

Revision 12

3 August 2016

Pilot Licences and Ratings—Flight Examiner Ratings

General

Civil Aviation Authority advisory circulars contain guidance and information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rules and legislation.

However, the information in the advisory circular does not replace the requirement for participants to comply with their obligations under the Civil Aviation Rules, the Civil Aviation Act 1990 and other legislation.

An advisory circular reflects the Director's view on the rules and legislation. It expresses CAA policy on the relevant matter. It is not intended to be definitive. Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate advisory circular. Should there be any inconsistency between this information and the rules or legislation, the rules and legislation take precedence.

An advisory circular may also include **guidance material** generally, including guidance on best practice as well as guidance to facilitate compliance with the rule requirements. However guidance material must not be regarded as an acceptable means of compliance.

An advisory circular may also include **technical information** that is relevant to the rule standards or requirements.

Purpose

This advisory circular provides guidance material on flight time experience and flight test syllabus, for the issue of a flight examiner rating, to assist applicant(s), to meet the requirements of Civil Aviation Rule Part 61 *Pilot Licences and Ratings*.

Related Rules

This advisory circular relates to Civil Aviation Rule Part 61 – specifically Subpart S.

Change Notice

Revision 12 updates information on requirements for an agricultural flight examiner rating.

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Flight Examiner Rating General Requirements

Parts 119 and 141 require that a procedure is established for initially assessing and maintaining the competence of those personnel conducting assessments. Appendix I to this advisory circular provides a syllabus of the minimum training required prior to a demonstration of competency for flight examiner rating issue or additional examiner privileges.

A Part 141 or 137 organisation may provide the training required for the issue of an agricultural examiner's rating in accordance with Appendix I to this advisory circular.

CAA [Form 24061/03](#), is used to request a flight test for the issue, renewal or an additional examiner authorisation for an examiner rating.

Rule 61.901 Eligibility Requirements

The flight experience requirements differ according to the type of aircraft operation in which the applicant intends to exercise the privileges of a flight examiner rating i.e. Part 121, 125, 135, 115 or 137, aeroplane or helicopter, multi-engine or single engine.

Airline Flight Examiner Rating

Rule 61.901(a)(4) requires an applicant for an airline flight examiner rating to have flight experience that is acceptable to the Director.

Part 121 Operations

General experience requirements—

- (1) 3000 hours total flight time
- (2) 1500 hours as pilot-in-command in the appropriate category of aircraft
- (3) for multi-engine privileges, 750 hours as pilot-in-command of multi-engine aircraft.

Specific experience requirements related to Part 121 examiner rating authorisations—

- (1) **To be eligible for an instrument rating authorisation.** The applicant must have the following flight experience in order to conduct flight tests for the renewal of instrument ratings or the addition of approach aids—
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) at least 1000 hours as pilot-in-command in multi-engine aeroplanes on IFR cross country flight operations, of which at least 500 hours are instrument flight time
 - (iii) at least 100 hours experience exercising instructor privileges on an aeroplane type to which Part 119/121 applies.
- (2) **To be eligible for the conduct of Part 121 operational competency assessments.** The applicant must meet the flight examiner requirements prescribed under rule 121.583.
- (3) **To be eligible for the conduct of Category D flight instructor rating issue flight tests.** The applicant must have—

- (i) satisfactorily completed an instructional techniques course in accordance with advisory circular AC61-18 Appendix II
 - (ii) must meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 121 operations.
- (4) **To be eligible for the conduct of ATPL issue flight tests.** The applicant must—
- (i) hold the continued competency instrument rating examiner authorisation
 - (ii) hold the authorisation for operational competency assessment IFR Part 121
 - (iii) must meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 121 operations.

Part 125 Operations

General experience requirements—

- (1) 3000 hours total flight time
- (2) 1500 hours as pilot-in-command in the appropriate category of aircraft
- (3) for multi-engine privileges, 750 hours as pilot-in-command of multi-engine aircraft.

Specific experience requirements related to Part 125 examiner rating authorisations—

- (1) **To be eligible for an instrument rating authorisation.** The applicant must have the following flight experience for the renewal of instrument ratings or the addition of approach aids—
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) at least 100 hours experience exercising instructor privileges on an aeroplane type to which Part 119/125 applies
 - (iii) for multi-engine aeroplane operations, at least 800 hours as pilot-in-command in multi-engine aeroplanes on IFR cross-country flight operations, of which at least 300 hours are instrument flight time
 - (iv) for single-engine aeroplane operations, at least 500 hours as pilot-in-command in single engine aeroplanes on IFR cross-country flight operations, of which at least 250 hours are instrument flight time.
- (2) **To be eligible for the conduct of Part 125 operational competency assessments.** The applicant must meet the flight examiner requirements prescribed in rule 125.605.
- (3) **To be eligible for the conduct of Category D flight instructor rating issue flight tests.** The applicant must have—
 - (i) satisfactorily completed an instructional techniques course in accordance with AC61-18 Appendix II
 - (ii) must meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 125 operations.
- (4) **To be eligible for the conduct of ATPL issue flight tests.** The applicant must—
 - (i) hold the continued competency instrument rating examiner authorisation

- (ii) hold the authorisation for operational competency assessment IFR Part 125
- (iii) must meet the experience requirement specified under Part 119 for a senior person responsible for crew training for Part 125 operations.

Part 135 Operations

General experience requirements—

- (1) 1250 hours total flight time in the appropriate category of aircraft
- (2) 1000 hours pilot-in-command in the appropriate category of aircraft
- (3) for multi-engine privileges, 500 hours as pilot-in-command of which 250 hours are in the appropriate category of multi-engine aircraft
- (4) 100 hours experience exercising instructor privileges on the appropriate category of aircraft to which Part 119/135 applies.

Specific experience requirements related to Part 135 examiner authorisations—

- (1) **To be eligible for an instrument rating authorisation.** The applicant must have the following flight experience in order to conduct flight tests for the renewal of instrument ratings or for the addition of navigation aids—
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) for multi-engine aeroplane operations, at least 300 hours as pilot-in-command in multi-engine aeroplanes on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience on multi-engine aeroplanes
 - (iii) for multi-engine helicopter operations, at least 250 hours as pilot-in-command on IFR cross-country flight operations, of which at least 150 hours are in helicopters, 100 hours instrument flight time of which at least 50 hours are in helicopters and at least 100 hours IFR instructional experience of which at least 50 hours are in helicopters
 - (iv) for single-engine aircraft operations, at least 250 hours as pilot-in-command in single engine aircraft on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience.
- (2) **To be eligible for the conduct of Part 135 operational competency assessments.** The applicant must meet the flight examiner requirements prescribed under Rule 135.605.

Part 115 Operations

Specific experience requirements related to Part 115 (VFR) examiner authorisations—

- (1) **To be eligible for the conduct of Part 115 operational competency assessments.** The applicant must—
 - (i) hold an airline or general aviation examiner rating endorsed with the examiner privilege; operational competency Part 135 (VFR)
 - (ii) complete the required examiner training specified in Appendix I appropriate to the Part 115 operation.

Demonstration to Director—Airline Flight Examiner Rating

Rule 61.901(a)(5) requires an applicant for an airline flight examiner rating to have successfully demonstrated to the Director, the ability to perform the duties of an airline flight examiner. A satisfactory demonstration in accordance with the flight test described in Appendix II of this advisory circular would meet this requirement.

Agricultural Flight Examiner Rating**Part 137 Operations**

Rule 61.901(c) requires an applicant for an agricultural flight examiner rating to have flight experience that is acceptable to the Director.

General experience requirements—

- (1) 2500 hours flight time experience on agricultural aircraft operations in the appropriate category of aircraft
- (2) 2000 hours pilot-in-command in the appropriate category of aircraft
- (3) 300 hours experience exercising instructor privileges on the appropriate category of aircraft to which Part 137 applies
- (4) have conducted a minimum of 10 agricultural competency demonstrations in accordance with Rule 61.707.

In addition for multi-engine aircraft:

- (1) 300 hours as pilot-in-command in multi-engine aeroplanes; or
- (2) 10 hours as pilot-in-command in multi-engine helicopters.

Specific experience requirements related to additional Part 137 examiner authorisations—

- (1) **To be eligible for Category E flight instructor biennial competency demonstrations—**
 - (i) have 500 hours flight instructing experience.

Demonstration to Director—Agricultural Flight Examiner Rating

Rule 61.901(c)(4) requires an applicant for an agricultural flight examiner rating to have successfully demonstrated to the Director, the ability to perform the functions of an agricultural flight examiner. A satisfactory demonstration in accordance with the flight test described in Appendix II of this advisory circular would meet this requirement.

General Aviation Flight Examiner Rating

Rule 61.901(b)(2) requires applicants for a general aviation flight examiner rating to have flight experience acceptable to the Director. The following general flight experience would meet this requirement—

- (1) 1250 hours total flight time in the appropriate category of aircraft
- (2) 1000 hours pilot-in-command in the appropriate category of aircraft
- (3) for multi-engine privileges, 500 hours as pilot-in-command in the appropriate category of multi-engine aircraft.

Specific experience requirements related to general aviation examiner authorisations—

- (1) **To be eligible for an instrument rating authorisation.** The applicant must have the following flight experience in order to conduct flight tests for the renewal of instrument ratings or addition of navigation aids—
 - (i) hold an appropriate current instrument rating endorsed with the applicable approach aids
 - (ii) for multi-engine aeroplane operations, at least 300 hours as pilot-in-command in multi-engine aeroplanes on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience on multi-engine aeroplanes
 - (iii) for multi-engine helicopter operations, at least 250 hours as pilot-in-command on IFR cross-country flight operations, of which at least 150 hours are in helicopters, 100 hours instrument flight time of which at least 50 hours are in helicopters, and at least 100 hours IFR instructional experience of which at least 50 hours are in helicopters
 - (iv) for single-engine aircraft operations, at least 250 hours as pilot-in-command in single engine aircraft on IFR cross-country flight operations, of which at least 100 hours are instrument flight time, and 100 hours IFR instructional experience.
- (2) **To be eligible for operational competency assessments Part 135 VFR for aircraft having a certified seating capacity, excluding any crew member seat, of nine seats or less—**
 - (i) demonstrate the ability to perform the duties of a flight examiner in Part 135 VFR operations.
- (3) **To be eligible for operational competency assessments Part 135 IFR for aircraft having a certified seating capacity, excluding any crew member seat, of nine seats or less—**
 - (i) hold the appropriate instrument rating authorisation
 - (ii) demonstrate the ability to perform the duties of a flight examiner in Part 135 IFR operations.
- (4) **To be eligible for operational competency assessments Part 115 VFR for aircraft—**
 - (i) hold operational competency Part 135 (VFR) examiner privileges

- (ii) complete the required examiner training specified in Appendix I appropriate to the Part 115 operation.
- (5) **To be eligible for PPL issue, additional flight instructor privileges of spinning, aerobatic or night instruction authorisations—**
 - (i) demonstrate the ability to perform the duties of a flight examiner to the Director.
- (6) **To be eligible for Category C or B flight instructor renewal authorisation—**
 - (i) have at least two years experience as a general aviation flight examiner and complete a demonstration of competence combined with a Category A continued competency demonstration.

Demonstration to Director—General Aviation Flight Examiner Rating

Rule 61.901(b)(3) requires applicants for a general aviation flight examiner rating to have successfully demonstrated to the Director, the ability to perform the duties applicable to a general aviation flight examiner. A satisfactory demonstration of the specific examiner authorisation in accordance with the flight test described in Appendix II of this advisory circular would meet this requirement.

Rule 61.903 (Examiner Rating) Issue

General

Application to have a flight examiner rating endorsed on the licence is made on CAA [Form 24061/01](#) together with the appropriate fee. Flight examiner authorisations are posted out at the time of flight examiner rating issue. This authorisation is not reissued unless there is a change to the authorisation.

Rule 61.907 Currency Requirements

Demonstration of Competence

Rule 61.907(a) requires that the holder of a flight examiner rating must not exercise the privileges of that rating unless within the immediately preceding 24 months they have successfully demonstrated to the Director, competency in exercising the privileges of that rating. Completion of a satisfactory demonstration in accordance with the flight test syllabus of Appendix II of this advisory circular would meet the requirements of this rule.

In the event that the flight examiner applicant fails the initial issue flight test or a competency demonstration, the flight examiner applicant may not exercise any of the privileges of the flight examiner rating. In addition, the flight examiner applicant may not reapply for a flight test in accordance with Appendix II of this advisory circular until the flight examiner applicant has completed any flight experience and/or training the Director considers appropriate in the particular circumstances.

Application

Flight examiners requesting flight test for demonstration of continued competency apply using CAA [Form 24061/03](#).

Appendix I—Flight Examiner Training Syllabus

Training Conduct

Flight examiner training will be conducted in two parts (theory and practical) by a Part 119, 137 or Part 141 organisation.

Training Content

Generic examiner theory training will include—

In general; the theory of—

- (i) the examiner's role
- (ii) communication
- (iii) questioning
- (iv) assessment and evaluation
- (v) briefing and debriefing
- (vi) threat and error management
- (vii) flight test conduct.

Note: Theory training is to be delivered by a CAA approved ITC presenter of the organisations choice.

Practical examiner training will include—

- (1) A review of the relevant flight test syllabus for which flight examiner authorisation is sought, including—
 - (i) issue or renewal procedures for the relevant licence, rating or operational competency assessment
 - (ii) rules and documents relevant to the flight test syllabus
 - (iii) limitations associated with the examiner rating privileges
 - (iv) appropriate forms
 - (v) logbook assessment and applicant eligibility
 - (vi) the use of simulators (if applicable).
- (2) A review of the relevant flight test standards guide, including—
 - (i) acceptable candidate performance limits relevant to the flight test syllabus
 - (ii) mandatory fail aspects and critical items
 - (iii) real versus simulated emergencies.
- (3) A review of the rules in relation to—
 - (i) logbook endorsements
 - (ii) records.

- (4) For operational competency assessment authorisation, training will include a review of the relevant part of the operator's check and training manual that details the conduct of operational competency assessment and route and aerodrome proficiency requirements if applicable to the operator's organisation.

Minimum Experience Requirements

The general aviation examiner authorisations of Category B and C instructor renewal are not available to examiners with less than two years experience as an examiner.

Training Certification

The Part 119, 137 or Part 141 organisation that completes the examiner training must keep records of such training and provide the examiner applicant with a copy of the training record and certification of successful completion of the training program.

A copy of the training record and certification of successful completion is to be submitted by the examiner applicant with the request for the flight test conducted by CAA for issue or any additional examiner privilege (use CAA [Form 24061/03](#)).

Appendix II—Flight Examiner Flight Test Syllabus

Aircraft or Flight Simulator and Equipment

The CAA examiner's crew position must provide an adequate view of instrumentation so as to assess the candidate's performance and maintain situational awareness.

The CAA examiner's crew position must provide an adequate view of the flight examiner applicant's position and actions, for assessment of the flight examiner applicant's performance.

If the CAA examiner cannot comply with the above whilst complying with the requirements of the appropriate operating rule, the aircraft is unsuitable for an observed flight test.

The aircraft or approved simulator is to have intercom available to the flight examiner applicant and the CAA examiner, capable of monitoring crew and ATS interactions.

Should an applicant wish to undertake a flight examiner rating flight test in an aircraft or flight simulator that is not within New Zealand, the travel costs, expenses and accommodation of the CAA examiner would be at the applicant or operator's expense.

Flight examiner rating issue flight tests for instrument or operational competency assessment authorisations, carried out in single engine aircraft, will not be valid for the purpose of exercising those examiner authorisations in multi-engine aircraft.

Flight Test Conduct

All flight tests will be conducted in accordance with the appropriate rule parts (121/125/135/137/91/61) and the level of certification of the operator.

Where possible, flight examiner rating issue flight tests will be carried out in an aircraft or approved flight simulator by observation of a flight test conducted by the flight examiner rating applicant.

The flight test will be conducted in accordance with the relevant flight test syllabus for which flight examiner authorisation is sought.

Flight tests for instrument rating flight examiner authorisations will require an acceptable means of simulating instrument flight.

Where more than one flight examiner authorisation is requested, the demonstration may consist of one or more flight tests (at the CAA examiner's discretion) from the range of authorisations requested.

Tests for the flight examiner authorisation of Category D instructor rating issue may not be combined with any other flight examiner rating authorisation demonstration.

Where more than one flight examiner authorisation is held, the biennial demonstration of continued competency may consist of more than one flight test at the CAA examiner's discretion.

Adequate time for preparation by both the flight examiner applicant and the candidate will be permitted.

For the issue of operational competency assessment authorisation, the flight examiner applicant will submit, with the flight test application, a copy of the relevant part of the operator's check and training manual that details the conduct of operational competency assessment requirements applicable to the operator's organisation.

For airline flight examiners, the examiner authorisation of operational competency assessment, meets the requirements of the route and aerodrome proficiency authorisation.

Neither the flight examiner applicant nor the CAA examiner may overrule a decision by the candidate to discontinue the flight test. Only a candidate's decision to continue a flight may be overruled by the flight examiner applicant or the CAA examiner.

The weather conditions, under which the candidate elects to demonstrate competency in accordance with the relevant flight test syllabus, are the conditions under which the candidate must perform. Excessive allowance for poor candidate performance due to weather conditions should not be made. Rather, the candidate's decision making process should be questioned.

Two pilot crew aircraft/simulators with two observer positions

In an aircraft or a flight simulator required to be operated by a two pilot crew—

- (1) The flight examiner applicant may occupy a suitable observer position in the aircraft or flight simulator and the CAA examiner will observe the flight examiner applicant's performance in applying the flight test from another suitable position.

In an aircraft, the flight examiner applicant and the CAA examiner are to be assigned by the operator as crew members.

Two pilot crew aircraft/flight simulator with one observer position

In an aircraft or a flight simulator required to be operated by a two pilot crew, having only one suitable position from which the flight test can be observed:

- (1) The examiner applicant will demonstrate the ability to perform the duties of a flight examiner whilst acting as a competent, non-prompting, pilot monitoring, flight crew member.
- (2) The CAA examiner will observe the flight examiner applicant's performance in applying the flight test.

In an aircraft, the CAA examiner is to be assigned by the operator as a crew member.

Two pilot crew aircraft with no observer position

In an aircraft required to be operated by a two pilot crew, having no suitable position available for the conduct of an 'observed' type flight demonstration—

- (1) The flight examiner applicant will demonstrate their own ability to perform the duties of pilot-in-command whilst complying with the requirements of the flight test syllabus.
- (2) The CAA examiner is to be assigned by the operator as a flight crew member.
- (3) The CAA examiner is to act as a competent, non-prompting, pilot monitoring, flight crew member whilst observing the flight examiner candidate's demonstration of competency in accordance with the flight test syllabus.

The Director may appoint an industry examiner as the CAA examiner for the purpose of conducting this type of flight demonstration.

This type of examiner rating issue flight test is not acceptable where the examiner applicant is requesting the authorisation of ATPL issue.

Single pilot aircraft

In an aircraft certified to be operated single pilot—

- (1) The flight examiner applicant will be required to demonstrate their own competence in accordance with the appropriate flight test syllabus for the flight examiner authorisation sought.
- (2) The CAA examiner is to be assigned by the operator as a crew member.
- (3) The CAA examiner will observe the flight examiner candidate's demonstration of competency in accordance with the flight test syllabus.

Before Departure

The flight examiner applicant is to demonstrate proficiency in assessment of the candidate's eligibility for flight test, including—

- (1) Logbook assessment, to ensure that the candidate meets the minimum hour and training requirements of the relevant qualification.
- (2) Briefing the candidate on the requirements of the relevant flight test syllabus.
- (3) Questioning the candidate in relation to the relevant flight test syllabus.
- (4) Knowledge of rules and documents relevant to the flight test syllabus.
- (5) Knowledge of the acceptable candidate performance limits relevant to the flight test syllabus.

In Flight

In aircraft suitable for the conduct of an observed type flight test

In a single or multi-engine aircraft the flight examiner applicant is to demonstrate competence in the conduct of the relevant flight test syllabus.

In aircraft unsuitable for an observed type flight test

Where the aircraft is unsuitable for the observation of a flight test carried out on a candidate the flight examiner applicant will—

- (1) For operational competency assessment authorisation – undergo an operational competency assessment in accordance with the requirements of the operator's check and training manual, conducted by the CAA examiner.
- (2) For instrument rating continued competency authorisation – act as pilot-in-command and single pilot (if applicable), whilst carrying out an IFR cross-country flight meeting the requirements of their own annual instrument rating continued competency demonstration.
- (3) For instrument rating additional approach aids – act as pilot-in-command and single pilot (if applicable), whilst carrying out the approach and missed approach procedure using the approach aid for which the flight examiner authorisations are sought. This demonstration may include asymmetric procedures (if applicable) and/or be combined with the IFR cross-country flight required for instrument rating renewal authorisation.

The general aviation examiner authorisations of Categories B and C instructor renewals or instrument rating authorisations may not be combined with any other examiner authorisation issue flight test.

General aviation examiners who combine a request for an additional examiner authorisation combined with their Category A flight instructor renewal will be required to demonstrate, pattern or teach any exercise the CAA examiner considers necessary to satisfy the requirements of the Category A biennial flight instructor continued competency demonstration.

Post Flight

Observed flight test

- (1) The flight examiner applicant will debrief the CAA examiner (in confidence) on the performance of the candidate.
- (2) The flight test result, pass or fail, may be confirmed by the CAA examiner prior to the flight examiner applicant's debrief of the candidate.
- (3) The flight examiner applicant will debrief the candidate undergoing the flight test in the presence of the CAA examiner.
- (4) The CAA examiner will debrief the flight examiner applicant (in confidence) on their performance.
- (5) The CAA examiner may vary the above order as considered appropriate.

CAA examiner applied flight test

- (1) The flight examiner applicant may be required to de-brief on any aspect of the CAA examiner's role as a candidate; and/or
- (2) The flight examiner applicant will debrief their own performance, as if it was that displayed by a candidate undergoing the issue, operational or continued competency flight test.

In all cases

The flight examiner applicant will demonstrate knowledge of—

- (1) Candidate performance that constitutes a mandatory fail result applicable to the flight test syllabus of the flight examiner authorisation requested.
- (2) Candidate performance, during an operational competency assessment, that constitutes a requirement for further upgrade, recurrent or consolidation training.
- (3) The logbook entries, application forms and issue or renewal procedures for the licence, rating or operational competency assessment examining authorisation requested.

Biennial Examiner Competency Demonstration

Flight examiners will be required to demonstrate proficiency in all aspects described in the 'before departure' section of the flight test syllabus.

In flight, carry out a flight test, selected by the CAA examiner from the range of authorisations held, either conducted by the CAA examiner or observed as described in the flight test syllabus above.

Carry out post flight actions and demonstrate the knowledge required of the applicable flight test syllabus.

General aviation flight examiner rating biennial demonstrations of competency may be combined with a Category A flight instructor rating biennial competency demonstration.

Restricted flight examiner rating biennial demonstrations of competency may be combined with an operational or annual Category B flight instructor or instrument rating competency demonstration as appropriate to the examiner authorisations held.

Agricultural flight examiner rating biennial demonstrations of competency may be combined with an operational or annual Category E flight instructor competency demonstration as appropriate to the examiner authorisations held.