สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

Guidance for Flight Examiner AOC Examiner

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Approved by

Air Chief Marshal

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Director General of the Civil Aviation Authority of Thailand

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Foreword

Examiner Assessment of Competence	V2025.1

General Applicable Framework

Flight rules:	VFR/IFR
Operational rules:	Applicable to the Candidate test
Crew concept:	Applicable to the Candidate test
Equipment:	Aircraft / Helicopter /Glider /Balloon / Airship / Powered-lift or FSTD as applicable
Applicable type or class:	All
Assessment of Competence (AoC) conducted by:	Inspector or Senior Examiner specifically authorized by the CAAT

An Examiner Applicant shall demonstrate their competence to the Inspectoror Senior Examiner specifically authorized by the CAAT, through the conduct of a skill test, proficiency check or assessment ofcompetence in the examiner role for which privileges are sought.

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0. Introduction

The standards of competence of pilots depend to a great extent on the competence of Examiners. This chapter compliments the standardisation requirements set out in Subpart K of the TCAR PEL Part FCL to standardise an Examiner Applicant for an initial, revalidation or renewal of a CAAT examiner certificate.

This module should be used by the Inspector or Senior Examiner in conjunction with the appropriate FEM chapter for the test being conducted by the Examiner Applicant.

0.1 Background

This version is issued by The Civil Aviation Authority of Thailand (CAAT) in order to provide its stakeholders with an updated and easy-to-read publication. It has been prepared by putting together the officially published regulations with the related acceptable means of compliance and guidance material (including the amendments) adopted so far.

0.2 Purpose

This guidance provides guidelines and recommendations for an examiner assessment of competence.

0.3 Applicability

Flight Examiner AOC Examiner

0.4 Effective date

This document shall become effective from 6 November 2025 onwards.

0.5 Reference

Requirement of CAAT No.107 (TCAR PEL Part FCL)

1. Test Administration

A CAAT Inspector or Senior Examiner must be specifically tasked by the CAAT to conduct the AoC. The Examiner Applicant should provide the Inspector or Senior Examiner with advance information regarding their chosen skill test or proficiency check scenario, including the route to be flown, in order to assess and agree that the planned test is compliant with the relevant TCAR PEL Part-FCL appendix test profile.

The Inspector or Senior Examiner should verify the Examiner Applicant's credentials and check documentation such as:

1. Licence, Instructor Certificate and Medical (if applicable)
2. Standardisation course completion certificate (if applicable)

2. Inspector or Senior Examiner Briefing

The Inspector or Senior Examiner must brief the following elements to the Examiner Applicant:

- Purpose of the AoC
- Confirm and agree the contents of the test or check to be observed and how it will be achieved.
- Examiner Applicant's PIC responsibility, refer to related Chapter of FEM
- Examiner role-play in normal operations and simulated emergencies, refer to related Chapter of FEM
- The Examiner Applicant is expected to display sound judgement, particularly when establishing any abnormal or simulated emergency exercise so that the safety of the flight is never placed in doubt.
- Agree that on completion of the test the Inspector or Senior Examiner and the Examiner Applicant will confer before debriefing or announcing the result of the test to the Candidate. This is to ensure a common assessment standard.
- Remind the Examiner Applicant that the briefing and de-briefing are to be directed to the Candidate. The Inspector or Senior Examiner will emphasise that they will take no part in the conduct of the detail.
- Ask the Examiner Applicant if they have any questions and confirm that they have been adequately briefed.

3. Examiner Applicant Flight Briefing

The Examiner Applicant should be allowed to brief the Candidate(s) uninterrupted following the guidance in the appropriate FEM chapter. The briefing should include at least the following elements:

- Purpose of the skill test;
- Applicable weather minimum;
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules;
- Examiner responsibility;
- Freedom for the Candidate to ask questions;
- A safety and emergency briefing for the briefing room, Aircraft or Simulator.
- Review of relevant parts of Operating Manuel and Safety Manuel of the ATO. For this purpose, candidate(s) must make available to the Examiner Applicant the Operations Manual and the safety manual of the organisation (ATO, AOC…)

4. Oral Examination on Ground

The Inspector or Senior Examiner should be satisfied that the Examiner Applicant demonstrates adequate knowledge of the regulatory requirements associated with the function of an examiner.

The Oral Examination on the Ground is a critical component of the testing process. It allows the examiner to assess the candidate's theoretical knowledge and ability to apply this knowledge in a practical context. This part of the test is necessary to ensure that the candidate possesses a solid understanding of the principles that govern flight operations, emergency procedures, and other regulatory requirements.

The Oral Examination on the Ground contents are comprised of

- Aircraft general knowledge & performance
- Planning and operational procedures
- Other required subjects
- Safety considerations

5. Skill Test Items (Assessment of Competence)

The following tables are designed to give the Inspector or Senior Examiner guidance when assessing the competency of the Examiner Applicant during the AoC. The assessment items are stated in the left column. Expanded guidance and additional explanations are provided in the right column. This will aid the Inspector or Senior Examiner when debriefing the Examiner Applicants performance and analysing each section of the test in relation to specific competencies required for a successful outcome.

AOC examiner form for aeroplanes, helicopters, Gliders or ballons is referenced PEL-EX-FM-018

Section 1 - Qualification, Training & Records Verification		
1.1	Valid Pilot Licence & Ratings	
1.2	Valid Instructor/Examiner Certificate	
1.3	Valid Medical Certificate (if required)	
1.4	Knowledge of CAAT Regulations/ FCL	
1.5	PEL-EX-FM-028 & Examiner Standardisation (Initial only)	
1.6	PEL-EX-FM-026 Assignment Log (Renewal/ DO only)	
1.7	Enforcement Log Findings & Notifications (Renewal/ DO only)	

Section 2 - Oral Theoretical Examination (Ground)

2.1	**Aircraft general knowledge & performance**	• *The Examiner Applicant should refer to the METHOD AND CONTENTS OF THE TEST OR CHECK given in the relevant TCAR PEL Part FCL Subpart K.* • *This part of the test is necessary to ensure that the candidate possesses a solid understanding of the principles that govern flight operations, emergency procedures, and other regulatory requirements.*
2.2	**Planning and operational procedures**	
2.3	**Other required subjects**	
2.4	**Safety considerations**	

Section 3 - Briefing the Candidate		
3.1	the objective of the flight	
3.2	licensing checks, as necessary	
3.3	freedom for the 'candidate'to ask questions	
3.4	operating proceduresto be followed (for example operators manual)	• *The Examiner Applicant gives the candidate time and facilities to prepare for the test flight.* • *Demonstrates an appropriate level of engagement and interaction with the candidate.* • *Uses a board or other visual mediums during the briefing.* • *All briefing items comprehensively and constructively delivered.* • *Introduces non-technical competency and behavioral markers appropriately.* • *Generates a positive and constructive atmosphere.* • *Answers questions from the Candidate and provides references where applicable.* • *Invites Questions.* • *Clear structure and clarity of the test profile.* • *Generates a high level of engagement.* • *Defines clearly what is expected of the crew.* • *Pass, fail, and partial pass criteria including test limitations* • *Appropriate safety and emergency briefing.* • *Makes appropriate reference to company behavioural marker scheme if applicable.*
3.5	weather assessment	
3.6	operating capacity of 'candidate' and examiner	
3.7	aims to be identified by 'candidate'	
3.8	simulated weather assumptions (for example icing and cloud base)	
3.9	use of screens (if applicable)	
3.10	contents of exercise to be performed	
3.11	agreed speed and handlingparameters (e.g. V-speeds, approach minima)	
3.12	use of R/T	
3.13	respective roles of 'candidate' and examiner (for example during emergency)	
3.14	administrative procedures (for example submission offlight plan).	

Section 4 - Conduct of Test		
4.1	**involvement of examiner in a MP operating environment**	Note regarding point 1: please refer to paragraph 2 of the related FEM Chapter
4.2	**the need to give the 'candidate'precise instructions**	• *The Examiner Applicant should maintain the necessary level of communication with the candidate.* • *Comprehensively observes the Candidate's conduct and performance.* • *Makes a comprehensive observation of the candidate's R/T standards.* • *Takes clear, accurate and effective notes.* • *Never obstructs or distracts the crew under test, acting intuitively to not impede the efficient conduct of the flight.* • *Does not intervene unless absolutely necessary.* • *Advocates Health & Safety and crew welfare and ensures that this is to the highest standards at all times.* • *In an aircraft - demonstrates the best possible practice to avoid an unsafe situation developing.* • *Correctly sequences failures.* • *Role play of other agents responsive to crew actions.* • *Flexible where necessary to adjust the test item sequence to optimize time management.* • *Skilled use of Repeats for maximum value of the candidate.* • *Make effective use of available simulator functions and time to create a realistic checking environment.* • *Allows Candidate to demonstrate situational awareness with regard to position and time available.* • *Uses flight freezes and repositions appropriately and ensures the crew are aware of their position following the use of these functions.* • *The standard of radiotelephony demonstrated by the Examiner Applicant should be assessed and must be at the high standard.*
4.3	**responsibility for safe conductof the flight**	
4.4	**intervention by examiner, when necessary**	
4.5	**use of screens**	
4.6	**liaison with ATC and the need for concise, easily understood intentions**	
4.7	**prompting the 'candidate' about required sequence of events (for example followinga go-around)**	
4.8	**keeping brief, factual andunobtrusive notes**	

Section 5 - Candidate Assessment		
5.1	**questions from the 'candidate'**	• *The Examiner Applicant should refer to the flight test tolerances given in the relevant TCAR PEL Part FCL appendix form.* • *Fully at ease with assessing the required standard and identifying this to the crew.* • *Assesses overall competency including non-technical performance with no missed items.* • *Clear and irrefutable evidence gathered to support their assessment.* • *Identifies in-depth root causes of performance.* • *Assesses areas of good performance as well as areas that require improvement.* • *Comprehensive knowledge of company behavioral markers when making an assessment as applicable.*
5.2	**give results of the test and anysections failed**	
5.3	**give reasons for failure**	

Section 6 – Debriefing		
6.1	**advise the candidate on howto avoid or correct mistakes**	• *The Examiner Applicant should demonstrate the ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items.* • *A balance between friendliness and firmness should be evident.* • *A proficient facilitator always moving the de-brief in the required direction.* • *Allows the crew to drive the conversation whilst controlling the debriefing agenda.* • *Integrates company behavioral markers into all aspects of the operation when applicable.* • *Checks understanding and summarizes the saliant debrief points.* • *Maintains awareness of the Candidate's welfare.* • *Assesses areas of good performance as well as areas that require improvement.* • *Clear understanding of root causes to all actions.*
6.2	**mention any other pointsof criticism noted**	
6.3	**give any advice considered helpful**	

Section 7 – Recording of Documentation		
7.1	**the relevant test or check form**	• *The Examiner applicant should demonstrate the ability to complete the relevant records correctly.* • *Demonstrate concise & factual contemporaneous note taking.* • *Demonstrates adherence to the Candidates Licencing Authority's forms and requirements.* • *Is mindful of their Data Protection responsibilities.*
7.2	**license entry**	
7.3	**notification of failure form**	
7.4	**relevant company forms wherethe examiner has privileges of conducting operator proficiency checks**	

Section 8 – Demonstration of Theoretical Knowledge		
8.1	**The Examiner Applicant should demonstrate to the inspector Inspector or Senior Examiner** **a satisfactory knowledge of the regulatory requirements associated with the function of an examiner**	• *Excellent standard of regulatory and theoretical knowledge* • *The Inspector or Senior Examiner should assess the level of the examiner knowledge throughout the EAoC (Examiner Assessment of Competence) and use that assessment to form a judgement.*
8.2	**Examiner behaviour/ non-technical competencies**	

6. Standard of Completion

The examiner assesses the candidate's performance according to defined standards, ensuring that each item of the test is completed within the established tolerances.

This chapter outlines the procedures and criteria for assessing the completion of tests conducted by Flight Examiners and ATC Assessors. The purpose of this standard is to ensure that assessments are thorough, accurate, and reflect the candidate's true abilities. The examiner or assessor must adhere to established pass/fail criteria for each section of the test, ensuring that all aspects of the test are conducted and evaluated in accordance with the relevant test appendices.

6.1 Outcome of the Test

After completing all sections of the test, the examiner or assessor will assess the overall performance and determine the outcome based on predefined criteria. There are three possible outcomes:

a. Pass:

The candidate will be considered to have passed the test if they demonstrate the required level of knowledge, skill, or proficiency. Additionally, the candidate must remain within the performance tolerances specified for the license or rating being evaluated.

b. Fail:

The test will be considered failed if any of the following occur:

1) Performance tolerances have been exceeded, despite allowances for factors such as turbulence or atc instructions.
2) The objectives of the test or check are not completed.
3) The test or check is completed, but at the expense of safe flight, violation of rules, poor airmanship, or rough handling.
4) An acceptable level of knowledge is not demonstrated.
5) An acceptable level of flight or workload management is not demonstrated.
6) The examiner or assessor's intervention is required to ensure the safety or continuity of the operation.

c. Partial Pass:

A partial pass is awarded when certain elements of the test meet the required standard, while others do not. The specific criteria for partial passes will be outlined in the relevant skill test appendix. The examiner or assessor will provide feedback and indicate which items require further evaluation or reattempt.

6.2 Assessment of Test Items

Each test item or section must be evaluated independently, with each item either passed or failed. Failing one item does not necessarily mean that the entire test has been failed, though failing certain items in critical sections may impact the overall performance evaluation.

1. **Failed Item**: A failed item must be recorded and assessed independently. If an item fails, the examiner or assessor must assess whether it constitutes a critical failure that impacts the candidate's ability to perform other aspects of the test or flight safety. If not, the candidate may proceed with the remaining items.
2. **Impact of a Failed Item**: In the case of a type rating skill test, a failed item within a section does not necessarily result in failing the entire section. The examiner or assessor will assess the item separately, and the candidate may be required to retake only the failed item.
3. **Marginal Performance**: Marginal or questionable performance on a test item should not unduly influence the assessment of subsequent items. The examiner or assessor should focus on the overall performance and not give excessive weight to a single marginally performed item.

6.3 Test Termination

The test may be terminated early if the examiner or assessor determines that the candidate's performance is inadequate or continuing the test may compromise safety. The examiner must document the reasons for termination and inform the Personnel Licensing Department of the decision.

6.4 Criteria for Terminating the Test

a. **Inadequate Performance**: The test should be terminated if the examiner or assessor determines that the candidate's performance is substandard and unlikely to improve with further attempts.

b. **Safety Concerns**: The test must be stopped if continuing would compromise safety, including situations where the candidate's actions may result in dangerous conditions or violate aviation regulations.

c. **Failure to Meet Critical Standards**: The examiner or assessor may decide to terminate the test if the candidate fails to demonstrate key competencies or violates essential rules.

d. **Candidate's Decision**: If the candidate opts not to continue the test and the reason is deemed inadequate by the examiner or assessor, the candidate will be assessed as failing the sections not completed.

6.5 Repeat Item Flow Chart

The Repeat Item Flow Chart outlines the decision-making process when a candidate must repeat a maneuver or procedure during the test. This structured approach ensures fairness and consistency, while providing the candidate an opportunity to improve.

6.5.1 Process for Repeat Items:

Step	Decision	Next Step
1. **Test Item Performance**	Is the maneuver or procedure performed incorrectly or unsatisfactorily?	Yes → Go to Step 2; No → Go to "End: Test Passed"
2. **Item Incorrectly Performed?**	Is the item eligible for repetition?	Yes → Go to Step 3; No → Go to "End: Test Passed"

Step	Decision	Next Step
3. **Item Eligible for Repetition?**	Does the examiner or assessor believe the candidate can improve with one more attempt?	Yes → Go to Step 4; No → Go to Step 5
4. **Can Candidate Improve?**	Is the candidate's performance unacceptable for a retest?	Yes → Go to "Repeat Item Failed?"; No → Go to "Repeat Item Passed?"
5. **Performance Unacceptable for Retest?**	Has the candidate passed the item after the second attempt?	Yes → Go to "End: Test Passed"; No → Go to "End: Test Failed"
6. **Repeat Item Passed?**	Was the failed item critical to the overall test?	Yes → Go to "End: Test Failed"; No → Go to "End: Test Passed"
7. **Failed Item Critical to Overall Test?**	Does the candidate's performance indicate they are unfit for the test?	Yes → Go to "End: Test Failed"; No → Go to "End: Test Passed"
8. **End: Test Passed**	The candidate has successfully completed the test.	Completed
9. **End: Test Failed**	The candidate has failed the test due to repeated critical failures or safety issues.	Completed

6.6 Documentation and Notification

a. Documenting Actions: The examiner or assessor must document all actions taken regarding repeated items in the checklist. This ensures transparency and accountability.

b. Informing the Examination Division: If a candidate has failed the test and a new test is scheduled, the examiner or assessor must inform the Examination Division at **flighttest_result@caat.or.th or pel_ex@caat.or.th** before proceeding with the next test.

7. Competence Assessment Guidance

This involves guidance provided to the examiner on how to assess the candidate's competence, using specific criteria to determine whether the candidate has passed or failed each part of the test.

8. Test Debriefing

The Inspector or Senior Examiner will discuss the assessment with the Examiner Applicant before the Candidate is debriefed and informed of the result.

If the Inspector or Senior Examiner agrees with the Examiner Applicant's assessment of the Candidate, the Examiner Applicant should proceed with the de-briefing of the Candidate. If the Examiner Applicant's assessment is different from that of the Inspector or Senior Examiner, the result should be discussed, and the standards explained to the Examiner Applicant.

When the Inspector or Senior Examiner is satisfied that correct assessment standardization has been agreed, the Examiner Applicant should carry out the de-briefing as per the applicable FEM chapter and if all other aspects of the assessment are satisfactory the AoC may be assessed as a 'Pass'.

the Inspector or Senior Examiner remain responsible to fill the relevant an applicable of **PEL-EX-FM-018** for the benefit of the candidate because the Examiner applicant do not hold the privileges to do so.

If the Inspector or Senior Examiner is not satisfied that the Examiner Applicant has demonstrated the required standard in the conduct of the entire check or assessment, the Inspector or Senior Examiner should de-brief the Candidate and complete the paperwork

9. Completion of All Applicable Records

All relevant records required by the CAAT must be completed. Please refer to the CAAT procedures.

For a failed Assessment of Competence, the justification for failure must be printed on the examiner report. The ground for failure must be clear and based on factual evidence. Any retraining recommendation should be written in the examiner report.