

EASA FEM

Flight Examiner Manual



FEM

- Not regulation but strong guidance for examiners
- <https://www.easa.europa.eu/document-library/general-publications/flight-examiners-manual-fem>

Examiner AOC

How do we do it?



Examiner AOC – standardisation

- What is said during briefing?

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Module 8 - AOC EXAMINER

3. Inspector or Senior Examiner Briefing

The Inspector or Senior Examiner must brief the following elements to the Examiner Applicant:

- Purpose of the AoC
- Confirm and agree the contents of the test or check to be observed and how it will be achieved.
- Examiner Applicant's PIC responsibility;
- Examiner role-play in normal operations and simulated emergencies
- The Examiner Applicant is expected to display sound judgement, particularly when establishing any abnormal or simulated emergency exercise so that the safety of the flight is never placed in doubt.
- Agree that on completion of the test the Inspector or Senior Examiner and the Examiner Applicant will confer before debriefing or announcing the result of the test to the Candidate. This is to ensure a common assessment standard.
- Remind the Examiner Applicant that the briefing and de-briefing are to be directed to the Candidate. The Inspector or Senior Examiner will emphasise that they will take no part in the conduct of the detail.
- Ask the Examiner Applicant if they have any questions and confirm that they have been adequately briefed.

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- How do we grade?

F. The senior examiner shall enter the result of the test and sign the form. If the examiner does not have a stamp he/she must type out the examiner certificate number. The grading of the test items is to be done as follows:

0.Pass - Completed without any errors or mistakes

2.Pass - Completed with minor errors or mistakes

i. Indicates room for improvement, but an acceptable level.

ii. Examples of minor errors and mistakes could be

- 1.Errors in administration forms

- 2.Assuming an instructor role, without affecting the outcome of the test

- 3.Incorrect setting of simulator, which is corrected

- 4.Having to extend the time frame of the test due to poor planning

1. Fail - Completed with major errors or mistakes

- iii. Indicates an unacceptable level

iv. Examples of major errors or mistakes could be

- 1.Awarding the wrong result

- 2.Not including all mandatory items

- 3.Assuming an instructor role, and affecting the outcome of the test

- 4.Creating a hostile environment

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1. General	0	2	1	N/A
1.1 Establishing a relaxed and friendly atmosphere	☐	☐	☐	☐
1.2 Attitude towards applicant(s)	☐	☐	☐	☐
1.3 Attitude towards senior examiner / inspector	☐	☐	☐	☐
2. Pre-flight	0	2	1	N/A
2.1 Stating the objectives of the flight/test	☐	☐	☐	☐
2.2 Checking applicant(s) licence and identification	☐	☐	☐	☐
2.3 Checking the applicant's training records, logbook and/or course completion certificate (including ATO recommendation if relevant)	☐	☐	☐	☐
2.4 Verification that the applicant(s) meet all applicable qualification, experience and training requirements for the licence, rating or certificate applied for	☐	☐	☐	☐
2.5 Inviting and allowing questions during the briefing	☐	☐	☐	☐
2.6 Setting a practical scenario and indicating all conditions for the flight	☐	☐	☐	☐
2.7 Setting a relevant test schedule, allowing all necessary items to be covered	☐	☐	☐	☐

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	2.8 Giving due regard to weather, ATC etc.	☐	☐	☐	☐
→	2.9 Establishing SOP, checklists, charts and which manuals to be used for the test	☐	☐	☐	☐
	2.10 Requesting a weather assessment from the applicant(s)	☐	☐	☐	☐
	2.11 Establishing the roles and responsibilities to be assumed during the test (including different roles during a FSTD session)	☐	☐	☐	☐
→	2.12 Briefing the test content, including the expected sequence of events	☐	☐	☐	☐
→	2.13 Conducting the oral exam	☐	☐	☐	☐
→	2.14 Establishing speeds, power settings, configuration for the required manoeuvres	☐	☐	☐	☐
	2.15 Checking of mass and balance calculations	☐	☐	☐	☐
	2.16 Establish any operational limitations for the test, e.g. bank angles, speeds etc.	☐	☐	☐	☐
→	2.17 Establishing and approving operating minima, minimum descent height and missed approach point	☐	☐	☐	☐
	2.18 Briefing of any relevant safety considerations for simulated or actual abnormal and emergency procedures (including emergency egress procedures etc. for tests in FSTDs)	☐	☐	☐	☐
	2.19 Ensuring the completion of administrative procedures, e.g. submission of flight plan, PPR etc.	☐	☐	☐	☐
	2.20 Verifying that the aircraft or simulator is airworthy/qualified and suitable.	☐	☐	☐	☐

Examiner AOC – standardisation



3. Test session	0	2	1	N/A
3.1 Avoiding negative remarks and criticism during the test	☐	☐	☐	☐
3.2 Ensuring that the applicant operated the aircraft as PIC and carried out the test as if no other crew members were present (SP tests)	☐	☐	☐	☐
3.3 Testing the applicant(s) as both PF and PNF (MP tests)	☐	☐	☐	☐
3.4 Avoiding to take any part in the operation of the aircraft except where intervention was necessary in the interests of safety	☐	☐	☐	☐
3.5 Avoiding the role of an instructor	☐	☐	☐	☐
3.6 Ensuring that the applicant(s) could perform the test to the best of their ability	☐	☐	☐	☐
3.7 Maintaining a flight and assessment log	☐	☐	☐	☐
3.8 Conducting the test as briefed	☐	☐	☐	☐
3.9 Ensuring that the applicant(s) understand and accept any changes to the test schedule	☐	☐	☐	☐
3.10 Assessing all items separately	☐	☐	☐	☐
3.11 Not allowing marginal or questionable performance of one test item to influence the assessment of a subsequent item	☐	☐	☐	☐
3.12 Allowing sufficient time for each manoeuvre	☐	☐	☐	☐
3.13 Handling of repeated items (if applicable)	☐	☐	☐	☐
3.14 Using a suitable means of screening to simulate IMC for any manoeuvres required to be flown by sole reference to instruments	☐	☐	☐	☐
3.15 Handling the aircraft or simulator when necessary	☐	☐	☐	☐
3.16 Displaying good airmanship and flight discipline during the test	☐	☐	☐	☐

Examiner AOC – standardisation



4. Assessment	0	2	1	N/A
4.1 Assessing the candidate(s) against the required test standards	☐	☐	☐	☐
4.2 Correctly applying the Pass/Partial Pass/Fail criteria	☐	☐	☐	☐
4.3 Giving due regard to test conditions	☐	☐	☐	☐



5. Post-flight	0	2	1	N/A
5.1 Delivering a clear result of the test	☐	☐	☐	☐
5.2 Stating any reasons for a failed or partially passed test	☐	☐	☐	☐
5.3 Stating re-training requirements (if applicable)	☐	☐	☐	☐
5.4 Stating re-test requirements (if applicable)	☐	☐	☐	☐
5.5 Giving constructive criticism and offering advise on how to correct any errors	☐	☐	☐	☐
5.6 Providing the applicant(s) the signed test report	☐	☐	☐	☐
5.7 Completing the necessary test report and application forms	☐	☐	☐	☐
5.8 Completing the necessary license administration	☐	☐	☐	☐



Examiner AOC – standardisation

- How (& when) when do we de-brief?



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10. Test Debriefing

The Inspector or Senior Examiner will discuss the assessment with the Examiner Applicant before the Candidate is debriefed and informed of the result.

If the Inspector or Senior Examiner agrees with the Examiner Applicant's assessment of the Candidate, the Examiner Applicant should proceed with the de-briefing of the Candidate. If the Examiner Applicant's assessment is different from that of the Inspector or Senior Examiner, the result should be discussed, and the standards explained to the Examiner Applicant.

When the Inspector or Senior Examiner is satisfied that correct assessment standardisation has been agreed, the Examiner Applicant should carry out the de-briefing as per the applicable FEM module and if all other aspects of the assessment are satisfactory the AoC may be assessed as a 'Pass'.

If the Inspector or Senior Examiner is not satisfied that the Examiner Applicant has demonstrated the required standard in the conduct of the entire check or assessment, the Inspector or Senior Examiner should de-brief the Candidate and complete the paperwork.

Air Operations

Regulation changes



Part NCO updated!

- Active from 30/10
- Most are in the OPS section
- Remember ATO check on skilltest, changes implemented?
- Example below..

NCO.OP.101 Altimeter check and settings

Regulation (EU) 2021/2237

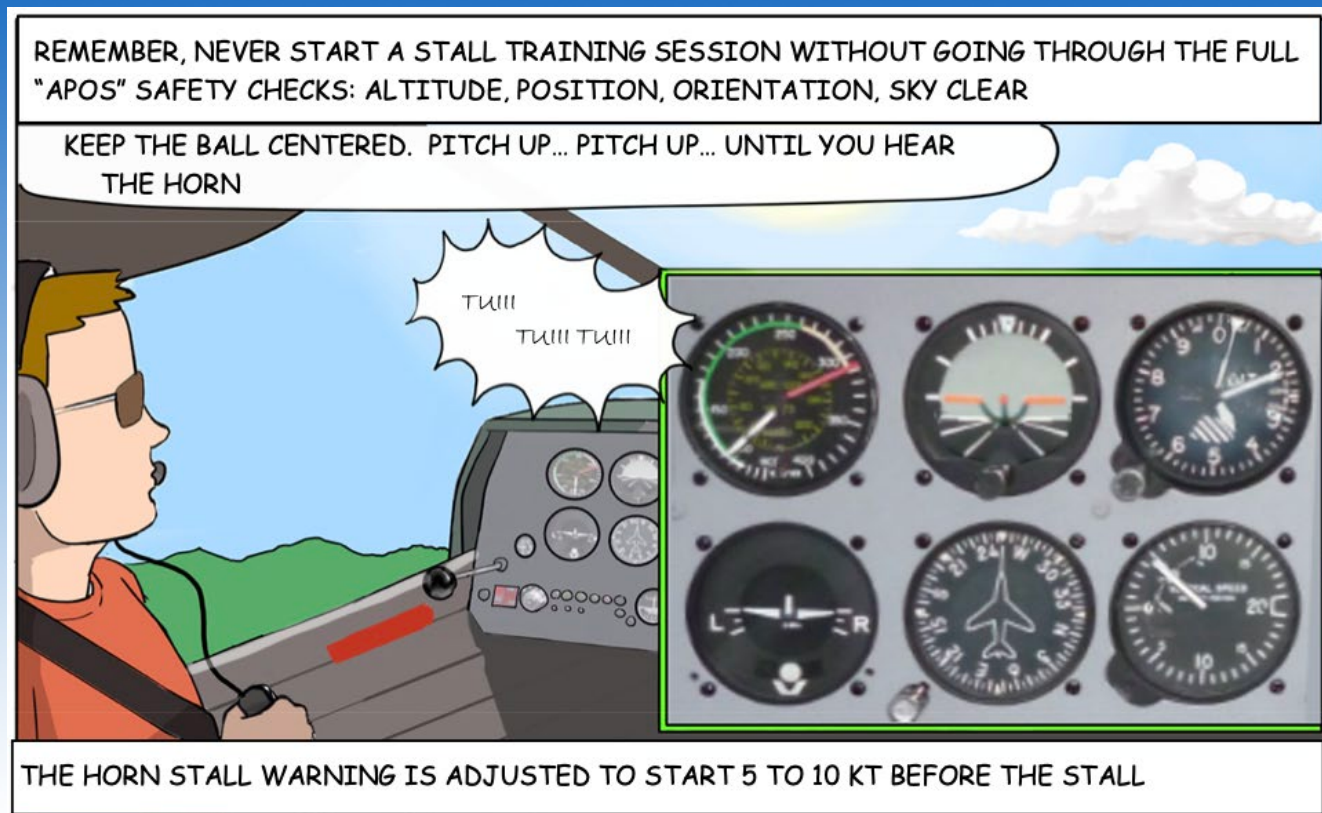
- (a) The pilot-in-command shall check the proper operation of the altimeter before each departure.
- (b) The pilot-in-command shall use appropriate altimeter settings for all phases of flight, taking into account any procedure prescribed by the State of the aerodrome or the State of the airspace.



Part NCO updates – affecting us the most

- NCO.OP.101 Altimeter check
- NCO.OP.110 Aerodrome operating minima IFR
- NCO.OP.111 3D & 2D operations
- NCO.OP.112 Circling minima
- NCO.OP.125 + AMC1/2/3 Fuel/energy & oil supply
- NCO.OP.140 Destination alternate
- NCO.OP.142 Destination alternate – instrument approach
- NCO.OP.143 Destination alternate – planning minima
- NCO.OP.185 In-flight fuel management
- NCO.OP.210 Commence and continue approach

Discussion – Slow flight & Stall (spin awareness)





The list could go on..

- Ängsö 2016 (DA42 spinn)
- Umeå 2019 (GA8 spinn)
- Borås/Viared 2020 (UL spinn)
- Örebro 2021 (DHC-2 stall/loc after take-off)
- Oslo 2021 (DA42 spinn)

Slow flight & stall – SEP/MEP

- FEM?

Straight and
level flight at various

- *demonstrate control of heading altitude and airspeed in straight and*

4.2 Threat and Error Management (TEM)

sound judgement when deciding how to proceed. For instance, a LAPL or PPL candidate may be unfamiliar with the TEM terminology but may still exhibit sound decision-making skills in the pre-flight and the flight. In this case, the Examiner can simply ensure that the Candidate is made familiar with the TEM principles in the flight debrief and may also consider briefing the HT/CFI of the ATO/DTO ensure that future candidates are better prepared.

- EASA
<https://www.easa.europa.eu/en/air-traffic-safety/air-traffic-safety-education>
sunny-
Threat

3
M

Stalls and recovery:
i. clean stall
ii. approach to stall in descending turn with approach configuration and power
iii. approach to stall in landing configuration and power
iv. approach to stall in climbing turn with take-off flaps and climb power (single-engine aeroplanes only)

- *consider safety checks before the manoeuvres where necessary*
- *establish the stall entry as appropriate from straight or turning flight and select the required aeroplane configuration*
- *recognise the symptoms of incipient and full stalls*
- *recover systematically by reducing the AoA and then re-establishing a safe and stable flight path*
- *complete all necessary checks and drills*
- *maintain lookout throughout*

/easa-



Slow flight & stall – SEP/MEP

- How do you perform slow flight & stall during a test?
- Name some PASS/FAIL items for this exercise?
- Give some sound TEM examples?

Discussion – Bad attitude kills





Pilot attitudes

- Discuss your experiences on pilot attitudes
 - both good and bad!
- Should/shall we judge pilots attitude?
 - what does Part FCL tell us?

