



# TTCAA Advisory Circular

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**Subject: DESIGNATED FLIGHT OPERATIONS OFFICER EXAMINER SKILL TEST STANDARDS**  
**TTCAA Advisory Circular TAC- PEL079**  
**Date: 06/10/02**

## FOREWORD

1. (1) The Trinidad and Tobago Civil Aviation Regulations (TTCARs) were published in March 2004. These regulations can be obtained from the Trinidad and Tobago Government Printery, Victoria Avenue, Port of Spain, Trinidad. TTCAR No.1, Part II and Part III cover the requirements for personnel licencing.

(2) Terms, such as "shall" and "must" are directive in nature and when used in this document indicate that an action is mandatory. Guidance information is described in terms of "should" and "may" indicating the actions are desirable or permissive, but not mandatory.

(3) The TTCAA gratefully acknowledges the valuable assistance provided by the FAA in the development of these skill test standards (STS).

(4) The TTCAA has developed skill test standards for airmen licences and ratings and these are published as TTCAA Advisory Circulars (TACs). This TAC establishes the standards for the private pilot licence skill tests for the aeroplane category and the single-engine and multi-engine classes. Although helicopter and powered lift categories are included in this document, they are only at the "in development" stage at this time. TTCAA inspectors and designated pilot flight test examiners shall conduct skill tests in compliance with these standards. Flight instructors and applicants should find these standards helpful in skill test preparation. Other TACs have been developed for other airmen licences and can be obtained from the TTCAA website: [www.caa.gov.tt](http://www.caa.gov.tt).

(5) This TAC may be downloaded from the TTCAA website at <http://www.caa.gov.tt>. Subsequent changes to this TAC will also be available on TTCAA web site.

(6) Comments regarding this publication should be sent to:

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National Mail Centre Golden Grove Road,  
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# FLIGHT TEST EXAMINER SKILL TEST STANDARDS

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## PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to provide guidance for applicants preparing to take the Designated Flight Test Examiner skill test.

## DISCUSSION

2. (1) The Designated Flight test examiner—Skill Test Standards have been published by the TTCAA to establish the standards and guidance for TTCAA Inspectors to utilize while conducting the designated flight test examiner skill tests for the aeroplane category and the single-engine and multiengine classes. TTCAA inspectors shall conduct skill tests in compliance with the standards referenced in the individual Skill Test Books as appropriate to the specific designation being sought. Candidates for designation as a Flight Test Examiner for TTCAA should find these standards helpful in skill test preparation.

## SKILL TEST STANDARD CONCEPT

3. TTCAR No1. specifies the areas in which knowledge and skills must be demonstrated by the applicant before the designation of a flight test examiner in aeroplanes. The TTCARs provide the flexibility to permit the TTCAA to publish skill test standards (STS's) containing specific tasks in which pilot competency must be demonstrated. The TTCAA will revise this book whenever it is determined that changes are needed in the interest of safety. Adherence to provisions of the regulations and the STS is mandatory for the evaluation of flight test examiner candidates/applicants.

## SKILL TEST DESCRIPTION

4. (1) This skill test contains the designated flight test examiner Skill Test Standards—Aeroplane. The designated flight test examiner Skill Test Standards —Aeroplane includes areas of operation and tasks for the initial issuance, renewal, or reinstatement of a designated flight test examiner designation/authorization and for the addition of category, class, and aircraft type ratings to that designation/authorization.

(2) The areas of operation are divided into two sections. The first area of operation in each section is conducted on the ground to determine the candidate's/applicant's knowledge of the aircraft, equipment, performance, and limitations. The areas of operation in the second section are considered to be in flight. All areas of operation in the second section test the applicant's skill and knowledge. If all tasks, of the skill test, are not completed on one date, all remaining tasks of the test must be satisfactorily completed not more than 60 calendar days after the date on which the applicant began the test.

(3) Areas of operation are phases of the skill test arranged in a logical sequence within each standard. They begin with preflight preparation and end with postflight procedures. The TTCAA inspector may combine tasks with similar objectives and conduct the skill test in any sequence that will result in a complete and efficient test.

(4) Tasks are titles of knowledge areas, flight procedures, or maneuvers appropriate to an area of operation.

*Note is used to emphasize special considerations required in the area of operation.*

(5) The Objective lists the important elements that must be satisfactorily performed to demonstrate competency in a task. The Objective includes:

- (a) Specifically what the applicant should be able to do;
- (b) The conditions under which the task is to be performed; and

(c) The acceptable standards of performance.

(6) The reference identifies the publication(s) that describe(s) the task. Descriptions of tasks are not included in the skill test standards because this information can be found in the listed references, as amended. Publications other than those listed may be used for references if their content conveys substantially the same meaning as the referenced publications.

(7) This skill test standard is based on the following references.

- (a) TTCAR No.1 General Application and Personnel Licensing
- (b) TTCAR No.2 Operations
- (c) FAA-H-8083-3 Aeroplane Flying Handbook
- (d) AFM Approved Aeroplane Flight Manual
- (e) Other Pertinent Pilot's Operating Handbooks and Flight Manuals; En Route Low and High Altitude Charts Profile Descent Charts
- (f) DP Departure Procedures
- (g) STAR/FMSP Standard Terminal Arrival/Flight Management Systems Procedures
- (h) NOTAM Notices to Airmen
- (i) IAP Instrument Approach Procedure Charts

*Note: The latest revision of these references should be used.*

### **USE OF THE SKILL TEST STANDARDS**

5. (1) The tasks, in this STS, are for aeroplanes. These tasks apply to the applicant who seeks a designated flight test examiner authorization; the addition of a category, class, or aircraft type rating on that authorization. The applicant that holds a private or commercial pilot licence and is seeking the addition of an aircraft type rating on that licence, must have the proper category/class rating or accomplish the appropriate tasks in the private/commercial pilot STSs, which are not in this STS.

(2) With certain exceptions, some described by notes, all tasks are required. However, when a particular ELEMENT is not appropriate to the aircraft or its equipment, that element, at the discretion of the examiner, may be omitted. Examples of element exceptions are integrated flight systems for aircraft not so equipped, operation of landing gear in fixed gear aircraft, multiengine tasks in single-engine aircraft, or other situations where the aircraft operation is not compatible with the requirement of the element.

(3) Examiners must develop a written plan of action that includes the order and combination of tasks to be demonstrated by the applicant in a manner that results in an efficient and valid test. Although tasks with similar Objectives may be combined to conserve time, the Objectives of all tasks must be demonstrated and evaluated at some time during the skill test. It is of utmost importance that the examiner accurately evaluate the applicant's ability to perform safely as a pilot in the Trinidad & Tobago National Airspace System. The examiner may simulate/act as air traffic control (ATC) while conducting the skill test.

### **SPECIAL EMPHASIS AREAS**

6. (1) Examiners shall place special emphasis upon areas of aircraft operations considered critical to flight safety. Among these are positive aircraft control, positive exchange of the flight controls procedure (who is flying the aircraft), collision avoidance, wake turbulence avoidance, use of available automation, communication management, runway incursion, controlled flight into terrain (CFIT), crew resource management (CRM), aeronautical decision making (ADM), and other areas deemed appropriate to any phase of the skill test.

(2) Although these areas may not be specifically addressed under each task, they are essential to flight safety and will be critically evaluated during the skill test. In all instances, the applicant's actions will relate to the complete situation. The examiner's role regarding ATC, crew resource management, and the duties and responsibilities of the examiner through all phases of the skill test must be explained to and understood by the applicant, prior to the test.

### **GROUND TRAINING FOR EXAMINERS**

7. Ground training shall include at a minimum, the following areas:
- (a) Examiner duties, functions and responsibilities;
  - (b) Applicable regulations and procedures;
  - (c) Appropriate methods, procedures and techniques for conducting the required tests and checks.
  - (d) Proper evaluation of student performance including the detection of:
    - (a) Improper and insufficient training;
    - (b) Personal characteristics of an applicant the could adversely affect safety;
    - (c) Appropriate corrective action in the case of unsatisfactory tests and checks;
    - (d) Approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures in the aircraft.

### **FLIGHT TRAINING FOR EXAMINERS**

8. Flight training shall include the following:
- (a) Training and practice in conducting flight evaluation (from the left and right pilot seats for flight test examiners) in the required normal, abnormal and emergency procedures to ensure competence to conduct the flights tests and checks;
  - (b) The potential results of improper, untimely or non-executing of safety measures during an evaluation; and
  - (c) The safety measures (to be taken from either pilot seat for pilot check examiners) for emergency situations that are likely to develop during an evaluation.
  - (d) The flight training for examiners (simulator) shall include:
    - (i) Training and practice in conducting flight checks in the required normal, abnormal and emergency procedures to ensure competence to conduct the evaluation tests and checks required by this Part (this training and practice shall be accomplished n a flight simulator, a flight procedures trainer or flight training device;
    - (ii) Training in the operation of flight simulators, flight procedures trainers, or flight training devices, or in all three, to ensure competence to conduct the evaluations required by this Part.

### **SKILL TEST PREREQUISITES: DESIGNATED FLIGHT TEST EXAMINER**

9. An applicant for the original issuance of a Flight test examiner designation is required (prior to the skill test) by TTCAR No.1 to -

- (a) Have passed the appropriate Designated Flight Test Examiner knowledge test within 24 months before the date of the skill test;

- (b) Have the aeronautical experience prescribed in TTCAR No.1 that apply to the aircraft category and class rating;
- (c) Have a current Class 1 medical certificate;
- (d) Be at least 21 years of age; and
- (e) Be able to comply with TTCAR No.1:189A - Language proficiency requirements.

### **EXAMINER RESPONSIBILITY**

**10.** The TTCAA Inspector assigned to the designation process of a flight test examiner applicant shall be guided by the criteria contained in the Skill Test for Designated Flight test examiners.

### **SKILL TEST FOR DESIGNATED FLIGHT TEST EXAMINERS**

**11.** The skill test for initial designation of a flight test examiner, issuance of additional designations, and renewal of examiner designations shall contain both the appropriate oral questioning and aircraft or flight simulation training device performance in accordance with the applicable skill test for the aircraft category, and or class/type ratings as applicable.

#### ***Methods of Skill Testing***

**12. (1)** The TTCAA inspector shall choose one of the following methods to test a flight test examiner applicant. The methods are listed in order of preference, but scheduling difficulties may preclude use of the preferred method of testing.

- (a) TTCAA inspector evaluates the flight test examiner applicant testing an actual pilot applicant for a licence or rating.
  - (b) The TTCAA will arrange for the flight test examiner applicant to conduct a skill test for an actual pilot applicant for a licence or rating appropriate to the examiner designation sought, and the TTCAA inspector will observe the test from within the aircraft.
- (2) At the conclusion of the skill test for the actual pilot licence or rating -
- (a) If the pilot applicant has passed the skill test, the flight test examiner applicant will fill out the appropriate documentation for the pilot applicant while the TTCAA inspector observes;
  - (b) The TTCAA inspector will sign any documentation needed. If the pilot applicant does not pass the skill test, the TTCAA inspector will complete and sign the appropriate document needed;
  - (c) The TTCAA inspector will evaluate the flight test examiner applicant's performance while the flight test examiner applicant evaluates the pilot applicant. Any discussion between the flight test examiner applicant and the TTCAA inspector concerning the flight test examiner applicant's performance with the pilot applicant will be held in private.

### **TTCAA INSPECTOR PLAYING THE ROLE OF PILOT APPLICANT FOR A SKILL TEST**

**13. (1)** The TTCAA inspector will play the role of a pilot applicant for a skill test appropriate to the type of designation the flight test examiner applicant is seeking. If the TTCAA inspector answers a question in correctly to test whether the flight test examiner applicant recognizes an incorrect answer, the incorrect response must be obviously wrong.

(2) The TTCAA inspector gives a flight skill test to the flight test examiner applicant. The TTCAA inspector will test the flight test examiner applicant on selected maneuvers in order to assess the examiner applicant's flight proficiency and ability to evaluate a pilot applicant in accordance with the appropriate skill test.

(3) The TTCAA inspector will evaluate the flight test examiner applicant's plan of action for completeness and efficiency.