

### Instructions for Form Completion

#### **PEL/CLR/028 – Skill Test or Proficiency Check for ATPL/CPL and Type/Instrument Ratings (Helicopter)**

##### Notes for Examiner to Administer Skill Test or Proficiency Check

- 1) All information should be filled with BLOCK LETTERS. All dates should be completed in “dd/mm/yyyy” format.
- 2) The following symbols in the form have the meaning of:
  - \* Fly solely with reference to flight instruments
  - M** Mandatory item
  - FFS Full Flight Simulator
  - LDP Landing Decision Point
  - SEH Single Engine Helicopter
  - TDP Take-off Decision Point
- 3) Items marked with an asterisk (\*) shall be flown solely by reference to flight instruments. If this condition is not met (or if the applicant fails or does not take Section 5) during the skill test or proficiency check, the candidate’s type rating privilege will be restricted to VFR only. For IR proficiency check only, Section 1 and Section 5 must be completed.
- 4) A letter **M** appears in “Test/Check in FFS or A/C” column indicates that the item is a mandatory exercise. Any of the remaining items may be tested/checked at the examiner’s discretion.
- 5) All performance data for take-off, approach and landing shall be calculated by the test/check candidate in compliance with the approved operations / flight manuals for the aircraft and should be agreed with the examiner.
- 6) Decision Height/Altitude, Minimum Descent Height/Altitude and Missed Approach Point for each procedure flown should be determined by the test/check candidate.
- 7) Manoeuvres and procedures shall include multi-crew cooperation for multi-pilot helicopter.
- 8) Manoeuvres and procedures shall be conducted in single pilot role for single pilot operations.
- 9) Examiner must address CRM on each Skill Test or Proficiency Check.
- 10) Where the Skill Test or Proficiency Check is concluded by more than one examiner, each examiner should present his/her name and examiner authorization number at least once in the form.

##### PASS / FAIL Policy

- 1) The candidate shall pass all the applicable sections in order to pass the Skill Test or Proficiency Check.
- 2) The examiner shall record the reason(s) for any item assessed as “FAIL” in the “Remarks” section in the Test Summary page.
- 3) Failure to achieve PASS in all the applicable sections will require the candidate to re-take the entire test/check again. However, at the discretion of the examiner, unsatisfactory manoeuvre or procedure of a test/check item may be repeated ONCE by the candidate. The examiner shall then mark “Second Attempt” box of that item regardless of PASS or FAIL.
- 4) The examiner may stop the test/check at any stage if it is considered that the candidate’s demonstration of flying skills requires a complete re-test/re-check. The Test/Check result will be concluded as FAIL in this case.
- 5) Should the test/check candidate choose not to continue with the test/check for reasons considered inadequate by the examiner, the candidate will be regarded as having failed those items not attempted.
- 6) Should the test/check be terminated for reasons considered adequate by the examiner, only those items/sections not completed shall be tested/checked in a further session. In such case, the same form shall be used for the remaining items.

Instructions for Form Submission

- 1) INCOMPLETE FORM OR FORM WITH DEFICIENCIES WILL BE REJECTED FOR ANY APPLICATION PROCESS.
- 2) In case of Skill Test performed for the purpose of:
  - initial issue of pilot license, rating(s), or removal of restriction(s) on rating(s); or
  - renewal of lapsed pilot license or rating(s)

the ORIGINAL of the completed form shall be submitted to AACM. The examiner, or the organization which the examiner is affiliated with, shall keep a copy of the form in accordance with the provisions in the Guidance for Authorized Examiners.
- 3) In case of Proficiency Check performed for the continued validity of the ratings endorsed in the flight crew license, a COPY of the form shall be forwarded to AACM within 15 calendar days from the date of check completed. Copy of the form may be sent by email to **licensing@aacm.gov.mo** or by fax **(+853) 8796 4188**.