Flight Examiner Manual

1. The student is familiar with current FEM
2. The student has attained thourough knowledge of all parts of the FEM relevant to the privileges applied
3. The student is capable of using the FEM as a tool when conducting checks, tests and assessments

Part FCL and other relevant EASA regulations

1. The student is familiar with the structure of EASA regulations
2. The student is familiar with the EASA regulation process
3. The student is familiar with the legal proportions of the EASA regulations ie compaired to national regulations
4. The student is familiar with the process to follow to deviate from EASA regulations
5. The student has a high level of knowledge of all parts of the FCL relevants to the privileges applied, especially FCL 1015 and 1020 including GM and AMC.
6. The student understands the structure and management systems of ATO’s

AMC and guidance material

1. The student has a high level of knowlege of all parts of AMC and Guidance material relevant to the privileges applied
2. The student is aware of the legal proportions of AMC and Guidance material in the EASA system
3. The student is familiar with the process to follow to deviate from AMC and GM

Procedures for conduct of tests on Danish and foreign pilots, reporting etc

1. The student is familiar with requirements to follow the danish examiner system (AIC)
2. The student is familiar with requirements to take national briefing and to follow theese when performing tests, checks and assesssments on non-danish licence holders
3. The studens is aware of requirements of reporting intentions to national authorities

Personal data protection

1. The student must understand and follow relevant parts of «forvaltningsloven»

Administrative procedures and temp licence

1. The student must know the correct way to fill out relevant forms
2. The student must be aware of importance and legal issues of signatures
3. The student is aware of who is required to recieve copies of test and check forms
4. The student must be able to enter privileges in licences according to Part-FCL
5. The student is capable of using the scandinavian «Permit to fly» form
6. The student must know requirements til enter information in the comments box
7. The student must be able to identify and check all relevant requirements before signing a test form or issuing a temporary licence
8. The student knows all relevant parts of the Examiner Portal

Fees, liability and accident insurance

1. The studens must understand the danish fees and regulation system
2. The student must understand danish requirements for liability and accident insurance

Human Performance and Limitation

1. The student must show knowledge of relevant parts of the HPL part of the examiner seminar
2. Student must show ability to use the TEM approach
3. The student must be able to apply the Facilitated De-briefing technic
4. The student must understand and apply competencies

Test form interpretation

1. The student must know the correct way to perform all excercises in the relevant test forms
2. The student must know which forms to use
3. The student must be familiar with the Danish CAA webpage
4. The student must understand and be able to use all relevant parts of “Examiner intranettet”

Pass/Fail criteria

1. The student must know possible outcome of relevant tests
2. The student must be able to categorize possible errors
3. The student must be able to make judgements on both technical and non-technical items
4. The student must be able to precisely describe possible technical and non-technical errors including the use of TEM where practically, in the comment box

Revalidation and renewal procedures, inclusive specific variants

1. The student must know requirements for relevant revalidation and reneval procedures
2. The student must have an understanding of possible variants of these procedures, as described in appendix 8
3. The student must know required documentation used, when performing renewal procedures

Devices to be used

1. The student must know what devices can be used for relevant tests
2. The student must know requirement and certification status of these devices
3. The student must know requirements to operate these devices

Crew/pilot/examiner/ instructor composition

1. The student must know requirements to crew and crew composition for relevant tests
2. The student must be aware of requirements for use of safety pilot, simulator instructor and other positions relevant for privileges requested
3. The student must be aware of safety aspects and legal aspects when using positions as described in (2)

Specific theoretical knowledge

1. The student must have thorough knowledge of all theory relevant to privileges requested. This includes international regulations, ICAO annexes, docs, used RM’s etc, and also national regulations, BL’s, ATS instrukser, AIP, AIC, etc

Technical/non-technical items

1. Great effort will be used to give the student high operational level of technical and non-technical knowledge
2. The student must be able to identify all relevant technical and non-technical issues relevant to privileges requested
3. The student must be able to describe non-technical issues using TEM

Documentation inclusive comments

1. The student must know all requirements to use the comment box
2. The student must know how to describe issues in the comment box, to avoid any misunderstandings
3. The student must know all other required documentation relevant to privileges requested

Examiner role

1. The student must be able to work as an examiner with the correct attitude, communication form, appearance and politeness.
2. The student must work precisely as described in required regulations and “Examiner intranet”
3. The student must be able to perform all tasks including debriefing in an objective, fair and unbiased manner.
4. The student must know that the Danish CAA is responsible for standardization of Danish examiners and if attempted influenced when performing as an examiner, the Danish CAA must be informed
5. If questions regarding the examiner role ever occurs, the Danish will provide assistance
6. The student must be aware of giving correct feedback to relevant parties (TS, ATO etc)
7. The student must show an effective Questioning technique

Other

1. This items can be used in any way the training inspector/senior examiner deems necessary. All items discussed here, must be stated in the comment box