

Standardization Arrangements for Examiners

General

1. The standards of competence of pilots depend to a great extent on the competence of examiners. Examiners will be briefed by CARC on the JCAR FCL 1 requirements, the conduct of skill tests and proficiency checks, and their documentation and reporting. Examiners should also be briefed on the protection requirements for personal data, liability, and accident insurance, as applicable in accordance with Jordan legislation.

Examiner Authorisation

2. Any dispensation from the qualification requirements of JCAR FCL 1.425(a) through (c) should be limited to circumstances in which a fully qualified examiner cannot be made available. Such circumstances may, for example, include skill tests on a new or rare type or class, for which the examiner should at least hold an instructor rating on an Airplane having the same kind and number of engines and of the same order of mass.
3. Inspectors of CARC 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.
4. The standardization arrangements should include, as appropriate to the role of the examiner, at least the following instruction:
 - a. Fundamentals of human performance and limitations relevant to flight examination;
 - b. Fundamentals of evaluation relevant to examinee's performance;
 - c. JCAR-FCL 1, related JCARs and Procedures;
 - d. Quality System as related to JCAR-FCL 1; and
 - e. Multi-crew co-operation (MCC), Human Performance and Limitations, if applicable.

CARC will have available, a sufficient number of inspectors to conduct, supervise and/or inspect the standardization arrangements according to JCAR-FCL 1.425(c).

Limitations

5. An examiner should plan per working day not more than three test checks relating to PPL, CPL, IR or class rating, or more than two tests/checks related to FI, CPL/IR and ATPL or more than four tests/checks relating to type/rating.



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6. An examiner should plan at least three hours for a PPL, CPL, IR or class rating test/checks, and at least four hours for FI, CPL/IR, ATPL or type rating tests/checks, including pre-flight briefing and preparation, conduct of the test/check, de-briefing and evaluation of the applicant and documentation.
7. An examiner should allow an applicant adequate time to prepare for a test/check, normally not more than one hour.
8. 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 and ATPL.

Purpose of a Test/Check

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

Conduct of Test/Check

12. An examiner will ensure that an applicant completes a test/check in accordance with JCA-FCL 1 requirements and is assessed against the required test/check standards.
13. Each item within a test/check section should be completed and assessed separately. A failed item is a failed section. The test/check schedule, as briefed, should not, normally, be altered by an examiner.
14. Marginal or questionable performance of a test/check item should not influence an examiner's assessment of any subsequent items.
15. An examiner should verify the requirements and limitations of a test/check with an applicant during the pre-flight briefing.



16. When a test/check is completed or discontinued, an examiner should de-brief the applicant and give reasons for items/sections failed. In the event of a failed or discontinued skill test or proficiency check, the examiner should provide appropriate advice to assist the applicant in re-tests/re-checks.
17. Any comment on, or disagreement with, an examiner's test/check evaluation/assessment made during a de brief will be recorded by the examiner on the test/check report, and will be signed by the examiner and countersigned by the applicant.

Examiner Preparation

18. An examiner should supervise all aspects of the test/check flight preparation, including, where necessary, obtaining or assuring an ATC 'slot' time.
19. An examiner will plan a test/check in accordance with JCAR-FCL 1 requirements. 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.

Examiner Approach

20. 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.

Assessment System

21. 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 for the purpose of assessing the applicant, or for safety reasons. An examiner will use one of the following terms for assessment:
 - a. 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; or
 - b. A 'fail' provided that any of the following apply:
 - (1) The flight tests tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;
 - (2) The aim of the test/check is not completed;

- (3) The aim of exercise is completed but at the expense of unsafe flight, violation of a rule or regulation, poor airmanship or rough handling;
 - (4) An acceptable level of knowledge is not demonstrated;
 - (5) An acceptable level of flight management is not demonstrated; or
 - (6) The intervention of the examiner or safety pilot is required in the interest of safety.
- (c) A 'partial pass' in accordance with the criteria shown in the relevant skill test appendix of JCAR-FCL 1.

Method and Contents of the Test/Check

22. Before undertaking a test/check an examiner will verify that the Airplane or synthetic training device intended to be used, is suitable and appropriately equipped for the test/check. Only aircraft or synthetic training devices approved by CARC for skill testing/proficiency checking may be used.
23. A test/check flight will be conducted in accordance with the aircraft flight manual (AFM) and, if applicable, the aircraft operators manual (AOM).
24. A test/check flight will be conducted within the limitations contained in the operations manual of a FTO/TRTO and, where applicable.
25. Contents
 - a. A test/check is comprised of:
 - (1) Oral examination on the ground (where applicable);
 - (2) Pre-flight briefing;
 - (3) In-flight exercises; and
 - (4) Post-flight de-briefing.
 - b. Oral examination on the ground should include:
 - (1) Aircraft general knowledge and performance;
 - (2) Planning and operational procedures; and
 - (3) Other relevant items/sections of the test/check
 - c. Pre-flight briefing should include:
 - (1) Test/check sequence;
 - (2) Power setting and speeds; and
 - (3) Safety considerations.



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d. In-flight exercises will include:

- (1) Each relevant item/section of the test/check.

e. Post-flight de-briefing should include:

- (1) Assessment/evaluation of the applicant.
- (2) Documentation of the test/check with the applicants FI present, if possible.

- 26. A test/check is intended to simulate a practical flight. Accordingly, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.
- 27. An examiner should maintain a flight log and assessment record during the test/check for reference during the post/flight de-brief.
- 28. An examiner should be flexible to the possibility of changes arising to pre-flight briefs due to ATC instructions, or other circumstances affecting the test/check.
- 29. 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.
- 30. 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.
- 31. At the discretion of the examiner, any maneuvers or procedure of the test/check may be repeated once by the applicant. 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.

32. Examiner Signatory for Standardization Arrangements.

- I hereby the under signed declare that, I had completed the standardization arrangement for examiners in accordance with JCAR FCL 1, the guidance and training of type rating examiners (TREs) in accordance with IEM JCAR-FCL 1.425, and:
 - I will conduct the delegated examination task in accordance with JCAR FCL 1, operations manual part D and their related implementation procedures.
 - I will inform CARC and the operator senior examiner of any case that might indicates deficiencies on the conducts of the delegated examination task
 - Cases that might indicates deficiencies on the conducts of the delegated examination task will be investigated by CARC flight operations inspector with the participation of the operator senior examiner

• Nominated Examiner Name		• Signature	
• AOC Holder Name		• Date	