



Flight Operations Standards Directorate
Commercial Air Transport Section – Training & Checking Arrangements
Synthetic Flight Examiner (SFE) Authorization Issuance Application Form

An examiner's authorization is valid for 3 year
Submitted within a minimum of 10 days before authorization use is required

A. FOR AOC HOLDER USE ONLY

1. AOC Holder Details.

• Operator name			
• Crew training post holder contact details	Name	E-Mail	Phone No.

2. *Synthetic Flight Examiner (SFE) Authorization Details.

• Applicant name			
• Airplane type			
• License type		• Type rating expiry date	
• License number		• Air plane type & variant	
• License expiry date		• SFI rating expiry date	

* Synthetic flight examiner authorization is applicable for JCAR flight crew license holders only

3. Synthetic Flight Examiner (SFE) Authorization Issuance Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Shall hold a license & rating at least equal to the license or rating for which they are authorized to conduct skill tests or proficiency checks unless specified otherwise		
b	Shall be qualified to act as pilot in command of the aircraft during a skill test or proficiency check unless		
c	Hold or have held JCAR ATPL		
d	Has completed not less than (1500) Hrs of flight time as a pilot of multi-pilot airplanes		
e	Hold a valid synthetic flight instructor rating authorization		
f	Hold CARC/FOSD acceptance to operate as synthetic flight instructor for the applicable operator		
g	<input type="checkbox"/> For type rating issue only, shall hold a valid type rating on the applicable airplane type for the conduct Skill tests for the issue of type ratings for multi-pilot airplanes		
h	Complete CRM concepts and the assessment of CRM skills training		
i	Complete operator internal training program		
j	Observe at least one skill test/proficiency check session including briefing, conduct, assessment, de-briefing and recording / documentation		
k	Practice at least one skill test/proficiency check session including briefing, conduct, assessment, de-briefing and recording / documentation under the supervision of operator examiner with a recommendation for CARC Examiner Authorization Acceptance Test		
l	Complete standardization arrangements signatory and acceptance interview with CARC flight operations inspector		
m	Pass examiner authorization acceptance test to include briefing, conduct, assessment, de-briefing & recording / documentation under the supervision of TRE/SFE notified by CARC		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for synthetic flight examiner standardization arrangements signatory and acceptance interview with CARC flight operations inspector

Name	Signature	Date



Flight Operations Standards Directorate
Commercial Air Transport Section – Training & Checking Arrangements
Synthetic Flight Examiner (SFE) Authorization Issuance Application Form

An examiner's authorization is valid for 3 year
Submitted within a minimum of 10 days before authorization use is required

B. FOR CARC USE ONLY

1. SFE Authorization Issuance - Documents Assessment.

No.	Assessment Events	YES	NO
a	Check the applicant record for a license & rating at least equal to the license or rating for which they are authorized to conduct skill tests or proficiency checks unless specified otherwise		
b	Check the applicant record for the qualification to act as pilot in command of the aircraft during a skill test or proficiency check unless		
c	Check the applicant record for hold or have held JCAR ATPL		
d	Check the applicant record for not less than (1500) Hrs of flight time as a pilot of multi-pilot airplanes		
e	Check the applicant record for a valid Synthetic flight instructor rating authorization		
f	Check the applicant record for CARC/FOSD acceptance to operate as synthetic flight instructor for the applicable operator		
g	<input type="checkbox"/> For type rating issue only. Check the applicant record for a valid type rating on the applicable airplane type for the conduct skill tests for the issue of type ratings for multi-pilot airplanes -		
h	Check the applicant record for the completion of the CRM concepts and the assessment of CRM skills training		
i	Check the applicant record for the completion of the operator internal I training program		
j	Check the applicant record for the observation of at least one skill test/proficiency check session including briefing, conduct, assessment, de-briefing and recording / documentation		
k	Check the applicant record for the practice of at least one skill test/proficiency check session including briefing, conduct, assessment, de-briefing and recording / documentation under the supervision of operator examiner with a recommendation for CARC Examiner Authorization Acceptance Test		

• Assessment Results	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks		
Flight Operations Inspector Name	Signature	Date

2. SFE Authorization Issuance - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorises Capt.....to conduct synthetic flight instructor standardization arrangements signatory and acceptance interview		
Name	Signature	Date

3. SRE Authorization Issuance - Technical Assessment. Synthetic flight examiner standardization arrangements signatory and acceptance interview:

No.	Assessment Event	YES	NO
a	Assess the applicant knowledge for SFE privileges		
b	Assess the applicant knowledge for SFE re-authorization requirements		
c	Assess the applicant knowledge for operator flight crew checking program applicable to the SFE		
d	Assess the applicant knowledge for operator flight crew checking procedures applicable to the SFE		
e	Assess the applicant knowledge for operator flight crew checking implementation procedures applicable to the SFE		

• Interview Date	• Assessment Result	<input type="checkbox"/> SAT	<input type="checkbox"/> UNSAT
• Remarks			
Flight Operations Inspector Name	Signature	Date	



Flight Operations Standards Directorate
Commercial Air Transport Section – Training & Checking Arrangements
Synthetic Flight Examiner (SFE) Authorization Issuance Application Form

An examiner's authorization is valid for 3 year
 Submitted within a minimum of 10 days before authorization use is required

4. SFE Authorization Issuance - Examiner Designation.

• The under signed, Chief Commercial Air Transport Section authorises Capt.....to conduct synthetic flight examiner authorization acceptance test		
Name	Signature	Date

2. SFE Authorization Issuance - Acceptance Test Summary. (Examiner notified by CARC)

• Applicant name				
• AOC holder name				
• FS type & number				
• Take off time				
• Landing time				
• Total flight time				

• Acceptance Test Date		• Acceptance Test Result	<input type="checkbox"/> SAT	<input type="checkbox"/> UNSAT
• Remarks				
Examiner Name		Signature	Date	

3. SFE Authorization Issuance.

a. SFE Authorization Details.

• Applicant name		
• Authorization type	• Synthetic Flight Examiner (SFE) Authorization	
• Airplane type		
• AOC holder name		
• Authorization expiry date		

b. SFE Authorization Privileges. The privileges of the synthetic flight examiner authorization are to conduct the following on flight simulator:

• Proficiency checks for revalidation or renewal of multi-pilot type and instrument ratings		
• Skill tests for the issue of type ratings for multi-pilot airplanes provided he holds a valid type rating on the applicable airplane type		
• Checking required by JCAR OPS 1 for the flight crew including special approvals provided that he is qualified for these approvals		

Flight Operations Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

- Cover letter from the AOC holder for the synthetic flight examiner authorization issuance application form.
- Synthetic flight examiner authorization issuance application form - this application form.
- Supporting documents for synthetic flight examiner authorization issuance as detailed in this application form Part A para 3 a-k.



Flight Operations Standards Directorate
Commercial Air Transport Section – Training & Checking Arrangements
Synthetic Flight Examiner (SFE) Authorization Issuance Application Form

An examiner's authorization is valid for 3 year
Submitted within a minimum of 10 days before authorization use is required

D. FOR EXAMINER NOTIFIED BY CARC USE ONLY

Examiner Authorization Acceptance Test - IEM JCAR-FCL 1.425

• Applicant Name	
• Operator Name	
• Examiner Authorization For	• Synthetic Flight Examiner (SFE) Authorization
• Acceptance test date	

1	Briefing. The briefing should cover the following	YES	NO
a	The objective of the flight		
b	Licensing checks, as necessary		
c	Freedom for the 'candidate' to ask questions		
d	Operating procedures to be followed (e.g. operators manual)		
e	Weather assessment		
f	Operating capacity of 'candidate' and examiner		
g	Aims to be identified by 'candidate'		
h	Simulated weather assumptions (e.g. icing, cloud base)		
i	Contents of exercise to be performed		
j	Agreed speed and handling parameters (e.g. V-speeds, bank angle)		
k	Use of R/T		
l	Respective roles of 'candidate' and examiner (e.g. during emergency)		
m	Administrative procedures (e.g. submission of flight plan) in flight		

2	Conduct. The following check details should be followed by the applicant	YES	NO
a	Involvement of examiner in a multi-pilot operating environment		
b	The need to give the 'candidate' precise instructions		
c	Responsibility for safe conduct of the flight		
d	Intervention by examiner, when necessary		
e	Use of screens		
f	Liaison with ATC and the need for concise, easily understood intentions		
g	Prompting the 'candidate' regarding required sequence of events (e.g. following a go-around)		
h	Keeping brief, factual and unobtrusive notes		

3	Assessment.	YES	NO
a	The TRE applicant should refer to the flight test tolerances given in Appendix 1 to JCAR-FCL 1.210, 'Instrument rating (Airplane) – Skill test'.		
b	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		

4	Debriefing.	YES	NO
a	The TRE 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.		
b	The following points should be discussed with the 'candidate', at the applicant's discretion:		
(1)	Advise the candidate how to avoid or correct mistakes		
(2)	Mention any other points of criticism noted		
(3)	Give any advice considered helpful		

• Acceptance Test Result	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks.		
Examiner Name - Notified by CARC	Signature	Date



Flight Operations Standards Directorate
Commercial Air Transport Section – Training & Checking Arrangements
Synthetic Flight Examiner (SFE) Authorization Issuance Application Form

An examiner's authorization is valid for 3 year
Submitted within a minimum of 10 days before authorization use is required

E. Guidance and Training of Type Rating Examiners (TREs)

General

1. The following guidance material is intended for applicants seeking authorization to act as a TRE. The related 'Skill test and training record' should also be referred to and consideration given to single pilot/multi-pilot flight.
2. An inspector of CARC, or a senior examiner, will observe all TRE applicants conducting a test on a 'candidate' in an Airplane for which TRE authorization is sought. Items from the 'Syllabi for training and skill tests/proficiency checks for class/type rating' at Appendix 2 to JCAR-FCL 1.240 will be selected by the inspector for examination of the 'candidate' by the TRE applicant. Having agreed with the inspector the content of the test, the TRE 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 TRE applicant before the 'candidate' is debriefed and informed of the result.
3. It is intended that all applicants for a TRE authorization should have received some formal training for this purpose before undertaking a test flight with an inspector. The training should be acceptable to the inspector observing the applicant.

Briefing the 'Candidate'

4. The 'candidate' should be given time and facilities to prepare for the test flight. The briefing should cover the following:
 - a. The objective of the flight.
 - b. Licensing checks, as necessary.
 - c. Freedom for the 'candidate' to ask questions.
 - d. Operating procedures to be followed (e.g. operators manual).
 - e. Weather assessment.
 - f. Operating capacity of 'candidate' and examiner.
 - g. Aims to be identified by 'candidate'.
 - h. Simulated weather assumptions (e.g. icing, cloud base).
 - i. Contents of exercise to be performed.
 - j. Agreed speed and handling parameters (e.g. V-speeds, bank angle).
 - k. Use of R/T.
 - l. Respective roles of 'candidate' and examiner (e.g. during emergency).
 - m. Administrative procedures (e.g. submission of flight plan) in flight.
5. The TRE applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the TRE applicant:
 - a. Involvement of examiner in a multi-pilot operating environment.
 - b. The need to give the 'candidate' precise instructions.
 - c. Responsibility for safe conduct of the flight.
 - d. Intervention by examiner, when necessary.
 - e. Use of screens.
 - f. Liaison with ATC and the need for concise, easily understood intentions.
 - g. Prompting the 'candidate' regarding required sequence of events (e.g. following a go-around).
 - h. Keeping brief, factual and unobtrusive notes.



Flight Operations Standards Directorate
Commercial Air Transport Section – Training & Checking Arrangements
Synthetic Flight Examiner (SFE) Authorization Issuance Application Form

An examiner's authorization is valid for 3 year
Submitted within a minimum of 10 days before authorization use is required

Assessment

5. The TRE applicant should refer to the flight test tolerances given in Appendix 1 to JCAR-FCL 1.210, 'Instrument rating (Airplane) – Skill test'. Attention should be paid to the following points:
 - a. Questions from the 'candidate'
 - b. Give results of the test and any sections failed.
 - c. Give reasons for failure.

Debriefing

6. The TRE 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:
 - a. Advise the candidate how to avoid or correct mistakes.
 - b. Mention any other points of criticism noted.
 - c. Give any advice considered helpful.