



DIREÇÃO DE LICENCIAMENTO E EXAMINAÇÃO
DEPARTAMENTO DE EXAMINAÇÃO

Examiner Checklist

NOTE: Some items below may or not be applicable, depending on type of exam and equipment (A/C or FSTD) in which it is conducted. Due allowance and common sense shall apply.

Pre-Exam:

- Check valid Licence/Ratings/Certificates/Medical
- Check "Flight Examiner Handbook"
- Check "EASA Examiner Differences Document"
- Confirm if notification and approval are necessary
- Web portal/e-mail & approval
- Check applicable Form(s) – Review instructions

Introduction:

- Give a positive first impression
- Welcome / Presentation
- Feel the "pulse-rate" of the candidate
- Arrange isolated location for briefing (**briefing only with candidate/crew**)

General Information:

- Show your ID & Examiner Certificate
- Ask & check candidate's ID
- Legal basis (OPC / LPC)
- Maximum credit

Documentation/Paper Check:

- Licence, Medical, Ratings & English LPR validity
- Training records / Course completion certificate
- Logbook to verify 10 sectors or sector w/ examiner
- Applicable Form - explain sections & items and Pass/Partial/Fail policy of the exam

Examination Program:

- Time schedule
- Test procedure and expected flight profile
- Discuss tolerances (altitudes, speeds, etc...)
- Clarify real/simulated emergency actions and roles
- Discuss use of R/T
- Rules - repetition of failed item during the exam & termination/interruption of exam

Pilot/Crew Briefing:

- Listen only
- No questions during briefing
- WX briefing
- NOTAM
- Fuel / Performance calculation

- Aircraft status (documents/techlog/maintenance release)
- Any other pertinent items applicable

Oral Examination:

- 8-12 theoretical knowledge questions focusing
 - Air law;
 - Meteo;
 - Instrument procedures;
 - Aeroplane systems;
 - Flight preparation.

Decision:

- Candidate demonstrates adequate level of knowledge?
- Wx conditions/aircraft-FSTD status/airspace restrictions
- GO / NO-GO

Short Break:

- Start without pressure to practical part
- Create confidence
- Recall use of bathroom!
- Fix meeting point

During Flight:

- **NO INSTRUCTION**
- Passive behaviour → no command
- No interference in pilot's decisions, except in the interest of safety (A/C)
- Follow flight progress, **safety first, take notes**
- No debriefing

Emergency:

- **SAFETY FIRST**
- Observe minimum required M-items
- Conservative on double or triple failures

Facts for Decision:

- Only facts might count
- Accurate documentation during session
 - on a personal note sheet
 - directly on Form
- Disclose result / facts
- Check passed / failed / partial pass



DIREÇÃO DE LICENCIAMENTO E EXAMINAÇÃO
DEPARTAMENTO DE EXAMINAÇÃO

Examiner Checklist

Preparation of Debriefing:

- Fix time and arrange isolated location for debriefing (**debriefing only with candidate/crew**)

Paperwork / Forms:

- Complete paperwork: No stress
 - Logbook, licence, forms
 - According Guide for Skill Test
- Prepare your debriefing

Debriefing:

- Keep short and essential
- No instruction
- Show help and support
- Positive perspective

Completion of Test:

- Hints & Tips
- Collate forms and docs

Communication:

- Feedback from candidate
- Feedback to ATO, RF, Operator

Note: Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report, and will be signed by the examiner and countersigned by the applicant.