TRAFICOM
Finnish Transport and Communications Agency

REPORT FORM
Examiner assessment of competence, revalidation, renewal and extension of privileges for examiner certificate

FCL.1025, SFCL.445 and BFCL.445

Holder of examiner certificate	**Particulars of examiner certificate holder**	
	Last name	First name
	Licence number	Expiration date of examiner certificate
	☐ New ☐ Revalidation ☐ Renewal ☐ Extension of privileges	
	☐ Aeroplane ☐ Helicopter ☐ Sailplane ☐ TMG ☐ Balloon	
	☐ FE ☐ CRE ☐ IRE ☐ FIE ☐ TRE ☐ SFE	
Examiners experience	**This is to certify that holder of examiners certificate has gained following experience during validity of examiners certificate**	
	Holder ☐ has ☐ has not, conducted at least 6 skill tests, proficiency checks or assessments of competence.	
Examiner refresher training	**This is to certify that the holder of examiners certificate attended an examiner refresher training provided by Finnish Transport and Communications Agency**	
	Date of refresher training:	
	Declaration by the holder of examiner certificate	
	I confirm the data above	Signature of holder of examiner certificate
Examiner assessment of competence	**Holder of examiners certificate ☐ has ☐ has not given proof of ability to act as a examiner during an assessment of competence**	
	Type of test / check	Date of test / check
	Candidates under test / check	
	Aerodrome or site	Aircraft or FSTD used
	Aircraft or FSTD registry	Total flight time
Signaturer	Name of inspector/senior examiner	Licence number of inspector/senior examiner
	Date and place	Signature of inspector/senior examiner

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Content of examiner assessment of competence AMC1 FCL.1020

CONDUCT OF THE ASSESSMENT

An inspector of the competent authority or a senior examiner will observe all examiner applicants conducting a test on a 'candidate' in an aircraft for which examiner certificate 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.
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.

BRIEFING THE 'CANDIDATE'

Section ☐ pass ☐ fail

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

(1) the objective of the flight;
(2) licensing checks, as necessary;
(3) freedom for the 'candidate' to ask questions;
(4) operating procedures to be followed (for example operators manual);
(5) weather assessment;
(6) operating capacity of 'candidate' and examiner;
(7) aims to be identified by 'candidate';
(8) simulated weather assumptions (for example icing and cloud base);
(9) use of screens (if applicable);
(10) contents of exercise to be performed;
(11) agreed speed and handling parameters (for example V-speeds, bank angle, approach minima);
(12) use of R/T;
(13) respective roles of 'candidate' and examiner (for example during emergency);
(14) administrative procedures (for example submission of flight plan).

The examiner applicant should maintain the necessary level of communication with the 'candidate'.
The following check details should be followed by the examiner applicant:

(1) involvement of examiner in a MP operating environment;
(2) the need to give the 'candidate' precise instructions;
(3) responsibility for safe conduct of the flight;
(4) intervention by examiner, when necessary;
(5) use of screens;
(6) liaison with ATC and the need for concise, easily understood intentions;
(7) prompting the 'candidate' about required sequence of events (for example following a go-around);
(8) keeping brief, factual and unobtrusive notes.

Remarks

ASSESSMENT

Section ☐ pass ☐ fail

The examiner applicant should refer to the flight test tolerances given in the relevant skill test.
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.

Remarks

Content of examiner assessment of competence	**DEBRIEFING** 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. The following points should be discussed with the 'candidate', at the applicant's discretion: (1) advise the candidate on how to avoid or correct mistakes; (2) mention any other points of criticism noted; (3) give any advice considered helpful. **Remarks**	Section ☐ pass ☐ fail
	RECORDING OR DOCUMENTATION The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be: (1) the relevant test or check form; (2) licence entry; (3) notification of failure form; (4) relevant company forms where the examiner has privileges of conducting operator proficiency checks. **Remarks**	Section ☐ pass ☐ fail
	DEMONSTRATION OF THEORETICAL KNOWLEDGE The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner. **Remarks**	Section ☐ pass ☐ fail