs	
eBook Volume	
I will conduct the delegated examination task in accordance with	
GACAR Part 183	
Other applicable GACARs	
eBook Volume	
Approved Training Center Training and Operations manual,	
Operations Manual Part D and their related implementation procedures, if applicable	
I will inform GACA and the Director of Training of the organization concerned for any case that might indicate deficiencies on the conducts of the delegated evaluation/examination task	
Cases that might indicate deficiencies on the conducts of the delegated examination task will be investigated by GACA Aviation Safety Inspector and Qualified Designated examiner(s) (if required).	

Type of Organization	Organization Post Training Name	Date (dd/mm/yy)	Signature

Examiner/Evaluator (Applicant) Name	Date	Signature

Designated Examiner/Evaluator Name	Date	Signature

GACA ASI Name	Date	Signature

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Appendix

1. Training Center Examiner

- 1.1 An examiner should plan per day not more than:
- a. Two tests/checks related to ATPL.
 - b. Two assessments of competence related to Instructor certificate/authorization.
 - c. Two assessments of competence related to Instructor certificate/authorization.
 - d. Two tests/checks relating to Multi-Pilot type ratings.
 - e. Two tests/checks relating to Single-Pilot type ratings.
- 1.2 An examiner should plan at least four hours for Instructor rating, ATPL, CPL, IR, Class Ratings or type ratings (Multi-Pilot or Single-Pilot) tests/checks, including pre-flight briefing and preparation, conduct of the test/check or assessment of competence, de-briefing and evaluation of the applicant and documentations.
- 1.3 When planning the duration of a test, check or assessment of competence, an examiner should plan a test/check flight so that the flight time in an Airplane or ground time in an approved synthetic training device (FSTDs) is not less than 120 minutes for:
- a. CPL/IR,
 - b. ATPL,
 - c. Multi-Pilot type ratings,
 - d. Single-Pilot Type Ratings,
 - e. Training Center Instructor (TCI), or
 - f. Examiners/Evaluators.

2. Designated Pilot Examiner

- 2.1 An examiner should plan per day not more than:
- a. two test/checks relating to PPL, CPL, IR or class ratings;
 - b. two tests/checks related to CPL/IR or ATPL;
 - c. two assessments of competence related to Instructor certificate/authorization;
 - d. three tests/checks relating to Class ratings.
- 2.1.2 An examiner should plan at least three hours for a PPL, CPL, IR or class rating test/checks, and at least four hours for Instructor, CPL, IR, CPL/IR, ATPL including pre-flight briefing and preparation, conduct of the test/check or assessment of competence, de-briefing and evaluation of the applicant and documentation.
- 2.1.3 When planning the duration of a test, check or assessment of competence, the following values may be used as a guidance:
- a. 90 minutes for PPL and CPL, including navigation section;
 - b. 60 minutes for IR, FI and single pilot type/class rating; and
 - c. 120 minutes for CPL/IR, ATPL