



Flight Operations Standards Department
Flight Crew Licensing & Training Section - English Language Assessment Centers
ELPAC Inspection Checklist
 JCAR FCL 1.010

• Inspector Name		• Organization Name	
• Date		• Operator Representative	

1	Organization and Infrastructure Inspection	Reference	YES	NO
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a	Head of Centre			
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(1)	Approved by CARC	ICAO Doc 9835 Para 6.3.8		
(2)	Appropriate management and staffing	ICAO Doc 9835 Para 6.3.8		
(3)	The language assessment should be independent of the language training	ICAO Doc 9835 Para 6.3.8		

b	Test Design and Development Personnel			
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(1)	Accepted by CARC	ICAO Doc 9835 Para 6.3.8		
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c	Quality Manager			
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(1)	Accepted by CARC	JCAR FCL 1.010 AMC No 2		
(2)	Appropriate management and staffing	JCAR FCL 1.010 AMC No 2		

d	Facilities			
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(1)	The testing location should offer moderate comfort, privacy and quiet	JCAR FCL 1.010 AMC No 2		
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e	Operations Manual			
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(1)	Approved by CARC	JCAR FCL 1.010 AMC No 2		
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2	Assessment Inspection	JCAR FCL 1	YES	NO
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a	Assessors			
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(1)	Assessor holds valid English language proficiency assessor authorization	AMC No 2		
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b	Assessment Standards			
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(1)	The aim of the assessment is to determine the ability of an applicant for a pilot license or a license holder to speak and understand the language used for radiotelephony communications	AMC No. 2 Para 7		
(2)	The language proficiency assessment should be designed to reflect a range of tasks undertaken by pilots but with the specific focus on language rather than operational procedures	AMC No.2 Para 1		
(3)	The assessment should determine the applicant's ability to:	AMC No.2 Para 2		
	• Communicate effectively using standard radiotelephony phraseology; and	AMC No.2 Para 2		
	• Deliver and understand messages in plain language in both usual and unusual situations that necessitate departure from standard radiotelephony phraseology	AMC No.2 Para 2		
(4)	The assessment may be subdivided into three elements, as follows:	AMC No.2 Para 3		
	• Listening - assessment of comprehension	AMC No.2 Para 3		
	• Speaking - assessment of pronunciation, fluency, structure and vocabulary.	AMC No.2 Para 3		
	• Interaction	AMC No.2 Para 3		
(5)	The assessment should determine the ability of the applicant to use:	AMC No. 2 Para 8		
(a)	Standard radiotelephony phraseology; and	AMC No. 2 Para 8		
(b)	Plain language, in situations when standardized phraseology	AMC No. 2 Para 8		
(c)	Cannot serve an intended transmission	AMC No. 2 Para 8		
(6)	The assessment should include:	AMC No. 2 Para 8		
(a)	Voice-only and/or face-to face situations	AMC No. 2 Para 8		
(b)	Common, concrete and work-related topics for pilots	AMC No. 2 Para 8		



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b	Assessment Standards <i>Continue</i>	JCAR FCL 1	YES	NO
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(7)	The applicants should demonstrate their linguistic ability in dealing with an unexpected turn of events, and in solving apparent misunderstandings	AMC No. 2 Para 8		
(8)	The assessment should determine the applicant's speaking and listening abilities. Indirect assessments, of grammatical knowledge, reading and writing, are not appropriate	AMC No. 2 Para 8		
(9)	The assessment should determine the language skills of the applicant in the following areas:	AMC No. 2 Para 9		
(a)	Pronunciation:	AMC No. 2 Para 9		
	• The extent to which the pronunciation, stress, rhythm and intonation are influenced by the applicant's first language or national variations; and	AMC No. 2 Para 9		
	• How much they interfere with ease of understanding	AMC No. 2 Para 9		
(b)	Structure:	AMC No. 2 Para 9		
	• The ability of the applicant to use both basic and complex grammatical structures; and	AMC No. 2 Para 9		
	• The extent to which the applicant's errors interfere with the meaning	AMC No. 2 Para 9		
(c)	Vocabulary:	AMC No. 2 Para 9		
	• The range and accuracy of the vocabulary used; and	AMC No. 2 Para 9		
	• The ability of the applicant to paraphrase successfully when lacking vocabulary	AMC No. 2 Para 9		
(d)	Fluency:	AMC No. 2 Para 9		
	• Tempo	AMC No. 2 Para 9		
	• Hesitancy	AMC No. 2 Para 9		
	• Rehearsed versus spontaneous speech	AMC No. 2 Para 9		
	• Use of discourse markers and connectors	AMC No. 2 Para 9		
(e)	Comprehension:	AMC No. 2 Para 9		
	• On common, concrete and work-related topics; and	AMC No. 2 Para 9		
	• When confronted with a linguistic or situational complication or an unexpected turn of events	AMC No. 2 Para 9		
(f)	Interactions	AMC No. 2 Para 9		
	• Quality of response.(immediate, appropriate, and informative)	AMC No. 2 Para 9		
	• The ability to initiate and maintain exchanges: On common, concrete and work-related topics; and When dealing with an unexpected turn of events	AMC No. 2 Para 9		
	• The ability to deal with apparent misunderstandings by checking, confirming or clarifying	AMC No. 2 Para 9		
(10)	When the assessment is not conducted in a face-to-face situation, it should use appropriate technologies for the assessment of the applicant's abilities in listening and speaking, and for enabling interactions (for example: simulated pilot/controller communication)	AMC No. 2 Para 10		

11	Language Proficiency Rating Scale			
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(a)	Level 6			
(1)	Pronunciation. Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding	AMC No. 1		
(2)	Structure. Both basic and complex grammatical structures and sentence patterns are consistently well controlled	AMC No. 1		
(3)	Vocabulary. Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced and sensitive to register	AMC No. 1		
(4)	Fluency. Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously	AMC No. 1		
(5)	Comprehension. Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties	AMC No. 1		
(6)	Interactions. Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties	AMC No. 1		



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b	Assessment Standards <i>Continue</i>	JCAR FCL 1	YES	NO
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11	Language Proficiency Rating Scale <i>Continue</i>			
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(b)	Level 5			
(1)	Pronunciation. Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding	AMC No. 1		
(2)	Structure. Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning	AMC No. 1		
(3)	Vocabulary. Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic	AMC No. 1		
(4)	Fluency. Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors	AMC No. 1		
(5)	Comprehension. Comprehension is accurate on common, concrete, and work related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers	AMC No. 1		
(6)	Interactions. Responses are immediate, appropriate, and informative. Manages the speaker / listener relationship effectively	AMC No. 1		

(c)	Level 4			
(1)	Pronunciation. Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding	AMC No. 1		
(2)	Structure. Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstance, but rarely interfere with meaning	AMC No. 1		
(3)	Vocabulary. Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work related topics. Can often paraphrase successfully when lacking vocabulary particularly in unusual or unexpected circumstances	AMC No. 1		
(4)	Fluency. Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers and connectors. Fillers are not distracting	AMC No. 1		
(5)	Comprehension. Comprehension is mostly accurate on common, concrete, and work related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies	AMC No. 1		
(6)	Interactions. Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying	AMC No. 1		



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c	Assessment Records	Reference	Yes	Yes
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(1)	All proficiency tests of speaking ability involving interaction between the test-taker and interlocutor during the test should be recorded on audio or video media	ICAO Doc 9835 Para 6.3.6.1		
(2)	Evaluation sheets and supporting documentation should be filed for a predetermined and documented period of time of sufficient duration to ensure that rating decisions can no longer be appealed	ICAO Doc 9835 Para 6.3.6.2		
(3)	The record-keeping process should be adequate for the scope of the testing and should be documented	ICAO Doc 9835 Para 6.3.6.3		
(4)	The score-reporting process should be documented and scores maintained for the duration of the license	ICAO Doc 9835 Para 6.3.6.4		
(5)	Results of testing should be held in strict confidence and released only to test-takers, their sponsors or employers, and the civil aviation authority, unless test-takers provide written permission to release their results to another person or organization	ICAO Doc 9835 Para 6.3.6.5		
(6)	The test rating process should be documented, and the documentation should include instructions on the extent and nature of evidence that raters should collect	ICAO Doc 9835 Para 6.3.5.2		
(7)	The instructions to the test-taker, the test administration team and test raters should be clearly documented	ICAO Doc 9835 Para 6.3.5.3		
(8)	The equipment, human resources and facilities necessary for the test should be included in the instructions.	ICAO Doc 9835 Para 6.3.5.4		
(9)	The assessment documentation and records should be kept for a period of 5 years and made available to CARC, on request	JCAR FCL 1.010 AMC No 2		

3	Quality System Inspection	JCAR FCL 1	YES	NO
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(1)	Quality System established and maintained to ensure compliance with, and adequacy of, assessment requirements, standards and procedures	AMC No 2		
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• Inspection Result	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

• Remarks	

Inspector Name	Signature	Date