



## Examiner/Evaluator Authorization Competency Evaluation/Check

5. Conduct of the Assessment/Evaluation		YES	NO
a	An inspector of GACA or a Qualified Designated examiner (Senior Examiner) will observe all examiner applicants conducting a test on a 'candidate' in an aircraft for which examiner certificate/authorization is sought. Items from the related training course and test or check schedule will be selected by the inspector for examination of the 'candidate' by the examiner applicant;		
b	Having agreed with the inspector the content of the test, the examiner 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 examiner applicant before the 'candidate' is debriefed and informed of the result.		
c	Confirmation of Examine applicant eligibility, Completing Examiner qualifications and training requirements, Training records, etc.		
d	Confirmation of Examiner applicant Documents such as License, medical, log book, (if applicable), as necessary;		

6. Briefing the candidate. The 'candidate' should be given time and facilities to prepare for the test flight. The briefing should cover the following:		SAT	UNSAT
a	Dose Examiner (applicant) have a plan of action?		
b	The objective of the flight;		
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	Contents of exercise to be performed;		
i	Agreed speed and handling parameters (e.g. V-speeds, bank angle, approach minima);		
j	Respective roles of 'candidate' and examiner (e.g. during emergency);		
k	Administrative procedures (e.g. submission of flight plan) in flight;		
l	Standards;		
m	Outcomes;		
n	Special Emphasis Items (if applicable):		
1)	Positive aircraft control		
2)	Collision avoidance		
3)	Wake turbulence		
4)	LAHSO		
5)	CFIT		
6)	CRM		
7)	Aeronautical decision making		
8)	Runway incursion awareness		

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7. The examiner (applicant) should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the Examiner applicant		SAT	UNSAT
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;		
i	Proper use of checklists		
8. Assessment		SAT	UNSAT
a	The Examiner applicant should refer to the flight test tolerances given in the relevant test/check reference (PTS/ACS or other GACA approved manual (Flight Examiner Manual));		
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		
9. Debriefing		SAT	UNSAT
a	The Examiner 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, but not limited to, with the 'candidate':		
(1)	Advise the candidate how to avoid or correct mistakes;		
(2)	Mention any other points of criticism noted;		
(3)	Give any advice considered helpful;		
c	Accuracy;		
d	Appropriateness;		
e	Clear/Concise;		
f	Informative		

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10. Demonstration of Theoretical Knowledge		SAT	UNSAT
a	The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.		
b	The examiner applicant should demonstrate to the inspector satisfactory General and Technical knowledge which are required and related to the checks/tests such as aircraft systems, normal and abnormal procedures, limitations, performance, etc.		

11. Examiner (Applicant) Skills		SAT	UNSAT
a	Question Structure;		
b	Use of Facilities;		
c	Identification of Training vs Checking;		
d	Completion of required events;		
e	Workload management;		
f	Identification of deviations from appropriate standards;		
g	Checking documentation completion;		
h	Proper ATC Phraseology		

12. Recording or Documentation		SAT	UNSAT
a	The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records should be at least:		
(1)	The relevant test or check report form;		
(2)	The relevant test or check application form;		
(3)	Airman Certificate ;		
(4)	Notification of failure form; Notice of Dis-Approval;		
(5)	Copy of his Airman Certificate, medical, logbook, if applicable		

13. Examiner (Applicant) Skill Test ((on Aircraft and/or Flight Simulator)		SAT	UNSAT
a.	* For the Assessments of the Flying Skills and Maneuvers, refer to the applicable Airman Proficiency Check Form.		

\*The applicable Airman Proficiency Check Form must be utilized during the practical assessment and attached with this checklist.

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- FOR EXAMINER/EVALUATOR USE ONLY

14. Evaluation/Assessment Result	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

15. Remarks	
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Designated Evaluator/Examiner Name	Title	Signature	Date

- If the Evaluation/Assessment was observed by GACA

Aviation Safety Inspector Name	Title	Signature	Date