

EXAMINER/EVALUATOR AUTHORIZATION COMPETENCY EVALUATION/CHECK

1. APPLICANT INFORMATION

Applicant Name (First, Middle, Last)		Nationality	
Pilot's License Details	<input type="checkbox"/> PPC <input type="checkbox"/> PPC/IR <input type="checkbox"/> CPC <input type="checkbox"/> CPC/IR <input type="checkbox"/> ATPL	License Number	
Instructor Rating Certificate Number	<input type="checkbox"/> CFI <input type="checkbox"/> CFII	Class Rating	<input type="checkbox"/> ASEL <input type="checkbox"/> AMEL <input type="checkbox"/> ASER <input type="checkbox"/> AMES <input type="checkbox"/> RH <input type="checkbox"/> RG
Instructor Certificate Number		Expiry Date (dd/mm/yy)	
Organization Name		Location	

2. EVALUATION/TEST DETAILS

Test Attempt Number	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd	Duration	
Location		Date (dd/mm/yy)	

3. TESTING/ CHECKING AUTHORIZATION

Certificate Level	<input type="checkbox"/> ACR-141 <input type="checkbox"/> ACR-FIRC <input type="checkbox"/> SPE <input type="checkbox"/> PE <input type="checkbox"/> CE <input type="checkbox"/> CIRE <input type="checkbox"/> ATPE <input type="checkbox"/> SFIE <input type="checkbox"/> FIE <input type="checkbox"/> FIEI <input type="checkbox"/> FIRE <input type="checkbox"/> TYPE <input type="checkbox"/> PPE
Aircraft Category/Class Privileges	<input type="checkbox"/> ASEL <input type="checkbox"/> AMEL <input type="checkbox"/> ASER <input type="checkbox"/> RH <input type="checkbox"/> RG <input type="checkbox"/> AMES
Objective of Testing/ Checking Assessment	<input type="checkbox"/> Initial Authorization <input type="checkbox"/> Surveillance-Observation <input type="checkbox"/> Authorization Renewal

4. DEFINITIONS

a	Inspector	The Air Safety Inspector of GACA conducting the Examiner applicant competence assessment or observing the said assessment/evaluation if it is conducted by designated qualified Examiner.
b	Examiner applicant	The person seeking certification as an 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 Examiner	Qualified Designated Evaluator/Examiner approved by GACA.

5. 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 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;	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
c	Confirmation of Examiner applicant eligibility, Completing Examiner qualifications and training requirements, Training records, etc.	<input type="checkbox"/>	<input type="checkbox"/>
d	Confirmation of Examiner applicant Documents such as License, medical, logbook, (if applicable), as necessary;	<input type="checkbox"/>	<input type="checkbox"/>

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6. BRIEFING THE CANDIDATE		SAT	UNSAT
The 'Candidate' Should Be Given Time And Facilities To Prepare For The Test Flight. The Briefing Should Cover The Following:			
a	Dose Examiner (applicant) have a plan of action?	<input type="checkbox"/>	<input type="checkbox"/>
b	The objective of the flight;	<input type="checkbox"/>	<input type="checkbox"/>
c	Freedom for the 'candidate' to ask questions;	<input type="checkbox"/>	<input type="checkbox"/>
d	Operating procedures to be followed (e.g. operators manual);	<input type="checkbox"/>	<input type="checkbox"/>
e	Weather assessment;	<input type="checkbox"/>	<input type="checkbox"/>
f	Operating capacity of 'candidate' and examiner;	<input type="checkbox"/>	<input type="checkbox"/>
g	Aims to be identified by 'candidate';	<input type="checkbox"/>	<input type="checkbox"/>
h	Contents of exercise to be performed;	<input type="checkbox"/>	<input type="checkbox"/>
i	Agreed speed and handling parameters (e.g. V-speeds, bank angle, approach minima);	<input type="checkbox"/>	<input type="checkbox"/>
j	Respective roles of 'candidate' and examiner (e.g. during emergency);	<input type="checkbox"/>	<input type="checkbox"/>
k	Administrative procedures (e.g. submission of flight plan) in flight;	<input type="checkbox"/>	<input type="checkbox"/>
l	Standards;	<input type="checkbox"/>	<input type="checkbox"/>
m	Outcomes;	<input type="checkbox"/>	<input type="checkbox"/>
n	Special Emphasis Items (if applicable):	<input type="checkbox"/>	<input type="checkbox"/>
1)	Positive aircraft control	<input type="checkbox"/>	<input type="checkbox"/>
2)	Collision avoidance	<input type="checkbox"/>	<input type="checkbox"/>
3)	Wake turbulence	<input type="checkbox"/>	<input type="checkbox"/>
4)	LAHSO	<input type="checkbox"/>	<input type="checkbox"/>
5)	CFIT	<input type="checkbox"/>	<input type="checkbox"/>
6)	CRM	<input type="checkbox"/>	<input type="checkbox"/>
7)	Aeronautical decision making	<input type="checkbox"/>	<input type="checkbox"/>
8)	Runway incursion awareness	<input type="checkbox"/>	<input type="checkbox"/>
7. THE EXAMINER (APPLICANT)		SAT	UNSAT
Should Maintain The Necessary Level Of Communication With The 'Candidate'. The Following Check Details Should Be Followed By The Examiner Applicant			
a	Involvement of an examiner in a multi-pilot operating environment;	<input type="checkbox"/>	<input type="checkbox"/>
b	The need to give the 'candidate' precise instructions;	<input type="checkbox"/>	<input type="checkbox"/>
c	Responsibility for safe conduct of the flight;	<input type="checkbox"/>	<input type="checkbox"/>
d	Intervention by examiner, when necessary;	<input type="checkbox"/>	<input type="checkbox"/>
e	Use of screens;	<input type="checkbox"/>	<input type="checkbox"/>
f	Liaison with ATC and the need for concise, easily understood intentions;	<input type="checkbox"/>	<input type="checkbox"/>
g	Prompting the 'candidate' regarding the required sequence of events (e.g., following a go-around);	<input type="checkbox"/>	<input type="checkbox"/>
h	Keeping brief, factual and unobtrusive notes;	<input type="checkbox"/>	<input type="checkbox"/>
i	Proper use of checklists	<input type="checkbox"/>	<input type="checkbox"/>
8. ASSESSMENT		SAT	UNSAT
a	The 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));	<input type="checkbox"/>	<input type="checkbox"/>
b	Attention should be paid to the following points:	<input type="checkbox"/>	<input type="checkbox"/>

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(1)	Questions from the 'candidate';	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Give results of the test and any sections failed;	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Give reasons for failure	<input type="checkbox"/>	<input type="checkbox"/>

9. DEBRIEFING		SAT	UNSAT
a	The Examiner applicant should demonstrate to the inspector the ability to conduct a fair, unbiased, debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness should be evident.	<input type="checkbox"/>	<input type="checkbox"/>
b	The following points should be discussed, but not limited to, with the 'candidate':	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Advise the candidate how to avoid or correct mistakes;	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Mention any other points of criticism noted;	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Give any advice considered helpful;	<input type="checkbox"/>	<input type="checkbox"/>
c	Accuracy;	<input type="checkbox"/>	<input type="checkbox"/>
d	Appropriateness;	<input type="checkbox"/>	<input type="checkbox"/>
e	Clear/Concise;	<input type="checkbox"/>	<input type="checkbox"/>
f	Informative	<input type="checkbox"/>	<input type="checkbox"/>

10. 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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

11. EXAMINER (APPLICANT) SKILLS		SAT	UNSAT
a	Question Structure;		
b	Use of Facilities;		
c	Identification of Training vs Checking;		
d	Completion of required events;		
e	Workload management;		
f	Identification of deviations from appropriate standards;		
g	Checking documentation completion;		
h	Proper ATC Phraseology		

12. 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:	<input type="checkbox"/>	<input type="checkbox"/>
(1)	The relevant test or check report form;	<input type="checkbox"/>	<input type="checkbox"/>
(2)	The relevant test or check application form;	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Airman Certificate ;	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Notification of failure form; Notice of Dis-Approval;	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Copy of his Airman Certificate, medical, logbook, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

13. EXAMINER (APPLICANT) SKILL TEST (ON AIRCRAFT AND/OR FLIGHT SIMULATOR)		SAT	UNSAT
a.	* For the Assessments of the Flying Skills and Maneuvers, refer to the applicable Airman Proficiency Check Form.	<input type="checkbox"/>	<input type="checkbox"/>

* The applicable Airman Proficiency Check Form must be utilized during the practical assessment and attached with this checklist.

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FOR EXAMINER/EVALUATOR USE ONLY

14. EVALUATION/ASSESSMENT RESULT

☐ Satisfactory

☐ Unsatisfactory

15. REMARKS

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Designated Evaluator/Examiner Name	Title	Signature	Date

If the Evaluation/Assessment was observed by GACA

Aviation Safety Inspector Name	Title	Signature	Date