

## Generic Single Pilot (A) Examiner test preparation checklist

### **FLEXCO**

### **Consult "Examiner Guide"**

### **Introduction:**

- Give a positive first impression
- Welcome / Presentation
- Feel the „pulse-rate“ of candidate

### **General information:**

- Show your Examiner Authorisation
- Ask for candidate's ID
- Legal basis (OPC / LPC)
- Maximum credit

### **Documentation: Paper check:**

- According Guide for Skill Test
  - Licence, Medical, English LPR validity
  - Logbook to verify 10 sectors
  - Applicable form

### **Decision 1 documentation:**

- Go ahead?
- What's missing?

### **Examination program:**

- Task received /acknowledged
- Time schedule
- Test procedure
- Rules - repetition failed item

### **Pilots briefing:**

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

### **Oral examination:**

- 8-12 theoretical knowledge questions
  - Aeroplane Systems (ATA chapters)
  - Flight Preparation

### **Decision 2 briefing:**

- Go / no Go

### **Short Break:**

- Start without pressure to practical part
- Create confidence
- Fix meeting point

### **During flight:**

- No instruction
- Passive behaviour → no command
- No interference in pilot's decisions
- Follow flight progress, take notes
- No debriefing

### **Emergency:**

- Safety First
- Do not pull any circuit breakers
- 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 60.530

### **Decision 3 result:**

- Disclose result / facts
- Check passed / failed / partial pass

### **Preparation of debriefing:**

- Fix time and location

### **Paperwork / forms:**

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

### **Debriefing:**

- Short, essential
- No instruction
- Show help and support
- Positive perspective

### **Completion of test:**

- Hints & Tips
- Collate forms and docs

### **Communication:**

- Feedback from candidate
- Feedback to FTO, RF

### **Accounting:**

- FOCA invoice form 22.03