

Revision 15

Xx xxxx 2024

Pilot Licences and Ratings: Flight Examiner Ratings

General

Civil Aviation Authority (CAA) advisory circulars (ACs) contain guidance and information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rules and legislation.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

This AC describes an acceptable means of compliance standards for flight time experience and flight test syllabus, for the issue of a flight examiner rating, to assist applicant(s), to meet the requirements of Civil Aviation Rule Part 61 *Pilot Licences and Ratings*.

Related Rules

This AC relates to Civil Aviation Rule Part 61 – specifically Subpart S.

Change Notice

Revision 15 Updates the section, *Flight Examiner Rating Requirements*, replaces the content of Appendix I, *Examiner Theory Course Syllabus* and adds a new Appendix II, *Practical Training*. As a result the format Appendix II, *Flight Examiner Flight Test Syllabus*, is now Appendix III. Lastly it makes minor changes to align with current AC style

14 adds a note on the online application process and updates the section on rule 61.903 to refer to online applications. We have also added a version history.

Version History

AC Revision No.	Effective Date	Summary of Changes
AC61-1.19	6 October 1998	Initial issue
AC61-1.19 Rev.1	16 March 1999	Amended the rule 61.905 reference to except the furnishing of annual examiner activity reports relating to continued operational competency or route and aerodrome proficiency, or instrument rating continued

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		competency demonstrations, conducted in accordance with rule 61.807 (a) (2).
AC61-1.19 Rev.2	12 January 2004	Detailed the flight experience requirements for a Flight Examiner Rating in particular: <ul style="list-style-type: none"> • Airline Flight Examiner for Part 121, 125 and 135 operations for both aeroplane and helicopter; • Specific experience requirements for additional examiner privileges; and • General Aviation Flight Examiner. Made minor editorial changes.
AC61-1.19 Rev. 3	23 June 2004	Fixed wording errors in the General Aviation Flight Examiner demonstration of competency. Other changes are editorial and any wording insertions are highlighted in grey.
AC61-1.19 Rev. 4	11 May 2006	Removed requirement for annual activity returns Included amendments related to the reissue of Part 61 in regard to the change of “recency” to “currency” and the change of the currency grace period to 60 days prior. Made minor layout and format changes.
AC61-19 Rev. 5	9 May 2007	Re-numbered from AC 61-1.19 to AC 61-19 as part of a project to standardise the numbering of all ACs.
AC61-19 Rev. 6	23 December 2011	Provided guidance in the form of a syllabus (inserted as Appendix I) of (minimum) examiner training required to be conducted by a Part 119 or Part 141 organisation, prior to a demonstration of competency to the Director for the appropriate examiner rating and/or examiner privilege. Added eligibility requirements for Part 115 flight examiner privileges. Renumbered previous Appendix I as Appendix II.
AC61-19 Rev.7	29 August 2013	Clarified that the requirement to demonstrate to the Director, as specified in rule 61.901(3)(b), applies to all persons seeking the issue of a General Aviation Flight Examiner Rating.
AC61-19 Rev. 8	4 September 2013	Corrected an incorrect form number on page 8.
AC61-19 Rev. 9	29 May 2014	Amended the requirements of Appendix I for flight examiner training.
AC61-19 Rev.10	18 December 2014	Made minor editorial changes to Appendix I: Flight Examiner Training Syllabus Re-formatted structure as part of a systematic update

		to standardise the formatting of all ACs.
AC61-19 Rev. 11	20 April 2016	Provided information on requirements for an agricultural flight examiner rating.
AC61-19 Rev.12	3 August 2016	Updated information on requirements for an agricultural flight examiner rating
AC61-19 Rev.13	2 July 2018	Reduced the instrument flight time experience for airline flight examiner privileges, from 500 hours to 300 hours
AC61-19 Rev.14	2 October 2023	Added a note on the online application process and updates the section on rule 61.903 to refer to online applications. Added a version history
AC61-19 Rev.15	Xx xxxx 2024	Updates the section, <i>Flight Examiner Rating Requirements</i> . Replaces content of Appendix I, <i>Examiner Theory Course Syllabus</i> . Adds a new Appendix II, <i>Practical Training</i> . Makes minor changes to align with current AC style.

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Flight Examiner Rating General Requirements

Approved Examiner Training Course

Rules 61.901(a)(6), (b)(4), and (c)(5) require an applicant for an Airline, GA or Agricultural Examiner rating to have satisfactorily completed an approved Examiner Training Course. This course consists of an approved Examiner Theory Course (ETC) and practical training appropriate to the type of examiner rating and privileges sought. The ETC is to be completed before the commencement of the practical training.

Examiner Theory Course (ETC)

The syllabus content for the ETC is detailed in Appendix I of this AC and is to be conducted by a presenter being a suitably experienced flight examiner, operating under either:

- (a) a Part 141 aviation training organisation certificate where the certificate authorises the holder to conduct that training, or
- (b) a Part 119 air operator certificate, within a Part 121, 125 or 135 organisation, where the certificate authorises the holder to conduct that training.

Approved means in writing by the Director. CAA will consider an approval by:

1. a review of the number of current ETC presenters, and
2. a review of the presenter's qualifications, and experience, and
3. a review of course material, and
4. course attendance by a CAA examiner.

Course Duration

As a minimum, the ETC consists of one full day as detailed in Appendix I of this AC.

Course Certification

This course is to be successfully completed and certified accordingly by the course presenter in the pilot logbook. This certification remains valid for 12 months from the date of course completion. Successful completion of this course requires as a minimum for logbook certification:

- (a) full attendance, and
- (b) active participation in the course

2.2.4 Approved Courses: For information on approved ETC courses see the CAA website: <http://www.caa.govt.nz/>.

Practical Training

The syllabus content for the practical training is detailed in Appendix II of this AC. Practical training must be delivered by an appropriately qualified and experienced flight examiner under a Part 119, 137 or Part 141 organisation.

Training Certification

The Part 119, 137 or Part 141 organisation that completes the practical training must keep records of this training and provide the examiner applicant with a copy of the training record and certification of successful completion of the training programme.

Flight Experience

The flight experience requirements of rule 61.901 differ according to the type of aircraft operation in which the applicant intends to exercise the privileges of a flight examiner rating, i.e. Part 91, 121, 125, 135, or 137, aeroplane or helicopter, multi-engine or single engine.

Note: From 2 October 2023 it will be possible to apply online for pilot licences through **MyAviation**, CAA's online portal for licensing requests, instead of filling in paper forms. **MyAviation** is CAA's preferred way to submit applications and is the equivalent of using the applicable paper form. Click the 'Online services' button on the CAA home page to get started.

Parts 119 and 141 require that a procedure is established for initially assessing and maintaining the competence of those personnel conducting assessments. Appendix I of this AC provides a syllabus of the minimum training required prior to a demonstration of competency for flight examiner rating issue or additional examiner privileges.

A Part 141 or 137 organisation may provide the training required for the issue of an agricultural examiner's rating in accordance with Appendix I of this AC.

CAA [Form 24061/03](#), is used to request a flight test for the issue, renewal or an additional examiner authorisation for an examiner rating.

Rule 61.901 Eligibility Requirements

The flight experience requirements differ according to the type of aircraft operation in which the applicant intends to exercise the privileges of a flight examiner rating: i.e. Part 121, 125, 135, 115 or 137, aeroplane or helicopter, multi-engine or single engine.

Airline Flight Examiner Rating

In accordance with (IAW) rule 61.901(a)(4) requires an applicant for an airline flight examiner rating needs to have flight experience that is acceptable to the Director.

Part 121 Operations

General experience requirements:

- (1) 3000 hours total flight time
- (2) 1500 hours as pilot-in-command (PIC) in the appropriate category of aircraft
- (3) for multi-engine privileges, 750 hours as PIC pilot in command of multi-engine aircraft.

Specific experience eligibility requirements related to Part 121 examiner rating authorisations:

- (1) **To be eligible for an Instrument rating authorisation.** The applicant must have the following flight experience in order **To** conduct flight tests for the renewal of instrument ratings or the addition of approach aids, **the applicant must:**
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids

- (ii) **have** at least 1000 hours as **PIC pilot-in-command** in multi-engine aeroplanes on IFR cross country flight operations, of which at least 300 hours are instrument flight time, **and**
 - (iii) **have** at least 100 hours' experience exercising instructor privileges on an aeroplane type to which Part 119/121 applies.
- (2) ~~To be eligible for the conduct of Part 121 operational competency assessments.~~ The applicant must meet the flight examiner requirements prescribed under rule 121.583.609.
- (3) ~~To be eligible for the conduct of Category D flight instructor rating issue flight tests.~~ The applicant must ~~have~~:
- (i) **have** satisfactorily completed an instructional techniques course in accordance with AC AC61-18, **Pilot Licences and ratings – Flight instructor ratings**, Appendix II, **and**
 - (ii) ~~must~~ meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 121 operations.
- (4) ~~To be eligible for the conduct of ATPL issue flight tests.~~ The applicant must:
- (i) hold the continued competency instrument rating examiner authorisation
 - (ii) hold the authorisation for operational competency assessment IFR Part 121, **and**
 - (iii) ~~must~~ meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 121 operations.

Part 125 Operations

General experience requirements:

- (1) 3000 hours' total flight time
- (2) 1500 hours as **PIC pilot-in-command** in the appropriate category of aircraft
- (3) for multi-engine privileges, 750 hours as **PIC pilot-in-command** of multi-engine aircraft.

Specific experience **eligibility** requirements related to Part 125 examiner rating authorisations:

- (1) ~~To be eligible for an Instrument rating authorisation.~~ The applicant must have the following flight experience. For the renewal of instrument ratings or the addition of approach aids, **the applicant must**:
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) **have** at least 100 hours' experience exercising instructor privileges on an aeroplane type to which Part 119/125 applies, **and**
 - (iii) for multi-engine aeroplane operations, **have** at least 800 hours as **PIC pilot-in-command** in multi-engine aeroplanes on IFR cross-country flight operations, of which at least 300 hours are instrument flight time, **or**

- (iv) for single-engine aeroplane operations, **have** at least 500 hours as **PIC pilot-in-command** in single engine aeroplanes on IFR cross-country flight operations, of which at least 250 hours are instrument flight time.
- (2) ~~To be eligible for the conduct of Part 125 operational competency assessments.~~ The applicant must meet the flight examiner requirements prescribed in rule 125.605.
- (3) ~~To be eligible for the conduct of Category D flight instructor rating issue flight tests.~~ The applicant must ~~have~~:
 - (i) **have** satisfactorily completed an instructional techniques course in accordance with AC61-18, *Pilot Licences and ratings – Flight instructor ratings* - Appendix II, **and**
 - (ii) ~~must~~ meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 125 operations.
- (4) ~~To be eligible for the conduct of ATPL issue flight tests.~~ The applicant must:
 - (i) hold the continued competency instrument rating examiner authorisation
 - (ii) hold the authorisation for operational competency assessment IFR Part 125, **and**
 - (iii) ~~must~~ meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 125 operations.

Part 135 Operations

General experience requirements:

- (1) 1250 hours **total** flight time in the appropriate category of aircraft
- (2) 1000 hours **PIC pilot-in-command** in the appropriate category of aircraft
- (3) for multi-engine privileges, 500 hours as **PIC pilot-in-command** of which 250 hours are in the appropriate category of multi-engine aircraft
- (4) 100 hours **experience** exercising instructor privileges on the appropriate category of aircraft to which Part 119/135 applies.

Specific ~~experience~~ **eligibility** requirements related to Part 135 examiner authorisations:

- (1) ~~To be eligible for an Instrument rating authorisation.~~ The applicant must have the following flight experience in order To conduct flight tests for the renewal of instrument ratings or for the addition of navigation aids, **the applicant must**:
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) for multi-engine aeroplane operations, **have** at least 300 hours as **PIC pilot-in-command** in multi-engine aeroplanes on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience on multi-engine aeroplanes
 - (iii) for multi-engine helicopter operations, **have** at least 250 hours as **PIC pilot-in-command** on IFR cross-country flight operations, of which at least 150 hours are in helicopters, 100 hours instrument flight time of which at least 50 hours are in

helicopters and at least 100 hours IFR instructional experience of which at least 50 hours are in helicopters

- (iv) for single-engine aircraft operations, **have** at least 250 hours as **PIC** ~~pilot-in-command~~ in single engine aircraft on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience.
- (2) ~~To be eligible for the conduct of Part 135 operational competency assessments.~~ The applicant must meet the flight examiner requirements prescribed under rule 135.605.

Part 115 Operations

Specific experience eligibility requirements related to Part 115 (VFR) examiner authorisations:

- (1) ~~To be eligible for the conduct of Part 115 operational competency assessments.~~ The applicant must:
 - (i) **hold** an airline or general aviation examiner rating endorsed with the examiner privilege; operational competency Part 135 (VFR), **and**
 - (ii) complete the required examiner training specified in Appendix II **of this AC** appropriate to the Part 115 operation.

Demonstration to Director—Airline Flight Examiner Rating

IAW rule 61.901(a)(5) **requires** an applicant for an airline flight examiner rating **needs** to have successfully demonstrated to the Director that **they can** ~~the ability to~~ perform the duties of an airline flight examiner. A satisfactory demonstration in accordance with the flight test described in Appendix III of this AC would meet this requirement.

Agricultural Flight Examiner Rating

Part 137 Operations

IAW rule 61.901(c) **requires** an applicant for an agricultural flight examiner rating **needs** to have flight experience that is acceptable to the Director.

General experience requirements:

- (1) 2500 hours **flight time** experience on agricultural aircraft operations in the appropriate category of aircraft
- (2) 2000 hours **PIC** ~~pilot-in-command~~ in the appropriate category of aircraft
- (3) 300 hours **experience** exercising instructor privileges on the appropriate category of aircraft to which Part 137 applies
- (4) ~~have conducted~~ a minimum of 10 agricultural **competency** ~~competency~~ demonstrations in accordance with Rule 61.707.

In addition for multi-engine aircraft:

- (1) 300 hours as **PIC** ~~pilot-in-command~~ in multi-engine aeroplanes, or
- (2) 10 hours as **PIC** ~~pilot-in-command~~ in multi-engine helicopters.

Specific experience eligibility requirements related to additional Part 137 examiner authorisations:

- (1) ~~To be eligible for~~ **Category E flight instructor biennial competency demonstrations:**
 - (i) have 500 hours flight instructing experience.

Demonstration to Director—Agricultural Flight Examiner Rating

IAW rule 61.901(c)(4) requires an applicant for an agricultural flight examiner rating needs to have successfully demonstrated to the Director that they can the ability to perform the functions of an agricultural flight examiner. A satisfactory demonstration in accordance with the flight test described in Appendix III of this AC would meet this requirement.

General Aviation Flight Examiner Rating

IAW rule 61.901(b)(2) requires applicants for a general aviation flight examiner rating needs to have flight experience acceptable to the Director. The following general flight experience would meet this requirement:

- (1) 1250 hours total flight time in the appropriate category of aircraft
- (2) 1000 hours PIC pilot-in-command in the appropriate category of aircraft
- (3) for multi-engine privileges, 500 hours as PIC pilot-in-command in the appropriate category of multi-engine aircraft.

Specific experience eligibility requirements related to general aviation examiner authorisations:

- (1) ~~To be eligible for an~~ **Instrument rating authorisation.** The applicant must have the following flight experience in order to conduct flight tests for the renewal of instrument ratings or addition of navigation aids:
 - (i) ~~hold~~ an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) for multi-engine aeroplane operations, at least 300 hours as PIC pilot-in-command in multi-engine aeroplanes on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience on multi-engine aeroplanes
 - (iii) for multi-engine helicopter operations, at least 250 hours as PIC pilot-in-command on IFR cross-country flight operations, of which at least 150 hours are in helicopters, 100 hours instrument flight time of which at least 50 hours are in helicopters, and at least 100 hours IFR instructional experience of which at least 50 hours are in helicopters
 - (iv) for single-engine aircraft operations, at least 250 hours as PIC pilot-in-command in single engine aircraft on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience.
- (2) ~~To be eligible for~~ **Operational competency assessments Part 135 VFR for aircraft having a certified seating capacity, excluding any crew member seat, of nine seats or less:**

- (i) demonstrated the ability to perform the duties of a flight examiner in Part 135 VFR operations.
- (3) **To be eligible for Operational competency assessments Part 135 IFR for aircraft having a certified seating capacity, excluding any crew member seat, of nine seats or less:**
 - (i) held the appropriate instrument rating authorisation
 - (ii) demonstrated the ability to perform the duties of a flight examiner in Part 135 IFR operations.
- (4) **To be eligible for Operational competency assessments Part 115 VFR for aircraft:**
 - (i) held operational competency Part 135 (VFR) examiner privileges
 - (ii) completing complete the required examiner training specified in Appendix I appropriate to the Part 115 operation.
- (5) **To be eligible for PPL issue, additional flight instructor privileges of spinning, aerobatic or night instruction authorisations:**
 - (i) demonstrated the ability to perform the duties of a flight examiner to the Director.
- (6) **To be eligible for Category C or B flight instructor renewal authorisation:**
 - (i) have at least two years' experience as a general aviation flight examiner and complete a demonstration of competence combined with a Category A continued competency demonstration.

Demonstration to Director—General Aviation Flight Examiner Rating

IAW rule 61.901(b)(3) requires applicants for a general aviation flight examiner rating need to have successfully demonstrated to the Director the ability to perform the duties applicable to a general aviation flight examiner. Being able to demonstrate A satisfactory demonstration of the specific examiner authorisation requirements in accordance with the flight test described in Appendix III of this AC would meet this requirement.

Rule 61.903 (Examiner Rating) Issue

General

An application to have a flight examiner rating endorsed on the licence may be completed online using **MyAviation**, the Authority's online portal for licensing requests, instead of filling in paper forms. **MyAviation** is CAA's preferred way to submit applications and is the equivalent of using the applicable paper form. Click the 'Online services' button in the top right corner of the CAA home page to get started.

Flight examiner authorisations are posted out at the time of flight examiner rating issue. This authorisation is not reissued unless there is a change to the authorisation.

Payment options

From June 2021, CAA has been unable to accept cheques, so it is strongly recommended that you pay fees using CAA's online payment portal. This is not only easier for you and CAA, but also

safeguards your financial information far better than providing credit card details in an email or over the phone.

When you start an application, you will be directed to pay online at <https://sec.caa.govt.nz/onlinepayment>.

The receipt emailed to you needs to be attached and emailed together with the completed application form.

Rule 61.907 Currency Requirements

Demonstration of Competence

IAW Rule 61.907(a), requires that the holder of a flight examiner rating must not exercise the privileges of that rating unless, within the immediately preceding 24 months the previous two years, they have successfully demonstrated to the Director, competency in exercising the privileges of that rating. Completion of **Completing** a satisfactory demonstration in accordance with the flight test syllabus of Appendix II of this AC would meet the requirements of this rule.

If the flight examiner applicant fails the initial issue flight test or a competency demonstration, the flight examiner applicant may not exercise any of the privileges of the flight examiner rating. In addition, the flight examiner applicant may not reapply for a flight test in accordance with Appendix III of this AC until the flight examiner applicant has completed any flight experience and/or training the Director considers appropriate in the particular circumstances.

Application

Flight examiners requesting flight test for demonstration of continued competency need to apply using CAA [Form 24061/03](#).

Note: Applying for the test can only be done via a paper form, emailed to pft.admin@caa.govt.nz. If you have passed the test and would like this to be endorsed on your license, however, you can apply for that online.

Appendix I: Flight Examiner Theory Course (ETC) Training Syllabus

Training Conduct

The ETC will be conducted by a Part 119 or Part 141 organisation, before the practical training.

The course will be delivered within the context of conducting flight tests and competency checks, with particular emphasis on the differences between instructing and examining, as well as the critical nature of briefings and debriefings.

Flight examiner training will be conducted in two parts (theory and practical) by a Part 119, 137 or Part 141 organisation.

Training Content

This syllabus is for the guidance of ETC presenters and should form the basis for developing a course. The syllabus content and sequence is not intended to dictate course content or sequence, but is offered as guidance to the course developer.

ETC Syllabus

Role of the Examiner

- Acting '*...on behalf of the Director*', for the public, being the 'gatekeeper'
- Role model
- Standards: set, mentor, monitor
- Feedback to operator/flight school; observed gaps or patterns and issues
- Active participants: CAA initiatives, seminars

System structure, knowledge and culture

- Structure of the system
- Civil Aviation Act
- Rule parts
- Legal determinations
- CAA Notices
- Advisory Circulars
- Flight Test Standard Guides
- Forms
- Company documents
- Developing standards: CAA notifications, consultation

Examiner Certificates

- Privileges and limitations
- Renewal
- Additional privileges

- When can be used (rating in hand and listed on Ops Specs/Schedule of Conditions)

Device eligibility

- Aircraft: suitability, AFM, CofR, CofA, PBN, security, visibility, communications
- Simulator: certification and validity, authorisations

Communication

- Terminology
- Clarity

Questioning

- When to ask questions
- Types of question
- How to question/listen
- Answering questions: questions regarding test conduct (not technique), and expectations

Examiner technique

- Instructing vs examining
- Examiner preparation
- Establishing roles and responsibilities
- Examiner approach: friendly but formal, being fair and 'being seen' to be fair
- Determining eligibility for test
- Only test published test items (AC, FTSG, company manual etc)
- Appropriate use of repeat manoeuvre
- Intervention: intentional and unintentional
- Disrupted tests: un-forecast weather, aircraft/simulator un-serviceability, ATC
- Conflicts of interest: friends, family, own student, other
- Gathering evidence: factual and objective
- Note taking: shorthand, inconspicuous, factual and accurate
- Pass/Fail Criteria
- Borderline performance: making the decision
- Failure: must have 'watertight' case

Non-Technical Skills and Threat and Error Management

- Assessing NOTECHs and TEM in flight tests: allowing space and time
- Threats during airborne flight tests:
 - Cockpit gradient
 - Disengagement of audio warnings

- Examiner loss of SA

Briefing

- Initial briefing: meet and greet, clarify testing requirements, document check, setting route/scenario
- Applicant planning
- Main briefing; content and conduct of test, determine PIC, changes of plan/weather, clarity of expectations, tolerances and limitations, simulated and real emergencies, TEM
 - Scope of briefing: specific items and overall requirements
 - In aircraft - only test items that have been briefed
 - In simulator – follow lesson plan (except as required for EBT)

Assessment

- Review notes
- Collate into themes, or individual items
- Review expectations from main briefing
- Look for positive elements to reinforce
- Decide result

Debrief

- Quiet space, avoid distraction, avoid delay
- Deliver the result; un-ambiguous, headline reasons factual and objective, requirements for retraining and re-testing
- Avoid chronological list if possible, focus on main points
- Facilitation in full debrief: 1st person perspective

Generic examiner theory training will include:

In general, the theory of:

- (i) — the examiner's role
- (ii) — communication
- (iii) — questioning
- (iv) — assessment and evaluation
- (v) — briefing and debriefing
- (vi) — threat and error management
- (vii) — flight test conduct.

Note: Theory training is to be delivered by a CAA-approved ITC presenter of the organisation's choice.

Practical examiner training will include:

- (1) A review of the relevant flight test syllabus for which flight examiner authorisation is sought, including:
 - (i) issue or renewal procedures for the relevant licence, rating or operational competency assessment
 - (ii) rules and documents relevant to the flight test syllabus
 - (iii) limitations associated with the examiner rating privileges
 - (iv) appropriate forms
 - (v) logbook assessment and applicant eligibility
 - (vi) the use of simulators (if applicable).
- (2) A review of the relevant flight test standards guide, including:
 - (i) acceptable candidate performance limits relevant to the flight test syllabus
 - (ii) mandatory fail aspects and critical items
 - (iii) real versus simulated emergencies.
- (3) A review of the rules in relation to:
 - (i) logbook endorsements
 - (ii) records.
- (4) For operational competency assessment authorisation, training will include a review of the relevant part of the operator's check and training manual that details the conduct of operational competency assessment and route and aerodrome proficiency requirements if applicable to the operator's organisation.

Minimum Experience Requirements

The general aviation examiner authorisations of Category B and C instructor renewal are not available to examiners with less than two years experience as an examiner.

Training Certification

The Part 119, 137 or Part 141 organisation that completes the examiner training must keep records of such training and provide the examiner applicant with a copy of the training record and certification of successful completion of the training program.

A copy of the training record and certification of successful completion is to be submitted by the examiner applicant with the request for the flight test conducted by CAA for issue or any additional examiner privilege. This should be submitted in CAA [Form 24061/03](#)

Appendix II – Practical Training

The intent of the practical training is to prepare the trainee examiner to competently conduct the flight tests and checks they are applying to have included in their Examiner Approval.

Strong evidence of examiner techniques and skills acquired during the theory and practical courses, are expected to be demonstrated to the CAA examiner during the Flight Examiner Flight Test.

The training examiner is free to construct the practical training as is most appropriate for the flight tests to be conducted, and the experience level of the trainee examiner. And as such needs to ensure that the skills, and competencies for flight examining are well imparted.

The training examiner may use a real flight test or tests to demonstrate examiner techniques. However it must be appreciated, that a real test may not necessarily display some of the challenges an examiner will have to deal with, for instance; if the real test is passed with a good performance, then the trainee examiner will not have seen how to deal with marginal cases, or indeed a failed test.

Therefore the training examiner should consider exposure to more than one real test, or carry out simulated tests, to role play the part of a candidate displaying a marginal performance. This will allow the trainee examiner to gain experience in dealing with these more challenging situations.

Whichever methods are used, the 'training examiner' should use the practical training to demonstrate and emphasise the following (as appropriate);

Examiner Technique

- Constructing the test profile
- Candidate documents: eligibility, clarity on testing objectives
- Second test: previous test report form
- Aircraft documents: AFM, certificates, tech-log, maintenance, insurance
- Briefing: purpose of test, conduct of test, simulated and real emergencies, PIC clarification, weather, expectations, opportunity for questions
- Examiner conduct in flight: communicating with candidate, observations, noting factual evidence, repeats (if appropriate)
- Efficient use of time/airspace
- Use of scenario-based testing
- Assessment: review notes, collate, review expectations, look for positives
- Deciding the result: reasons, factual evidence, fairness, root causes
- Delivering the result: appropriate quiet area, pass/fail, headline reasons, clarity
- Debriefing: facilitative, what next to be successful in retest
- Administration: completion of forms, logbook entries, validity period of test

In-flight safety during test

- Simulated emergency procedures: touch drills, covered in main briefing
- Simulated forced landings
- ME OEI operation
- RTO, EFATO, stalls, unusual attitudes, rapid descent, raised minima, etc
- Crew operation/deselection of aircraft systems

Trainee GA Flight Examiners seeking to include the privilege of *Continued Competency Instrument Rating* under Part 61, should receive some training in conducting tests in simulators approved for the task, to include:

- Ensuring the simulator is approved for the purpose
- Authorisation under the organisation's Part 141
- Operating the IOS, or occupying a crew seat
- Generating, and maintaining a sense of realism (ATC, weather, NOTAMs, pre-flight planning, use of headsets, real time no use of "freeze" etc)
- Real procedures for emergencies, not touch-drills

In the case trainee Airline Flight Examiners seeking *Operational Competency Assessment (OCA)* authorisation, training will include a review of the relevant part of the operator's check and training manual that details the conduct of an operational competency assessment and route and aerodrome proficiency requirements where applicable to the operator's organisation. Where approved simulators are used for the OCA, training is to include:

- safety briefing, seatbelts, motion (if applicable), operation of IOS
- fidelity of weather, communications/headsets, role playing, intervention
- use of lesson plan (if applicable), manual set-up, repositioning

Appendix III – Flight Examiner Flight Test Syllabus

Aircraft or Flight Simulator and Equipment

The CAA examiner's crew position must provide **an adequate view of:**

- ~~an adequate view of instrumentation so as to assess the candidate's performance and maintain situational awareness,~~ **and**

~~The CAA examiner's crew position must provide~~

- ~~an adequate view of the flight examiner applicant's position and actions, for assessment of the flight examiner applicant's performance.~~

If the CAA examiner cannot **adequately see either of** ~~comply with the above whilst~~ **while** complying with the requirements of the appropriate operating rule, the aircraft is unsuitable for an observed flight test.

The aircraft or approved simulator is to have intercom ~~available to the flight examiner applicant and the CAA examiner,~~ capable of monitoring crew and ATS interactions **available to the flight examiner applicant and the CAA examiner.**

Should an applicant wish to ~~undertake~~ a flight examiner rating flight test in an aircraft or flight simulator that is not within New Zealand, the travel costs, expenses and accommodation of the CAA examiner would be at the applicant or operator's expense.

Flight examiner rating issue flight tests for instrument or operational competency assessment authorisations, carried out in single engine aircraft, will not be valid for the purpose of exercising those examiner authorisations in multi-engine aircraft.

Flight Test Conduct

All flight tests will be conducted in accordance with the appropriate rule parts (121/125/135/137/91/61) and the **operator's** level of certification ~~of the operator.~~

Where possible, flight examiner rating issue flight tests will be carried out in an aircraft or approved flight simulator by **observing** ~~observation of~~ a flight test conducted by the flight examiner rating applicant.

The flight test will be conducted in accordance with the relevant flight test syllabus for which flight examiner authorisation is sought.

Flight tests for instrument rating flight examiner authorisations will require an acceptable means of simulating instrument flight.

Where more than one flight examiner authorisation is requested, the demonstration may consist of one or more flight tests (at the CAA examiner's discretion) from the range of authorisations requested.

Tests for the flight examiner authorisation of Category D instructor rating issue may not be combined with any other flight examiner rating authorisation demonstration.

Where more than one flight examiner authorisation is held, the biennial demonstration of continued competency may consist of more than one flight test at the CAA examiner's discretion.

Adequate time **needs to be allocated** for preparation by both the flight examiner applicant and the candidate. ~~will be permitted.~~

For the **When issuing** issue of operational competency assessment authorisation, the flight examiner applicant will submit, with the flight test application, a copy of the relevant part of the operator's check and training manual. **This** ~~that~~ details the conduct of operational competency assessment requirements applicable to the operator's organisation.

For airline flight examiners, the examiner authorisation of operational competency assessment, meets the requirements of the route and aerodrome proficiency authorisation.

Neither the flight examiner applicant nor the CAA examiner may overrule a decision by the candidate to discontinue the flight test. Only a candidate's decision to continue a flight may be overruled by the flight examiner applicant or the CAA examiner.

The weather conditions, under which the candidate elects to demonstrate competency in accordance with the relevant flight test syllabus, are the conditions under which the candidate must perform. Excessive allowance for poor candidate performance due to weather conditions should not be made. Rather, the candidate's decision-making process should be questioned.

Two-pilot crew aircraft/simulators with two observer positions

In an aircraft or a flight simulator required to be operated by a two-pilot crew:

- The flight examiner applicant may occupy a suitable observer position in the aircraft or flight simulator, and
- The CAA examiner will observe the flight examiner applicant's performance in applying the flight test from another suitable position.

In an aircraft, the flight examiner applicant and the CAA examiner are to be assigned by the operator as crew members.

Two-pilot crew aircraft/flight simulator with one observer position

In an aircraft or a flight simulator **which needs** required to be operated by a two-pilot crew, **but has** ~~having~~ only one suitable position from which the flight test can be observed:

- (1) The examiner applicant will demonstrate the ability to perform the duties of a flight examiner **while** ~~whilst~~ acting as a competent, non-prompting, pilot-monitoring, flight crew member.
- (2) The CAA examiner will observe the flight examiner applicant's performance in applying the flight test.

In an aircraft, the CAA examiner is to be assigned by the operator as a crew member.

Two-pilot crew aircraft with no observer position

In an aircraft **which needs** required to be operated by a two-pilot crew, **but has** ~~having~~ no suitable position available for the conduct of an 'observed' type flight demonstration:

- (1) The flight examiner applicant will demonstrate their own ability to perform the duties of **PIC** ~~pilot-in-command~~ while complying with the requirements of the flight test syllabus.
- (2) The CAA examiner is to be assigned by the operator as a flight crew member.

- (3) The CAA examiner is to act as a competent, non-prompting, pilot monitoring, flight crew member while ~~while~~ observing the flight examiner candidate's demonstration of competency in accordance with the flight test syllabus.

The Director may appoint an industry examiner as the CAA examiner ~~for the purpose of conducting~~ to conduct this type of flight demonstration.

This type of examiner rating issue flight test is not acceptable where the examiner applicant is requesting the authorisation of ATPL issue.

Single-pilot aircraft

In an aircraft certified to be operated single-pilot:

- (1) The flight examiner applicant will be required to demonstrate their own competence in accordance with the appropriate flight test syllabus for the flight examiner authorisation sought.
- (2) The CAA examiner is to be assigned by the operator as a crew member.
- (3) The CAA examiner will observe the flight examiner candidate's demonstration of competency in accordance with the flight test syllabus.

Before Departure

The flight examiner applicant is to demonstrate proficiency in assessment of the candidate's eligibility for flight test, including:

- (1) Logbook assessment, to ensure that the candidate meets the minimum hour and training requirements of the relevant qualification.
- (2) Briefing the candidate on the requirements of the relevant flight test syllabus.
- (3) Questioning the candidate in relation to the relevant flight test syllabus.
- (4) Knowledge of rules and documents relevant to the flight test syllabus.
- (5) Knowledge of the acceptable candidate performance limits relevant to the flight test syllabus.

In-Flight

In aircraft suitable for the conduct of an observed type flight test

In a single or multi-engine aircraft the flight examiner applicant is to demonstrate competence in the conduct of the relevant flight test syllabus.

In aircraft unsuitable for an observed type flight test

Where the aircraft is unsuitable for the observation of a flight test carried out on a candidate the flight examiner applicant will:

- (1) **For operational competency assessment authorisation** ~~undergo~~ have an operational competency assessment in accordance with the requirements of the operator's check and training manual, conducted by the CAA examiner.
- (2) **For instrument rating continued competency authorisation** act as PIC ~~pilot-in-command~~ and single pilot (if applicable), while ~~while~~ carrying out an IFR cross-country flight

meeting the requirements of their own annual instrument rating continued competency demonstration.

- (3) **For instrument rating additional approach aids** act as PIC pilot-in-command and single pilot (if applicable), **while** ~~while~~ carrying out the approach and missed approach procedure using the approach aid for which the flight examiner authorisations are sought. This demonstration may include asymmetric procedures (if applicable) and/or be combined with the IFR cross-country flight required for instrument rating renewal authorisation.

The general aviation examiner authorisations of Categories B and C instructor renewals or instrument rating authorisations may not be combined with any other examiner authorisation issue flight test.

General aviation examiners who combine a request for an additional examiner authorisation combined with their Category A flight instructor renewal will be required to demonstrate, pattern or teach any exercise the CAA examiner considers necessary to satisfy the requirements of the Category A biennial flight instructor continued competency demonstration.

Post-Flight

Observed flight test

- (1) The flight examiner applicant will debrief the CAA examiner (in confidence) on the performance of the candidate.
- (2) The flight test result, pass or fail, may be confirmed by the CAA examiner ~~prior to~~ **before** the flight examiner applicant's debrief of the candidate.
- (3) The flight examiner applicant will debrief the candidate ~~undergoing~~ **taking** the flight test in the presence of the CAA examiner.
- (4) The CAA examiner will debrief the flight examiner applicant (in confidence) on their performance.
- (5) The CAA examiner may vary the above order as considered appropriate.

CAA examiner applied flight test

- (1) The flight examiner applicant may be required to de-brief on any aspect of the CAA examiner's role as a candidate, and/or
- (2) The flight examiner applicant will debrief their own performance, as if ~~it was that displayed by a candidate undergoing~~ **comparing it to the candidate performance** of the issue, operational or continued competency flight test.

In all cases

The flight examiner applicant will demonstrate knowledge of:

- (1) Candidate performance that constitutes a mandatory fail result applicable to the flight test syllabus of the flight examiner authorisation requested.
- (2) Candidate performance, during an operational competency assessment, that constitutes a requirement for further upgrade, recurrent or consolidation training.

- (3) The logbook entries, application forms and issue or renewal procedures for the licence, rating or operational competency assessment examining authorisation requested.

Biennial Examiner Competency Demonstration

Flight examiners will be required to demonstrate proficiency in all aspects described in the 'Before Departure' section of the flight test syllabus.

In-flight, carry out a flight test, selected by the CAA examiner from the range of authorisations held, either conducted by the CAA examiner or observed as described in the flight test syllabus above.

Carry out post-flight actions and demonstrate the knowledge required of the applicable flight test syllabus.

General aviation flight examiner rating biennial demonstrations of competency may be combined with a Category A flight instructor rating biennial competency demonstration.

Restricted flight examiner rating biennial demonstrations of competency may be combined with an operational or annual Category B flight instructor or instrument rating competency demonstration as appropriate to the examiner authorisations held.

Agricultural flight examiner rating biennial demonstrations of competency may be combined with an operational or annual Category E flight instructor competency demonstration as appropriate to the examiner authorisations held.