



Civil Aviation Authority  
of Fiji

## **STANDARDS DOCUMENT - GUIDANCE AND PROCEDURES FOR CHECK CAPTAINS AND EXAMINERS OF AIRMEN**

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Published by :  
Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

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# Standards Document

## GUIDANCE AND PROCEDURES FOR CHECK CAPTAINS AND EXAMINERS OF AIRMEN

**Civil Aviation Authority of Fiji**

Private Mail Bag, NAP 0354

Nadi International Airport

Fiji

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## **PREFACE**

### **General**

Fiji's National Aviation Law consists of a three tier regulatory system, comprising Acts, Regulations and Standards Documents; the purpose of which is to ensure, where deemed appropriate, compliance and conformance with ICAO Standards and Recommended Practices (SARPS).

The three tier regulatory system represents Fiji's Primary Legislation System and Specific Operating Regulations to meet Critical Elements CE1 and CE2 of ICAO's Eight Critical Element of a safety oversight system.

Standards Documents (SD) are issued by the Civil Aviation Authority of Fiji under the provision of Section 14 (3) (b) of the Civil Aviation Authority Act 1979 (CAP 174A)

Where appropriate, the SD also contains technical guidance (Critical Element CE5) on standards, practices, and procedures that are acceptable to the Authority.

Notwithstanding the above, and where specifically indicated in this Standards Document that such a provision is available, consideration may be given to other methods of compliance that may be presented to the Authority provided they have compensating factors that can demonstrate a level of safety equivalent to or better than those prescribed herein. Accordingly, the Authority will consider each case based on its own merits holistically in the context of and relevancy of the alternative methods to the individual applicant.

When new standards, practices, or procedures are determined to be acceptable, they will be added to this document.

### **Purpose**

This Document is intended for use by CAAF, applicants for, and holders of, all authorised and approved pilots engaged in public transport flights, aerial work and instrument flight training.

### **Change Notice**

This Standards Document has been developed pursuant to the Authority's obligation to provide oversight on certified organisations and individuals as well as operators and their personnel, as well as the operator's obligation to comply with standards notified by the Authority and is the means by which such notification is given.





ISO 9001 : 2015 CERTIFIED

**Civil Aviation Authority of Fiji**

*Standards Document: Guidance & Procedures for Check Captains and Examiners of Airmen*

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## **1 INTRODUCTION**

- 1.1 This Standards Document is intended to serve as a ready reference for approved persons, who may from time to time, wish to refresh their memory of the procedures to be followed, and standards to be applied, during Instrument, Type Rating (Base), or Line checks. No mention is made of the finer points of airmanship or of flying instruction.
- 1.2 Air Navigation Regulation 45 (1) (b) and (c), Crew Training and Tests, states every pilot included in the flight crew who is intended by the operator to fly as pilot in circumstances requiring compliance with the IFR (or VFR) shall, within the relevant period, have been tested by or on behalf of the operator as to his competence to perform his duties (NB it is the operators responsibility to ensure that all company pilots comply with the requirements of ANR 45 (1) (b) and (c) when exercising the privileges of their pilot's licence in accordance with ANR 36 (2) ).
- 1.3 The Instrument Rating Test will normally be conducted in an aircraft or a flight simulator with which the candidate is familiar, and these notes have been framed on that assumption. When a flight simulator approved for the purpose is used, additional factors must be taken into account; these are set out at Appendix A.
- 1.4 180 Day competency (Base Checks) and type rating checks must be conducted in the appropriate aircraft type or in simulator approved for the purpose. When a simulator is used additional factors must be taken into account. These are set out at Appendix B. When a pilot is dual rated the Base and Line checks must be completed on each type that is, type specific.
- 1.5 In certain circumstances the Authority may consider a written request from an operator who has more than one type of fixed or rotary wing aircraft/helicopter that the Line Checks alternate between each type. For example, a Line Check completed on one type may, 13 months later, be done on another type which will cover both types but the important thing is that the Line Check must be completed every 13 months. However, Line Checks cannot alternate between fixed wing aircraft and helicopters.  
In order to consider such written requests from operators the Authority will require that a risk assessment be included with the request.
- 1.6 Any advice needed to resolve a specific problem where policy is involved may be obtained from the relevant Authority staff.

## **2 THE PURPOSE OF THE INSTRUMENT RATING RENEWAL**

- 2.1 The instrument rating is valid for a maximum period of 13 months; the purpose of the renewal test is to establish whether the holder has maintained the standard of proficiency necessary for safe operation under instrument flight rules.
- 2.2 An instrument rating may be renewed up to 5 years from the date of expiry. There are special requirements for longer periods of lapse.

## **3 THE PURPOSE OF THE BASE CHECK**

- 3.1 For Public Transport a type rating is valid for a maximum period of 6 months, although where two consecutive checks have been passed with not less than four months between the tests, the validity may extend for a maximum of 13 months from the date of the first check.



- 3.2 The purpose of the check is to establish whether the licence holder has maintained the standard of proficiency necessary for safe operation, in instrument meteorological

conditions as well as visual conditions, and with the loss of one (the most critical) engine if a multi-engine aeroplane, or for total power loss if a single engine aircraft.

- 3.3 For the ground phase of the Base Check the licence holder must present documentary evidence that the holder has satisfactorily completed the technical systems refresher training conducted by the operator and applicable to the aircraft type on which the Base Check is being conducted. This refresher training can be conducted annually as an abbreviated ground course or, a written question/answer paper or, a oral quiz conducted by the Check Pilot as part of the Base Check.

- 3.4 A type rating may be renewed up to 5 years from the date of expiry. There are special requirements for longer periods of lapse.

#### **4 THE PURPOSE OF THE LINE CHECK**

- 4.1 For Public Transport a Line check is valid for a maximum period of 13 months.

- 4.2 The purpose of the check is to establish whether the holder has maintained the standard of proficiency necessary for the safe operation, in instrument meteorological conditions as well as visual conditions, of aircraft while executing normal manoeuvres and procedures in flight with either a multi-engine or single engine aircraft.

#### **5 THE ROLE OF THE APPROVED PERSON**

- 5.1 Your approval to conduct Instrument, Base, or Line checks derives from the Air Navigation Regulations and you must remember that in these tests you are administering the Laws of Fiji in the interest of the safety of civil aviation. You will need to display qualities of tact, detachment, and impartiality far beyond the ordinary especially when examining a senior company pilot, or a colleague with whom you have enjoyed a long association or friendship. **You must insist upon the proper Standards of airmanship and flying at all times, and must apply them with consistency and without fear or favour.**

#### **6. METHOD OF CONDUCTING INSTRUMENT RATING AND BASE CHECK RENEWAL TESTS**

##### **6.1 General Considerations**

It is normal practice to combine the Instrument Rating renewal test with a Base check. The special considerations that apply when these tests are combined are outlined in Appendix B.

- 6.1.1 The simulation of instrument flight conditions is required for Section 1 and 3 of the IR test. Section 2 of the IR (Airways Procedure) may be carried out without IFR simulation and therefore may be conducted as part of a normal line check. However, when conducting Section 2 of the IR test on normal operations, the possibility that the candidate might fail and be debarred from continuing the service should be taken into account.

- 6.1.2 In an aircraft, a device obscuring the candidate's external view 25 degrees each side of the direction of travel must be used during the phase when instrument departure, approach and go-around procedures are being tested. Equipment for these purposes



requires acceptance from the Authority. Where modification of the aircraft is involved, approval must also be obtained from the Authority's Senior Airworthiness Officer.

- 6.1.3 If an aircraft is used for the test, the device should be fitted at a safe height on departure (e.g. 400' AAE) and removed at decision height/altitude (DH/DA) or minimum descent altitude (MDA) on final approach if landing. In the case of a simulator, setting the cloud base at appropriate heights for departure, go-around and final approach will obviate the need for screens.
- 6.1.4 Instrument flight conditions must not be simulated on a flight for the purpose of the public transport.
- 6.1.5 Even though a test may be carried out at night, the method of screening mentioned in paragraph 6.1.2 above must still be used.
- 6.1.6 All renewal tests should be conducted in accordance with the provisions of Appendices of this publication.
- 6.1.7 No part of the Base Check test may be conducted on a flight for the purpose of public transport.
- 6.1.8 In order that maximum benefit may be obtained from both pre-flight briefing and post-flight de-briefing, you should ensure that suitable accommodation is available for these to be carried out in privacy and with freedom from interruption.
- 6.1.9 An approved simulator program over a 12 month period is an acceptable method of ensuring competency in both instrument rating renewal and 6 monthly competency tests.

### **Pre-Flight Briefing**

- 6.2.1 The performance of a candidate under test conditions will often be adversely affected by some degree of nervous tension, but you can do much to redress the balance in his favour by the adoption of a friendly attitude. You should avoid any suggestion of haste during your briefing. Clear and unhurried instructions at this stage will not only serve to put the candidate at his ease, but will ensure that when you become airborne, the test proceeds smoothly and without unnecessary delay.
- 6.2.2 Tests in simulators may differ with the introduction of DDG/MEL related problems, hold over times, slot times etc.
- 6.2.3 Copies of all relevant civil aviation publications and instructions, company operations manuals, flight manuals, the current meteorological forecast, and appropriate route and approach charts, should be available for use by the candidate before and during briefing. Your briefing should include comments under the following headings:
- 6.2.3.1 Purpose of the Test.
- 6.2.3.2 Aircraft and crew management.
- 6.2.3.3 Assumption that the candidate is the Pilot-in-Command and that icing conditions could prevail.
- 6.2.3.4 Means of simulating instrument flight conditions.
- 6.2.3.5 Liaison with Air Traffic Control, and use of radio aids.



- 6.2.3.6 Procedures should be carried out expeditiously but not at the expense of safety.
- 6.2.3.7 Description of the test in chronological order.
- 6.2.3.8 Any questions. Finally you should ask the candidate to acknowledge that he has been properly briefed.

#### **6.2.4 Purpose of the Test**

- 6.2.4.1 Ensure the candidate understands the purpose of the test.

#### **6.2.5 Aircraft and Crew Management**

- 6.2.5.1 Duties and responsibilities of all crewmembers. When you conduct the test from a jump seat, the support pilot must also be fully briefed on his duties during the test.
- 6.2.5.2 The candidate should carry out the test from the pilot's seat, which he occupies for normal operations.
- 6.2.5.3 In the case of single crew operation, explain that you will not assist the candidate in any way.
- 6.2.5.4 Explain that if, in the interests of flight safety, it becomes necessary for you, or the safety pilot in the case of jump seat observations, to assume control of the aircraft, how this will be effected.
- 6.2.5.5 Brief the candidate upon the procedure to be adopted should an emergency arise. In cases where you conduct the test from a jump seat, delegate responsibility for look out, and ensure that the occupant of the other pilot's seat attends pre-flight briefing also.
- 6.2.5.6 Point out that the aircraft will be operated in accordance with the terms of the company operations manual, and that full use will be made of the check lists and drill cards.
- 6.2.5.7 Where applicable ask the candidate to state the speed he will use in each phase and configuration of the flight.

#### **6.2.6 Management of the Flight and Assumption that Icing Conditions Prevail**

- 6.2.6.1 Explain that the occupant of the other pilot's seat, whether it be yourself or another crewmember, will act as co-pilot, and will not prompt at any time. The candidate should thus consider himself responsible for the management of the flight, including the use of correct radio procedures and compliance with Air Traffic Control instructions and clearances.
- 6.2.6.2 Ask the candidate to assume, whatever the forecast may say, that icing conditions could prevail, and that the cloud ceiling is at the lowest minimum specified in the company operations manual. Stress that the aircraft should be operated accordingly.

#### **6.2.7 Means of Simulating Instrument Flying Conditions**

- 6.2.7.1 Describe the means that will be used to simulate instrument flight conditions, and if applicable, ensure the candidate understands how it operates. Whatever device is used, it is important that the Examiner has the ability to maintain an adequate lookout



when flying in visual conditions. Examples of devices commonly in use are “foggles” or obscuring the lower portion of the windscreen in front of the pilot undergoing the Check.

## **6.2.8 Liaison with Air Traffic Control, and Use of Radio Aids**

6.2.8.1 Tell the candidate he is to initiate all R/T calls and that the tuning and identification of nav aids is to be in accordance with normal company practice.

## **6.2.9 Description of the Test in Chronological Order (See Appendix C)**

6.2.9.1 Section 1 and Sub-Section A: Pre-flight action, take-off and climb.

6.2.9.1.1 This part includes all items to the initial cleared altitude or flight level.

6.2.9.2 Section 2: Airways procedure (Route).

6.2.9.2.1 Plan the test so as to ensure that you will have adequate opportunity to assess the ability of the candidate to intercept and maintain a specified inbound and outbound track by use of ADF, likewise a track inbound and outbound by VOR.

6.2.9.2.2 The holding pattern should be a published procedure and carried out either enroute, immediately prior to let-down or after a missed approach procedure.

6.2.9.3 Section 3: ILS and missed approach procedure.

6.2.9.3.1 The ILS approach will be continued down to the DH/DA that should be the normal company minimum. In order that a full assessment of the candidate’s ability to fly the ILS may be made, the test should be conducted into an airfield where the company minimum allows a DH/DA of 450 ft or below to be used. Upon reaching the DH/DA the candidate should carry out a missed approach in accordance with his normal company operating procedures and published missed approach procedures.

6.2.9.3.2 The go-around should be continued to the initial cleared altitude or flight level, full R/T procedure being used.

6.2.10 Draw attention to the fact that any special or additional instructions from Air Traffic Control at any stage may alter the planned sequence of the test.

6.2.10.1 At the conclusion of your briefing you should invite the candidate to ask any (further) questions and finally ask him to acknowledge that he has been properly briefed.

### **Note:**

1. Whenever possible, avoid testing in conditions of severe turbulence.
2. Tail wind components for instrument approach should be acceptable for the type of aircraft being used.

## **6.3 The Flight Test**

### **6.3.1 External check of aircraft**



6.3.1.2 On the way out to the aircraft remind the candidate of the assumed weather conditions. If it is company policy that external checks are performed by reference to a checklist one may be used but the candidate should indicate where each item is and why it is being inspected. The candidate should be instructed to check those items relevant to the assumed weather conditions, meanwhile stating what is being looked for. You should note on the marking sheet any items omitted, for consideration later.

6.3.1.3 When the test is conducted in an aircraft flight simulator the external checks will be dealt with in the manner prescribed in Appendix A, paragraph 1.3.

### **6.3.2 Internal check of aircraft**

6.3.2.1 Use of checklists should be in accordance with normal company policy.

6.3.2.2 Where visual checks are made, e.g. of flight instruments or flight director systems each item should be pointed out to you by the candidate at the appropriate time. His ability to tune the appropriate radio aids can best be observed during the ground checks of equipment.

### **6.3.3 Taxiing**

6.3.3.1 The candidate should normally taxi the aircraft to the runway holding point, meanwhile advising you of any visual checks he may be carrying out. Where it is normal company practice for the non-handling pilot to carry out these checks during taxiing the candidate should be asked, before commencing to taxi, to detail the specific checks he wishes to be carried out.

### **6.3.4 Take-off**

6.3.4.1 As soon as the candidate is ready for take-off you should remind him of the assumed cloud base. When instrument flight conditions are to be simulated on the climb by means of screening or a visor then these should be adjusted before the take-off, ready for immediate use at the assumed cloud base.

### **6.3.5 In flight**

6.3.5.1 When you conduct the test from one of the pilot's seats, your dual role of co-pilot and Check Captain will be exacting. You must avoid prompting the candidate or advising him in any way, confining yourself instead normal support duties. Avoid any suggestion of irritation or impatience if the candidate demonstrates a poor standard of instrument flying, but reserve your comments until the test is completed. Avoid the temptation to ask complicated questions during the test; defer them until de-briefing.

6.3.5.2 The ILS, VOR and ADF are the approach procedures for Instrument or Base Checks, and use of the ILS glide path must be included. Should the ground installation or airborne ILS equipment become unserviceable during the test either the ADF or VOR or LOC may be used instead. In this case however, you should remember that the next i.e. Line Check test completed by the candidate must involve the use of ILS. The reason why ADF or VOR was used must be clearly stated on the IR form or combined company check form.

6.3.5.3 Initial approach procedures should be non-radar sequenced whenever possible and Air Traffic Control should be advised accordingly.



6.3.5.4 When you are testing the ability of the candidate to track by ADF or VOR, only one of the aids should be available to the candidate, other than for purposes of intersection location.

6.3.5.5 Similarly, the holding procedure should be carried out using only an ADF, or VOR RMI needle display where fitted unless the use of DME is required by the procedure. FMC generated holding patterns may be used at the discretion of the Check Captain.

## 6.4 Assessment System

6.4.1 It would be impossible to devise a complete and detailed formula by which a Check Captain can assess whether a candidate has passed or failed the renewal test.

Nevertheless, it is essential that the highest possible degree of standardisation in assessment be achieved. Paragraphs 5.4.4 to 5.4.8 below are intended to provide a basis for this, and to assist you to reach a fair conclusion in borderline cases when the circumstances may require careful review and analysis.

6.4.2 Tolerances for the Instrument Rating and Base Check renewals are detailed in paragraphs below. Flight within these tolerances should not be achieved at the expense of smoothness and good coordination.

6.4.3 From the Check Captain's point of view, these tolerances need amplification. It will be appreciated that even a good pilot may relax his attention-to-accuracy for a few moments, and exceed these tolerances without deserving to fail the test. However, the decision as to when, how far, and how long a candidate may exceed these tolerances without being classified unsafe cannot be left entirely to the Check Captain's discretion. Accordingly, the paragraphs below give you precise indication as to how you should apply the tolerances to individual cases of inaccuracy.

6.4.4 If a candidate is observed to make a major lapse in airmanship, such as some of the individual fail points listed in the paragraphs below, or if on one or more occasions his accuracy is outside the acceptable limits, a fail will be recorded in that section of the test, irrespective of the candidate's general performance in other items.

6.4.5 As regards height accuracy, whereas the candidate need not be failed if an error of more than 100 ft occurs just two or three times, you should seriously consider awarding an individual fail point for any of the following: -

6.4.5.1 If a height error of more than 200 ft occurs.

6.4.5.2 If inaccuracy of 100 ft is maintained for more than approximately 15 seconds, depending on circumstances.

6.4.5.3 If during an approach requiring a go-around at the DH/DA, the candidate fails to initiate go-around action at the DH/DA.

6.4.5.4 If during an approach requiring the **maintainance** of the MDA, the candidate fails to maintain the aircraft within -0 ft. +100 ft. of the MDA. On an approach requiring a **go-around** on reaching the MDA an allowance should be made for the amount of height loss for that type of a/c after the missed approach is initiated.



- 6.4.5.5 Tolerances may be extended when the normal operating speed and handling characteristics of the aircraft would make their application excessively demanding. This additional allowance should not exceed 50 feet. Similarly, in turbulent conditions the tolerances may be extended by up to 50 feet. When an approach is carried out in turbulent conditions the candidate should make due allowance for this in the initiation of the go around or maintenance of the MDA/DH. Nevertheless it may be necessary in these conditions to allow a momentary error of up to 30 feet below the decision figure. On a precision approach the candidate must fly to the DH/DA. Therefore on go around the a/c will go **below the decision height**.
- 6.4.6 As regards airspeed, whereas the candidate need not be failed if an error of more than 5kts occurs occasionally, you should seriously consider awarding an individual fail point for any of the following: -
- 6.4.6.1 An airspeed error of more than 15 kts at any time;
- 6.4.6.2 An airspeed error of more than 10 kts in cruising flight, or 5 kts in climb or approach, maintained for more than approximately 15 seconds, depending on circumstances;
- 6.4.6.3 Failure to observe a speed limit, such as the minimum for flap retraction, approach safety speed, or maximum for undercarriage extension.

**Note:**

- 1 In turbulent conditions, a "fluctuation factor" of up to 5kts may be added.
- 2 The 5 kts tolerances should be extended to 10 kts for jet aircraft.
- 6.4.7 The following is a list of the more usual errors and omissions that constitute fail points:
- 6.4.7.1 General**
- 6.4.7.1.1 Failure to apply the correct altimeter setting at any phase of the flight.
- 6.4.7.1.2 Failure to check before flight any one of the flight Instruments, including compasses.
- 6.4.7.1.3 Failure to check before flight the flight director system, if fitted.
- 6.4.7.1.4 Failure to check before flight any one of the flying, trimmer or stabilizer controls for range and freedom of movement and operation in the correct sense.
- 6.4.7.1.5 Failure to check before flight any one of the following items: pitot head(s) and heater(s); static vents; all de-icing, anti-icing, and ice warning equipment serviceability, insofar as it is possible to do so.
- 6.4.7.1.6 Failure to check before flight the electrical charging system.
- 6.4.7.1.7 Failure to check before flight any item of radio equipment, the use of which is anticipated.
- 6.4.7.1.8 Failure to obtain Air Traffic Control clearance whenever necessary.
- 6.4.7.1.9 Failure to comply with any Air Traffic Control clearance.



- 6.4.7.1.10 Failure to call Air Traffic Control at any one of the standard or requested reporting points.
- 6.4.7.1.11 Jeopardising the safety of the aircraft by lack of control to such an extent that you have to take over.
- 6.4.7.1.12 In the case of single crew aircraft, omission of any important check items prior to take-off or landing.
- 6.4.7.1.13 In the case of multiple crew aircraft, failure to call for one of the appropriate check lists prior to take-off or landing, or omission of any of the check items appropriate to the crew function of the candidate.
- 6.4.7.1.14 Failure to identify the radio facility being used and to monitor the aid when there is no failure flag or other warning.
- 6.4.7.1.15 During airways procedures, inability to settle within 5 degrees of the specified ADF or VOR track, when a good signal is being received at a suitable distance from the transmitter.
- 6.4.7.1.16 Correcting track the wrong way, and maintaining the error for more than approximately 15 seconds depending on circumstances.
- 6.4.7.1.17 Serious ETA inaccuracy, such as an ATA differing by three or more minutes from ETA on an airways leg of average length.
- 6.4.7.1.18 Failure to maintain safe obstacle clearance.
- 6.4.8.1 Instrument approach to land -**
- 6.4.8.1.1 During the intermediate phase of an ILS procedure, inability to settle within 5 degrees of the required tracks of the published procedure between the holding facility and commencement of localizer interception.
- 6.4.8.1.2 During an NDB or VOR procedure inability to settle within 5 degrees of the required tracks of the published procedure between the holding facility and minimum descent height and whilst maintaining the minimum descent altitude if applicable.
- 6.4.8.1.3 During ILS descent from the published glide path intersection height until commencement of go-around, inability to remain within half-scale deflection on the localizer.
- 6.4.8.1.4 During ILS descent from the published glide path intersection height until commencement of go-around, inability to remain within half-scale deflection on the glide path.
- 6.4.8.1.5 Failure to apply, or on multiple crew aircraft to call for, the correct power during missed approach procedure.
- 6.4.8.1.6 Failure to comply with the published missed approach procedure, as may be amended by Air Traffic Control.
- 6.4.8.1.7 Failure to check RVR against company airfield minima before commencing an approach to land.
- 6.4.8.1.8 Failure to use the correct DH/DA or MDA.

**6.5 Post Flight Action and Debriefing**

6.5.1 Before leaving the aircraft, or simulator, you should consult the marking sheet to finalize your assessment of the pre-flight actions or the candidate. You may be unsure whether a certain item was omitted, or whether it was in fact performed without you noticing it. Now is the time to clear up the point by asking the candidate to repeat that part of the pre-flight actions. In addition it may be desirable before leaving the cockpit to point out a serious mistake in the use of an ancillary control or an instrument sub-scale, such as an altimeter incorrectly set for landing.

6.5.2 Before debriefing the candidate make up your mind as to what the assessment for each section of the Test should be. In making a decision you may need to ask one or two questions or example, to establish whether the candidate had a good reason for doing something in an unusual manner. Having finalized your assessments debrief the candidate, preferably along the following lines:

If no fail points have been recorded tell him that he has passed, followed where appropriate, by a summary of any weak points, suggesting where necessary the best way to address them. Occasionally, there may be circumstances where it would be more appropriate to summarize the weak points before informing him of the result.

6.5.2.1 If one or more fail points occurred:

6.5.2.2 Tell him that he has been unsuccessful;

6.5.2.3 State the major fail points in order of severity;

6.5.2.4 Give a commentary on the whole test in chronological order.

6.5.2.5 State what the re-test requirements will be and how best prepare for the re-test.

6.5.2.6 Remind him that he is not to exercise the privileges of the IR or Base check (as applicable) until he has successfully re-taken the test(s).

6.5.2.7 Follow the Fail process as detailed in the CAAF approved company Training Manual.

6.5.2.8 File the completed test marking sheet in a suitable folder to be available for inspection by authorised officers of the Authority when required. Test marking sheets should be retained on file for two years.

**Note:**

1 When time permits, an isolated fail point may be subject to immediate re-test, particularly in the case of a simulator test, or if in an aeroplane, within 72 hours.

2 If the candidate fails to complete a section of the test due to circumstances beyond his control, such as unserviceable equipment, you should not record a fail, but instead should arrange for him to be re-tested in that section of the test.

3 As the candidate will usually be an experienced pilot, it would be expedient to refrain from minor criticisms of a nature likely to provoke argument.

**7. INSPECTIONS BY OFFICERS FROM THE AUTHORITY**

7.1 All companies holding delegated approval to conduct instrument rating renewal, Base and Line Checks are subject to periodic inspection by officers of the Authority. The inspection will include a check of the records of test conducted since the preceding



inspection, and where possible the witnessing of a check conducted by each approved Check Captain at some time during the period of validity. The object of these visits is: -

- 7.1.1 To foster a mutually advantageous liaison on examining matters between the Authority staff and individual Operators.
- 7.1.2 To ensure that a correct and uniform standard is applied by all approved Check Captains.
- 7.1.3 To ensure that the administrative and equipment requirements of the Authority are complied with.
- 7.1.4 To answer particular queries that may arise from time to time, and to give information upon revised procedures or changes in policy.
- 7.1.5 The Authority officer witnessing a test should be given a station on the flight deck from which he can observe the performance, as well as monitoring all radio aids and transmissions and the aircraft intercommunications system. On completion of the test, and after any necessary questions have been put to him, the candidate should be requested to retire, in order to permit your assessments to be discussed with the visiting Inspector before they are made known to the candidate.

## **8. INSTRUCTIONS TO APPROVED PERSONS (CHECK CAPTAINS)**

### **8.1 INTRODUCTION**

These instructions govern the conduct of those persons who have been approved in respect of certain flight tests, and who are authorised to sign the following: -

CAAF Instrument Rating renewal forms

Aircraft Base and Line check forms (either CAAF or CAAF accepted operator forms).

### **8.2 INSTRUCTIONS - INSTRUMENT RATING RENEWAL FLIGHT TEST**

- 8.2.1 Tests must be carried out to the standard set out in this Authority publication and the Operator's Flight Training Manual. The Check Captain's approval covers renewal tests conducted in an aircraft, or an approved flight simulator, for the type of aircraft specified in the Check Captain's letter of approval. The test must be carried out in accordance with the requirements specified in the CAAF issued test report form, PL 106 C or PL 106D as appropriate,

#### **8.2.2 Conditions for Test**

An automatic pilot and a flight director system may be utilised at the discretion of the approved Check Captain.

#### **8.2.3 Time Factors**

All parts of the Instrument Rating renewal test must be completed within a period of 30 Days before the expiry date of the Instrument Rating. For an Instrument Rating



that has expired for 5 years or more there are special requirements. In these circumstances candidates should contact the Authority's Licensing Office for advice.

#### 8.2.4 **Records of Test**

The Check Captain must maintain a written record of the persons tested, dates and particulars of these tests. This record must be made available for inspection by authorised officers of the Authority on demand. Check Captains are reminded that they are personally responsible in this respect for all the tests that they conduct in pursuance of their approval. However, the operator's records of cyclic (6 monthly) checks, as required by the Air Navigation Regulations are acceptable provided that they are annotated to show that the Certificate of Test in the licence was signed on satisfactory completion of the check.

#### 8.2.5 **Continued Validity Of Testing Approval**

The Check Captain is required to conduct a minimum of 6 tests during each and every 12 months period in order to maintain his approval. A Check Captain who does not comply with this requirement must report the circumstances to the Controller of Air Safety so that the continued validity of his appointment may be considered. Failure to make such a report may invalidate subsequent tests. (See also paragraph 9.5).

**Note:** In the case of simulator tests, the minimum of 6 tests may comprise those conducted on 3 individual crews.

## 9 **ACTION FOLLOWING INSTRUMENT RATING RENEWAL FLIGHT TEST**

### 9.1 **Pass**

On successful completion of an Instrument Rating renewal flight test the Check Captain must sign the CAAF form, PL 106 C or PL 106D as appropriate, and send it to the Authority, attention Licensing Officer and file the completed test marking sheet in a suitable folder for inspection by Authority staff when required. Test marking sheets should be retained on file for two years.

### 9.2 **Fail**

If a candidate fails the Instrument Rating renewal test the Check Captain must:-

9.2.1 Inform the candidate that he/she has failed.

9.2.2 State the major fail points in order of severity.

9.2.3 Give a commentary on the whole test in chronological order.

9.2.4 State what the re-test requirements will be and how best to prepare for the re-test.

9.2.5 Warn the candidate that he must not exercise the privileges of the Instrument Rating until he has passed the Instrument Rating renewal test.

9.2.6 Follow the Fail process as detailed in the CAAF approved company Training Manual.



- 9.2.7 File the completed test marking sheet in a suitable folder to be available for inspection by authorised officers of the Authority when required. Test marking sheets should be retained on file for two years.

**Note:**

- 1 The Check Captain should, for his own personal record, enter in the remarks column of his logbook the name of the candidate and "I/R Pass" (or "Fail") as appropriate.

**10. INSTRUCTIONS – AIRCRAFT BASE CHECK**

- 10.1 Tests must be carried out to the standard set out in this Authority publication and the Operators Flight Training Manual. Forms listing the check items are available on the CAAF website or operators may use their own customized forms provided that they have been accepted by the Authority. The Check Captain's approval covers tests conducted in an aircraft or an approved simulator of the type specified in the Check Captain's letter of approval. The flight test must be carried out in accordance with the requirements specified in the appropriate certificate of test report form. If an aircraft is used for the test, the Check Captain may occupy a pilot's seat and act as Pilot-in-Command of the flight.

**10.2 Records of Test**

- 10.2.1 Check Captains are reminded of their responsibility to keep written records of the test that they conduct. For initial tests Operator's conversion training records are considered to meet this requirement.

**10.3 Conditions for Test**

- 10.3.1 Simulator Approval documents issued to Operators specify those test items that may be conducted by a particular Operator in the simulator quoted in the Approval

document. Test items in the form may be signed only if during the flying test the pilot under test:

- 10.3.2 Occupied a seat from which he could exercise full control of the aircraft;
- 10.3.3 Operated all controls and systems that are normally operated or managed by the pilot-in-command of the aircraft.
- 10.3.4 Pilots tested as a co-pilot in the right seat will be restricted to a 2<sup>nd</sup> Class rating.

**10.4 Continued Validity of Testing Authorisation**

- 10.4.1 The Check Captain is required to conduct a minimum of 6 type rating tests (either Initial Type Rating Tests or for Subsequent Certificates of Test) during each and every 12 month period in order to maintain his authorisation. A Check Captain who does not comply with this requirement must report the circumstances to the Authority so that the continued validity of his appointment may be considered. See also paragraph 2.4 and 9

**10.5 ACTION FOLLOWING BASE CHECK FLIGHT TEST**

- 10.5.1 **Pass**



10.5.1.1 On successful completion of a Base Check flight test the Check Captain must enter the flight details and sign the appropriate Base Check form which is retained on the company pilot Licencing file.

10.5.2 **Fail**

If a candidate fails the Base Check flight test the Check Captain must:-

10.5.2.1 Inform the candidate that he/she has failed.

10.5.2.2 State the major fail points in order of severity.

10.5.2.3 Give a commentary on the whole test in chronological order.

10.5.2.4 State what the re-test requirements will be and how best to prepare for the re-test.

10.5.2.5 Warn the candidate that he must not exercise the privileges of the Base Check until he has passed the Base Check flight test.

10.5.2.6 Follow the Fail process as detailed in the CAAF approved company Training Manual.

10.5.2.7 File the completed test marking sheet in a suitable folder to be available for inspection by authorised officers of the Authority when required. Test marking sheets should be retained on file for two years.

**11. INSTRUCTIONS - CERTIFICATE OF TEST, AIRCRAFT RATING**

**11.1 Content of Test**

11.1.1 The content of the test is specified in the Authority form applicable for the particular aircraft type, as appropriate for a pilot-in-command (or for a co-pilot).

**11.2 Records of Test**

11.2.1 Check Captains are reminded of the necessity to keep written records of the test that they conduct.

11.2.2 Operators' competency tests as pilot-in-command or co-pilot will be accepted for the purpose of aircraft rating validation, provided that they include the manoeuvres specified in the Check/renewal form. Simulator approval documents issued to Operators specify the renewal tests that may be conducted by a particular operator in the simulator quoted in the approval documents. For an Aircraft Rating Certificate of Test that has expired for 5 years or more there are special requirements. In these circumstances Candidates should contact the Authority's Licensing Office for advice.

**12. ACTION FOLLOWING CERTIFICATE OF TEST, AIRCRAFT RATING**

**12.1 Pass**

12.1.1 On successful completion of test the Check Captain must enter in the applicable form the type of aircraft or simulator, the nature of the test, the date of the test, his own signature and licence number and the date of signing.

**12.2 Fail**

12.2.1 Follow the Fail process as detailed in the CAAF approved company Training Manual.

**13. INSTRUCTIONS-AIRCRAFT LINE CHECK**

13.1 Tests must be carried out to the standard set out in this Authority publication and the Operators Flight Training Manual. Forms listing the check items are available on the CAAF website or operators may use their own customized forms provided that they have been accepted by the Authority. The Check Captain's approval covers tests conducted in an aircraft or an approved simulator of the type specified in the Check Captain's letter of approval. The flight test must be carried out in accordance with the requirements specified in the appropriate certificate of test report form. If an aircraft is used for the test, the Check Captain may occupy a pilot's seat and act as Pilot-in-Command of the flight.

**13.2 Records of Test**

Check Captains are reminded of their responsibility to keep written records of the test that they conduct. For initial tests Operator's conversion training records are considered to meet this requirement.

**14. ACTION FOLLOWING LINE CHECK FLIGHT TEST****14.3.1 Pass**

14.3.1.1 On successful completion of a Line Check flight test the Check Captain must enter the flight details and sign the appropriate Line Check form which is retained on the company pilot Licencing file.

**14.3.2 Fail**

If a candidate fails the Line Check flight test the Check Captain must:-

14.3.2.1 Inform the candidate that he/she has failed.

14.3.2.2 State the major fail points in order of severity.

14.3.2.3 Give a commentary on the whole test in chronological order.

14.3.2.4 State what the re-test requirements will be and how best to prepare for the re-test.

14.3.2.5 Warn the candidate that he must not exercise the privileges of the Line Check until he has passed the Line Check flight test.

14.3.2.6 Follow the Fail process as detailed in the CAAF approved company Training Manual.

14.3.2.7 File the completed test marking sheet in a suitable folder to be available for inspection by authorised officers of the Authority when required. Test marking sheets should be retained on file for two years.

**15. APPOINTMENT OF CAAF APPROVED CHECK PILOTS**

15.1 Approved Check pilots, although employed by the operator, will conduct tests on behalf of the Authority, these being the Base, Line and Instrument Rating renewal tests.



- 15.2 An Aircraft Type Rating Examiner (Pilots) must be qualified under the provisions of the ANR to act as pilot-in-command of the aircraft type, and his ability to perform the functions of a pilot-in-command while occupying the co-pilots seat must be checked by the Authority and recorded.
- 15.3 Base, Line and Instrument Rating renewal checks (as required by ANR 45) will be conducted by approved Check Captains.
- 15.4 Applications for appointment as an approved Check Captain must be sponsored by the operator and submitted to the Authority on the completed CAAF application form, OP 108A, for consideration. This form requires that applicants provide details of their ground and flying training which is normally provided by the Operator. The ground and flying training syllabus must be accepted by the Authority before being undertaken by the applicant and the ground training syllabus should also include material on the principles and methods of instruction. An applicant who holds or has held, a Fiji or foreign Flight Instructor Rating, holds or previously held the post as a Training Captain with a local or foreign airline or, holds or has held Check approvals issued by a foreign regulator, is considered by the Authority to have complied with this requirement.
- 15.5 The initial approval to conduct tests will remain valid for a maximum period of one year thereafter the Authority may renew the approval for up to two years. Renewal flight checks can be completed up to 55 days before the expiry date which then allows the approval to be renewed from the expiry date of the previous approval. It is the responsibility of the Check Captain to ensure that his approval does not expire. A renewal may be undertaken up to three months after the expiry date but thereafter a fresh application for appointment will be required. When renewed the approval may remain valid for a maximum period of two years from the date of the renewal, unless suspended or revoked.
- 15.6 In the event that a Check Captain ceases to be employed on examining duty by the Company named in the authorisation documents, his approval will automatically become invalid and the Check Captain must return the documents to the office of issue. The Authority may at any time suspend the authorisation with a view to investigation and its possible revocation.
- 15.7 The conduct of tests by CAAF of Approved Check Captains, and of crew training generally, will be audited by CAAF Inspectors during the currency of an Air Operators Certificate. The purpose of these inspections is to ensure that training and testing is  
  
in compliance with the operators Training Manual and within the terms and conditions of the approval issued to CAAF Approved Check Captains.
- 15.8 The training and periodical tests of all crew members are required to be conducted in accordance with a syllabus accepted by the Authority. Proposed changes in a syllabus or any significant departure from a CAAF accepted training programme must have the prior acceptance by the Authority before implementation.
- 15.9 Operators are legally obliged to keep records of all training and checks and to make them available if necessary to other operators. Records should incorporate certificates indicating the competence of Check Captains to perform the duties in respect of which they have been tested. The form of record and certificates to be maintained must be accepted by the Authority.  
  
Training records should show a trainee's progress through each phase of his training. They should include information about the results of tests, and when applicable, indicate the number of times each exercise was covered.



- 15.10 As a general rule pilots should be limited to operating one aircraft type or, where there are significant differences between variants of a type, to one variant. The Authority is prepared to consider exemptions from this rule for aircraft that are relatively simple to operate and for pilots employed as instructors or examiners.
- 16. Check Captain's Licence**
- 16.1 When exercising his authority to conduct flight test the approved person must hold a valid and appropriate licence. When conducting a flight test for the granting or revalidation of an aircraft type rating his licence should normally include the type of aircraft in which the test is being conducted.
- 16.2 The Check Captain must notify the Authority of any restriction to the privileges of his licence resulting from a medical assessment before further flight tests are carried out.
- 16.3 Should an instrument rating Check Captain conduct an Instrument Rating Test in an aircraft of a type not endorsed in his licence, the Check Captain must ensure that the aircraft carries a properly licensed crew in accordance with the requirements of the relevant Certificate of Airworthiness with the crew-members located at their correct stations. The Check Captain must occupy a position that will enable him to observe fully the actions of the pilot under test.
- 16.4 Any method of simulating instrument flight conditions for the purpose of testing pilots must be accepted by the Authority and in the case of screens or visors attached to the structure of the aircraft, acceptance must also be obtained from the Airworthiness Section. A flight simulator or trainer cannot be used for testing unless the Authority specifically approves it for that purpose.
- 16.5 Attention is drawn to the need for the Check Captain to maintain a proper and adequate lookout at all time, particularly when instrument conditions are being simulated in flight. Instrument flight conditions must not be simulated on any public transport flight when passengers are being carried.
- 16.6 The Check Captain may by virtue of his approval, be requested to test pilots not in the employ of his parent Company and this may be done subject to a written agreement between the interested parties and any further conditions/requirements imposed by the Authority.
- 16.7 Authority officers will pay periodic visits to organisations employing persons who are approved Check Captains and will normally require to witness test being conducted so as to ensure that appropriate standards are maintained. They are also available to discuss any points of interest or uncertainty that may arise during the exercise of the authority. Authorised officers may require to inspect, at any time, the written records of any test conducted by Check Captains.
- 16.8 The approval document should be included in the Check Captain's licence. Check Captains should carry their licences with them when conducting tests because pilots undergoing tests are entitled to satisfy themselves that their Check Captain is currently approved to sign the appropriate documents.
- 16.9 No fee is payable to the Authority in respect of any flying test carried out by authorised Check Captains who are not employed by the Authority.



- 16.10 Failure to comply with these instructions may result in the suspension of the Check Captain's approval pending investigations and may result in its permanent revocation.



## APPENDIX A

### **ADDITIONAL CONSIDERATIONS, WHICH APPLY WHEN A FLIGHT SIMULATOR IS USED FOR THE INSTRUMENT, TYPE RATING, OR FOREIGN LICENCE CONVERSION TESTS**

1. A number of flight simulators are approved by the Authority for the purpose of Instrument, Type Rating, or Foreign Licence conversion tests and in their use the following additional considerations apply:
  - 1.1 Before commencing the test you should satisfy yourself as far as you are able that the flight simulator is serviceable in all relevant aspects.
  - 1.2 You should make no allowance at all for shortcomings in a candidate's performance in any way attributable to malfunctioning of the flight simulator, or ancillary equipment, you should ask him whether he wishes to continue the test. If he does not, you should abandon it and then investigate the validity of his complaint yourself. It should then be carried out after the fault has been rectified. On the other hand, if in your opinion the machine is in satisfactory order and the complaint was not justified, you should resume the test and complete it in the normal way. If the candidate's performance finally justifies a FAIL assessment you should follow the customary procedures for such cases.
  - 1.3 External checks may take the form of an oral examination, or they may be carried out in a separate test, for example in the course of the periodic test of competency in an aircraft of the appropriate type, and their satisfactory completion certified by the check captain concerned.
  - 1.4 No flight simulator yet designed is capable of faithful reproduction of all the conditions likely to be encountered in the course of a test carried out in the air, for example, in the matter of R/T interference, static effects or turbulence, to say nothing of the physiological effects of flight upon the human body. It is thus important that you avoid any tendency to stereotype the test by using the same airways routings and terminal descent procedures. Instead, you should incorporate as many changes as possible, and maintain the greatest degree of realism attainable.

## APPENDIX B

### COMBINATION OF THE INSTRUMENT RATING RENEWAL TEST WITH A BASE CHECK

#### 1 Assessment System

- 1.1 The operator's competency check normally covers all the content of the instrument/type rating renewal tests with the exception of Section 2 (Airways Procedure) which can be carried out as part of the Line check.
- 1.2 No change in assessing Standards should be made when a combined check is conducted; for renewal of instrument rating privileges all pilots-under-test must demonstrate their ability to fly the aircraft to the required Standards in all respects.
- 1.3 Where the introduction of simulated emergency procedures, handling or other problems, which by their nature makes flight within the normal tolerances difficult to achieve, you may nevertheless extend the limits very slightly to take account of the difficulties encountered. For example, following a simulated engine failure in a twin-engine aircraft with marginal single-engine performance it may well take longer than 15 sec to regain a height loss of 100 ft. Provided that every effort is made to meet the normal tolerances in such circumstances you may accept minor discrepancies of this nature. Your own experience of the aircraft's characteristics should serve as your guide as to what may reasonably be expected of a pilot of average ability.

#### 2 Multi-Crew Operation

- 2.1 The flight should be conducted in accordance with normal company operating procedures, with pilots carrying out their usual duties as far as circumstances will permit.
- 2.2 Captain-under-test will be expected to operate entirely as on a normal flight, bearing in mind the conditions imposed in respect of co-pilot responsibilities, liaison with ATC and the use of radio aids.
- 2.3 Co-pilots-under-test will find check conditions somewhat unusual in that their normal line duties do not necessarily provide them with the opportunities to take the initiative to the extent required in the test. For the purposes of the test, however, they will be expected to be responsible for the management of the flight and to initiate all drills, R/T calls and tuning of radio facilities.

#### 3 Combined Marking Sheet

Instead of using separate marking sheets for combined Instrument Rating/Base check, a combined form may be used provided it has been accepted by the Authority. In this case all items annotated on the form as being relevant to the Instrument Rating/Base check renewal must be completed satisfactorily before the renewal forms may be signed.



## **APPENDIX C**

### **INSTRUMENT RATING FLIGHT TEST**

#### **1. General Requirements**

- 1.1 Candidates for the flight test will be tested in Sections 1, 2, 3 and as described in paragraph 3 below.
- 1.2 The flight must, in every respect, be conducted in accordance with current legislation, Operation practices and procedures must be as specified in the A.I.P. or equivalent document (as amended by current NOTAMS) and in any documents to which it refers.
- 1.3 If a single or multi-engine aircraft is used it must be equipped with fully functioning dual controls.

#### **2. Syllabus of Test**

##### **2.1 Section 1 - Departure Procedures**

- 2.1.1 All pre-departure checks and drills necessary to check and prepare the aeroplane and its equipment for the safe conduct of the flight.
- 2.1.2 A visual take-off followed by an instrument climb-out and departure, following the routings published for the aerodrome unless ATC otherwise directs.

##### **2.2 Section 2 - En-Route Procedure**

- 2.2.1 Entry into, flight within and departure from an en-route procedure in accordance with ATC clearance, using tracking facilities as briefed by the Check Captain.

##### **2.3 Section 3 - ILS and Non Precision Instrument Approach Procedure**

- 2.3.1 An approach to land procedure as published for the aid in use, descending to a specified Decision Height/Altitude and a position from which a direct landing could be made.
- 2.3.2 Both localizer course and glide path must be used.
- 2.3.3 Go-around action to establish a normal climb initiated by the candidate unless he is otherwise directed, on reaching Decision Height/Altitude.
- 2.3.4 Missed approach procedures as published for the aid in use, unless ATC otherwise directs.
- 2.3.5 Non precision approaches will include NDB, VOR, GPS were applicable and included in the instrument rating renewal test certificate for that type.

##### **2.4 Section 4 - Preliminary and External Checks**

- 2.4.1 These checks are included in those described in Section 1 (paragraph 6.3.1 and 6.3.2)

##### **2.5 Section 5 - Holding Procedure**

- 2.5.1 Standard entry into a holding pattern and Standard holding procedure unless otherwise published for the facility or directed by ATC.
- 2.5.2 Adjustments, if necessary, to leave the holding pattern at the onward clearance time or expected approach time if one has been given by ATC.



**3. Re-Examination**

- 3.1 A failure in more than one part of Sections 1, 2 and 3 will entail a complete re-test.
- 3.2 A failure in Section 1 and 4 will entail a re-test in that subsection only.
- 3.3 A failure in Section 5 only will entail a re-test in that subsection together with a re-test in Section 1.
- 3.4 In the event of a failure in the instrument approach procedure the re-test must be conducted using the same type of facility, i.e. ILS, NDB, or VOR.
- 3.5 All sections and subsections of the test must be successfully completed within a period of 30 Days. Failure to do so will entail a complete re-test.

**4. Instrument Rating Test forms**

Instrument Rating renewal test forms are available from the CAAF Licensing Officer or the CAAF website.



## APPENDIX D

### BASE CHECK FLIGHT TEST

#### 1. General Requirement (Multi Engine Aircraft)

- 1.1 Candidates for the flight test shall be tested in the appropriate aircraft type or in a simulator approved by the Authority for this purpose. If an aircraft is used it must be equipped with fully functioning dual controls although the Authority may grant a waiver from this requirement if the operator can demonstrate a need.
- 1.2 The flight must, in every respect, be conducted in accordance with current legislation. Operating practices and procedures must be as specified in the AIP (as amend by current NOTAMS) and in any documents to which it refers.

#### 2. Syllabus of Test

The flight test will consist of the items in the appropriate CAAF form or CAAF accepted operator form and will include:

- 2.1 Take-off with simulated failure of the most critical engine immediately after V1 and climb to circuit altitude.
- 2.2 With the most critical engine simulated failed, ILS approach to decision height/ altitude and go-around solely by reference to instruments.
- 2.3 With the most critical engine simulated failed, approach and full stop landing.

#### 3. Re-Examination

- 3.1 A failure in any one section of the test, 2.1, 2.2 or 2.3 in Appendix D will entail a re-test in that section.
- 3.2 A failure in more than one section will entail a complete re-test of all three sections 2.1, 2.2 and 2.3 in Appendix D.

**All sections of the test must be successfully completed within a period of 30 Days. Failure to do so will entail a complete re-test.**

#### 4. Base Check Test forms

Base Check test forms are available from the CAAF Licensing Officer or the CAAF website.