

# How to:



# Get Your Instructor Certificate Back

*And keep it current!*

A Practical Guide by Steve Pells

Designed for iPad

Feedback or instructor/examiner requests to [sdpells@hotmail.com](mailto:sdpells@hotmail.com) or +44 (0)7478 333367

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# Abbreviations

<b>(A)</b>	Aeroplane	<b>FI</b>	Flight instructor	<b>MP</b>	Multi-pilot or Manifold pressure
<b>ACA</b>	Asymmetric committal altitude	<b>FI (R)</b>	Restricted Flight instructor	<b>MPA</b>	Multi-pilot aeroplane
<b>ACH</b>	Asymmetric committal height	<b>FIC</b>	Flight instructor course	<b>MPL</b>	Multi pilot licence
<b>AFM</b>	Aeroplane flight manual	<b>FICI</b>	Flight instructor course instructor	<b>Nm</b>	Nautical mile
<b>AoB</b>	Angle of Bank	<b>FIE</b>	Flight instructor examiner	<b>NPPL</b>	UK national private pilot's licence
<b>AoC</b>	Assessment of competence	<b>FNPT</b>	Flight navigation procedures trainer	<b>OEI</b>	One engine inoperative
<b>ATO</b>	Approved training organisation	<b>FSTD</b>	Flight simulation training device	<b>OPC</b>	Operator's proficiency check
<b>ATPL</b>	Airline transport pilot's licence	<b>FT</b>	Follow through	<b>P1</b>	Pilot in command
<b>BIFM</b>	Basic instrument flight module	<b>G/A</b>	Go-around	<b>P1/s</b>	Pilot in command under supervision
<b>BIR</b>	Basic instrument rating	<b>(H)</b>	Helicopter	<b>PIC</b>	Pilot in command
<b>BITD</b>	Basic instrument training device	<b>HDG</b>	Heading	<b>PICUS</b>	Pilot in command under supervision
<b>CAA</b>	Civil aviation authority	<b>HoT</b>	Head of Training	<b>PoH</b>	Pilot's operating handbook
<b>CB-IR</b>	Competency based IR	<b>IF</b>	Instrument flight	<b>PPL</b>	Private pilot's licence
<b>CBM-IR</b>	Competency based modular IR	<b>IFR</b>	Instrument flight rules	<b>PuT</b>	Pilot under training
<b>CCC</b>	Course completion certificate	<b>IMCR</b>	UK IMC Rating	<b>QXC</b>	Qualifying cross country (defunct)
<b>CCQ</b>	Cross crew qualification	<b>IMC</b>	Instrument meteorological conditions	<b>ROC</b>	Rate of climb
<b>CFI</b>	Chief flying instructor	<b>IR</b>	Instrument rating	<b>ROD</b>	Rate of descent
<b>CPL</b>	Commercial pilot's licence	<b>IRE</b>	Instrument rating examiner	<b>RTO</b>	Rejected take-off
<b>CRE</b>	Class rating examiner	<b>IRI</b>	Instrument rating instructor	<b>RW R/W</b>	Runway
<b>CRI</b>	Class rating instructor	<b>IRR</b>	IR renewal & revalidation examiner	<b>S&amp;L</b>	Straight and level
<b>CRM</b>	Crew resource management	<b>IR(R)</b>	Instrument rating (Restricted)	<b>SE</b>	Single-engine or Senior Examiner
<b>CSU</b>	Constant speed unit	<b>JAR</b>	Joint airworthiness Regulations	<b>SEP</b>	Single-engine piston
<b>DTO</b>	Designated training organisation	<b>LAPL</b>	Light aircraft pilot's licence	<b>SFI</b>	Synthetic flight instructor
<b>EASA</b>	European Union Aviation Safety Agency	<b>LIFUS</b>	Line flying under supervision	<b>STI</b>	Synthetic training instructor
<b>EFATO</b>	Engine failure after take-off	<b>LPC</b>	Licence proficiency check	<b>SPA</b>	Single pilot aeroplane
<b>EIR</b>	En-route instrument rating	<b>MCC</b>	Multi crew co-operation	<b>SPHPCA</b>	SP high performance complex aircraft
<b>FCL</b>	Flight crew licencing	<b>MCCI</b>	Multi crew co-operation instructor	<b>SPIC</b>	Student pilot in command
<b>FE</b>	Flight examiner	<b>ME</b>	Multi-engine	<b>SSEA</b>	Simple single-engine aeroplane
<b>FFS</b>	Full flight simulator	<b>MEP</b>	Multi-engine piston	<b>SSR</b>	Standard stall recovery

<b>SVFR</b>	Special VFR	<b>VAT</b>	Threshold speed	<b>VREF</b>	Final approach reference speed
<b>TEM</b>	Threat & error management	<b>VFR</b>	Visual flight rules	<b>VS</b>	Vertical speed
<b>TK</b>	Theoretical knowledge	<b>VMC</b>	Visual meteorological conditions	<b>Vs1</b>	Stall spd in a specific configuration
<b>TKI</b>	Theoretical knowledge instruction/or	<b>Vmc</b>	Minimum control speed	<b>Vs0</b>	Stall speed in landing configuration
<b>TMG</b>	Touring motor glider	<b>Vmca</b>	Minimum control speed in the air	<b>Vtoss</b>	Take of safety speed
<b>TOC</b>	Top of climb	<b>VP</b>	Variable pitch	<b>Vx</b>	Best angle of climb speed
<b>TOD</b>	Top of descent	<b>Vr</b>	Rotate Speed	<b>Vxse</b>	Best angle of climb speed single eng
<b>TRI</b>	Type rating instructor			<b>Vy</b>	Best rate of climb speed
<b>Ts &amp; Ps</b>	Temperatures and pressures			<b>Vyse</b>	Best rate of climb speed single eng

# 1: Why do I want my Instructor certificate back?

Many pilots allow their FI or CRI certificate to expire, either due to lack of funds or inclination to fly. Once expired, there is a tendency to think that it is all too difficult to renew it. However, it can be made relatively painless.

Renewing your FI or CRI certificate can be a very rewarding experience and may be required as part of a job application process.

This guide will show you the steps required to carry out this procedure.

While we are here, let's clarify a few terms:

## **Renewal:**

The process of making a rating or certificate valid again after it has already expired. This always needs an examiner and usually an instructor too.

## **Revalidation:**

The process of extending the validity of a rating or certificate while it is still valid. For an instructor certificate this will always need an examiner (FIE).

## **Proficiency Check:**

The flight test, conducted by an examiner, to renew an expired aircraft rating.

## **Assessment of Competence:**

The flight test, conducted by an FIE, to renew the expired instructor certificate.

## 2: How do I know if my Instructor Certificate is valid or expired?

There are 2 ways to tell if your FI or CRI certificate has expired.

1: The date in the 'Valid Until' box has passed without a new one being filled in:

XII - CERTIFICATE OF REVALIDATION					
Rating Certificate Endorsement	Date of Rating Test	Date of IR Test	Valid Until	Examiner's Certificate Number	Examiner's Signature
FI(A)	16/01/2018	N/A	30/09/2021	CAA0013	
IRI(A)	16/01/2018	N/A	31/01/2021	CAA0013	
<del>B77H/787/IR(A)</del> LV	3/9/17	3/9/2017	30/9/2018	GS2 202256A	

On the left, you will see section XII of a UK Part-FCL licence with 3 entries.

Note the FI (A) expired on 30 Sep 2021.

There are no further instructor entries on the licence, so this privilege has expired.

However, because the FI is still on the front of the licence it is easier and cheaper to renew it.

2: The FI or CRI certificate appears on the back (reverse) of the licence.

Note: This page does not form part of the licence

Ratings previously held by holder
Licence Number GBR.FCL.PP.123456F.A
Last and first name of holder BLOGGS, Joe Paul
Class/Type/IR
MEP (land)
Instructors
FI

On the left, you will see part of the reverse of a pilot's licence. This shows all the ratings and certificates that have expired and were previously held.

Every time you have your licence re-issued by the CAA, any unexpired ratings will be removed from the front and placed on the reverse. Licence reissue could happen for several reasons:

- Change of address,
- A lost licence
- When adding a new rating

Once the instructor certificate is transferred to the reverse of the licence, it becomes harder and more expensive to have it renewed. However, still perfectly possible.



### 3: How to start the procedure







If you haven't flown a light aircraft in the UK for some time, you will want a refresher of the rules.

The best way to do this is to download for free from the CAA Website, the [Skyway Code](#). This very informative document can be found by googling 'Skyway Code' (make sure you get Version 4 or later) or clicking on the link above.

It is available in pdf format and contains a wealth of information.

Whichever way you do it, you are going to need an instructor and an examiner. You will also need an ATO (Approved Training Organisation) - basically a flight school, and the CAA. Let's talk about each of these in turn:

<p><b>Instructor</b></p> 	<p>You are going to need an instructor since training is almost always required.</p> <p>For an expired FI or CRI, the requirement is usually – training as required to pass the Assessment of Competence. If the certificate has literally only just expired by a few days or weeks, then the ATO may decide that no training is required. The instructor you choose needs to be part of an ATO and needs to be an FIC instructor FI(j). He or she will likely be an instructor at a flying school that has approval for instructor courses (not all do).</p> <p>The Head of Training at the ATO will decide how much training you need, and he/she will sign the course completion certificate <a href="#">SRG 5018</a>. This will be your recommendation for test that the examiner will need to see.</p>
<p><b>Examiner</b></p> 	<p>You are going to need an examiner to conduct the Proficiency Check (PC). You can find one by contacting your local flying school or your instructor may know or even be an examiner.</p> <p>If the instructor is also an examiner, then it is perfectly OK for him to train you on one (or more) flight(s), and then examine you on a separate flight.</p> <p>The examiner will want to see a course completion certificate (CCC) <a href="#">SRG 5018</a>.</p> <p>After the test, the examiner will give you some paperwork (<a href="#">SRG 1169</a>) after a successful proficiency check which you will need in the processes that follow. The examiner can also give you a temporary certificate which allows you to fly straight away and is valid for 8 weeks.</p>
<p><b>ATO</b></p> 	<p>You will need to attend instructor refresher training (previously called a seminar). This is a 2 day course either in person or on-line. You will be issued a certificate of attendance at the end. Only a few ATOs provide such training. <a href="#">On Track Aviation</a> is an example of one that does.</p> <p>You will also need flight training. The instructor you choose needs to be part of an ATO and needs to be an FIC instructor FI(j). He or she will likely be an instructor at a flying school that has approval for instructor courses (not all do).</p> <p>The Head of Training at the ATO will decide how much training you need, and he/she will sign the course completion certificate <a href="#">SRG 5018</a>. This will be your recommendation for test that the examiner will need to see.</p>
<p><b>CAA</b></p> 	<p>If the expired Instructor Certificate is on the <b>front</b> of your licence (Section XII), then the examiner will sign your licence for another 3 years (plus the remainder of the current month). You will pay the examiner privately (normally £150-300) for this service. Paperwork will be sent to the CAA. You won't get a reply and you are ready to fly.</p> <p>If the expired MEP (land) rating is on the <b>reverse</b> of your licence, then the examiner cannot sign it. You must apply to the CAA on on-line form <a href="#">SRG 3108</a> attaching a copy of your licence and the examiner's paperwork (<a href="#">SRG 1169</a>). You will also have to pay a fee to the CAA which stands at £104.</p> <p>The CAA will send you a new licence in the post. Be sure to check it for errors and then sign it.</p>

## 4: The Training

### 4a: The Instructor Ground Refresher Training

You will need to attend instructor refresher training (previously called a seminar). This is a 2 day course either in person or on-line. You will be issued a certificate of attendance at the end. Only a few ATOs provide such training. [On Track Aviation](#) is an example of one that does.

The seminar will cover a lot of ground and keep you up to date with the latest legal and practical changes.

### 4b: The Instructor Flight Refresher Training

You can expect the flight training to be preparation for the Assessment of Competence which you will have to pass with the FIC. More about this in Section 5, but basically you will need to be able to do the following:

- A long briefing or lecture. The FIC will give you a topic several days before the training. You will give a roughly 45 minute presentation on that topic to him with questions at the end.
- A short pre-flight briefing based on the flight lesson that the FIC should notify you of in advance.
- The flight during which you will act as instructor and the FIC will act as a student for the lesson previously notified.
- Extra flight exercise at the discretion of the FIC: Often stalling, forced landing and circuits.
- Oral questions. The FIC will probe knowledge of the PPL syllabus subjects.

Your FIC instructor will make sure you are confident at all of these before recommending you for test by completing a course completion certificate.

This can take from as little as 2 hours to several hours for instructors who are well out of practice.



# 5: The Assessment of Competence

Details of the content of a single pilot instructor assessment of competence can be found in [CAA Standards Document 10](#). This is a slightly cumbersome document so the following describes what to expect.

- A long briefing or lecture. The FIE will give you a topic several days before the AoC. You will give a roughly 45 minute presentation on that topic to the FIE with questions at the end.
- A short pre-flight briefing based on the flight lesson that the FIE should notify you of in advance.
- The flight during which you will act as instructor and the FIE will act as a student for the lesson previously notified.
- Extra flight exercise at the discretion of the FIE: Often stalling, forced landing and circuits.
- Oral questions. The FIE will probe knowledge of the PPL syllabus subjects.

## Instructor Competencies

Instructor competencies will be scored against the following items:



A typical examiner brief is shown below:

## FI/CRI/IRI Renewal/Revalidation Pre-Flight Brief

<b>Greet:</b>	<ul style="list-style-type: none"> <li>● Can you do this test? Are your ratings/certificates valid? Friend or family? CAA designation. Insurance?</li> <li>● Establish ID: Passport, Driving licence etc. Experience levels. Health &amp; Safety (fire). Toilets, Briefing Facilities, Booking Out. Etc.</li> </ul>
<b>Weather:</b>	<ul style="list-style-type: none"> <li>● <b>General:</b> Do you think the weather is suitable for what we need to do? Weather suitable for departure and arrival in VMC/VFR.</li> <li>● <b>Viz:</b> Normally 6000m+ but never less than 3000m.</li> <li>● <b>Wind:</b> Max 30kt wind speed, X-wind: aeroplane limits.</li> <li>● <b>Cloud:</b> Suitable for stalling and spinning. Minimum 2500' agl. Other exercises not less than 1500' agl. Never less than 1100' agl.</li> </ul>
<b>Documents &amp; Experience:</b>	<ul style="list-style-type: none"> <li>● Instructor Course Completion Certificate (<b>CAA 5018</b>). Check pre course assessment on <b>CAA 5018</b> (FI only).</li> <li>● <b>SRG 2159</b> (On-line application for Issue, renewal &amp; revalidation).</li> <li>● Recommendation for test. Training Records. Previous Tests?</li> <li>● Logbook, Licence &amp; Medical (Class 2 OK for PPL). Valid SEP rating.</li> </ul>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>● <b>An opportunity to demonstrate your ability to give instruction to a student pilot both in the air and on the ground.</b></li> <li>● You are required to manage <b>TEM</b> throughout. What threats do you see for the flight today? Ask <b>questions</b> at any time.</li> </ul>
<b>Assessment Criteria:</b>	<p>Throughout the day you will be assessed on the Standard <b>Instructor Competencies</b> (see card/next page):</p> <p>In addition, you will be assessed on the following practical skills:</p> <ul style="list-style-type: none"> <li>● Ability as an instructor to impart knowledge and skill.</li> <li>● Flying ability, accuracy, demonstrations, airmanship and making efficient use of time and airspace.</li> <li>● Knowledge of teaching exercises and their sequencing.</li> <li>● Student involvement.</li> <li>● Accuracy and synchronisation of 'patter'.</li> <li>● Technical knowledge and standardisation of exercises.</li> <li>● Analysis, correction and debrief of faults.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>● I am the legal commander of the a/c but will act as a student pilot of average ability, who has completed all the elements of the course prior to today's lesson, including any pre-lesson study that you prescribed. You will act as the legal commander.</li> <li>● <b>RT, NAV, TEM &amp; Lookout:</b> You will be responsible throughout.</li> </ul>
<b>W&amp;B and RW Perf:</b>	<ul style="list-style-type: none"> <li>● Plan fuel and oil for a 90 minute flight plus any reserve and contingency that you deem necessary. May need to be flexible. <b>Plan B.</b></li> <li>● My weight is .....lbs/.....kg.</li> <li>● Prepare Mass &amp; Balance calculations for the aircraft with the fuel load we have today.</li> <li>● Prepare take-off and landing performance for the actual conditions today, in accordance with the PoH/AFM.</li> </ul>
<b>Format:</b>	<p><u>The assessment will consist of:</u></p> <ul style="list-style-type: none"> <li>● A pre-flight briefing which you will deliver to the student.</li> <li>● An in-flight lesson relating to that briefing. Also other exercises at my discretion.</li> <li>● A post-flight debrief of the 'student'.</li> <li>● A lecture to one or more students and myself on a topic previously agreed.</li> <li>● An oral theoretical knowledge section.</li> </ul>

<b>Sequence of Assessment</b> (Order to be determined by FIE)	
<b>Section 2: Pre-Flight Briefing:</b>	<ul style="list-style-type: none"> <li>● I will ask you to give me a pre-flight briefing on one of the syllabus exercises. We will then use this as the main lesson to be taught in the air. You will have 15 mins after this brief to prepare. Today's lesson will be ..... . Remember that, as well as teaching this lesson, you will be monitoring my performance for any mistakes and also to give a post flight debrief.</li> </ul>
<b>Sections 3,4,5 &amp; 6:  Flight  Flight Overview:</b>	<p><b>The flight will be:</b></p> <ul style="list-style-type: none"> <li>● Assume first flight of the day. Be prepared to explain to student what you are checking. Start-up, checks, taxi, take-off, departure.</li> <li>● The main lesson that was briefed on the ground. When I have seen enough of this, I will re-brief you for the secondary exercises.</li> <li>● You can expect the secondary exercises to include: steep turns, stall recovery in landing configuration, PFL, weather avoidance and a flapless circuit. You can assume that I've done all the required training up to that exercise and that I've been briefed before flight. After flight, you will be required to debrief me on my performance as a student pilot.</li> <li>● For MEP instructors this must include EFATO and asymmetric go-around and landing.</li> </ul>
<b>Operation of A/C:</b>	<ul style="list-style-type: none"> <li>● Operate the flight according to the PoH/AFM, National Rules &amp; Regulations and the ATO rules.</li> <li>● Use the checklist &amp; verbalise your checks, especially during emergencies.</li> <li>● When controlling a/c, standard procedure to be used, 'Follow me through', 'Relax, 'You have control', 'I have control'.</li> <li>● <b>Use of Notes:</b> Occasional reference to notes is OK, however, not to the detriment of the smooth flow or safety of the exercise.</li> </ul>
<b>Definitions:</b>	<ul style="list-style-type: none"> <li>● If I ask you to <b>DEMONSTRATE</b> a manoeuvre I want you to fly the exercise as a pure demonstration of flying skill.</li> <li>● If I ask you to '<b>PATTER</b>' an exercise I want you to talk through as you fly the manoeuvre or exercise, bringing out any relevant teaching points but without breaking the exercise down into a lesson or giving student practice.</li> <li>● Finally, if I ask you to '<b>TEACH</b>' an exercise or manoeuvre, I want you to break down the exercise into its' relevant parts and devise a lesson giving me practice as a student and noting or correcting any faults that I might display.</li> </ul>
<b>Practice Emergency:</b>	<ul style="list-style-type: none"> <li>● Touch Drills only, except throttle, fuel pump etc. Mayday calls to be simulated only!</li> </ul>
<b>Tolerances &amp; Mistakes:</b>	<ul style="list-style-type: none"> <li>● I expect you to be able to comfortably fly within the CPL ST tolerances for height, speed and heading (100ft/10kts/10deg).</li> <li>● Note taking - do not be concerned. Do not dwell on errors. After the flight I will retire to make my decision.</li> </ul>
<b>Real Emergencies:</b>	<ul style="list-style-type: none"> <li>● Please carry on until I decide I wish to intervene. I will help as needed.</li> </ul>
<b>7: Post-Flight De-Briefing:</b>	<ul style="list-style-type: none"> <li>● After the flight, I will ask you to debrief me as a student on my performance during the main exercise.</li> </ul>
<b>Section 1: Long Briefing &amp; TK Questions:</b>	<ul style="list-style-type: none"> <li>● Before or After the flight phase I will ask you to deliver the prepared long briefing/lecture.</li> <li>● Following that there will be a period of ground questioning. I will ask you some student questions on subjects chosen from the theoretical knowledge subjects, which will be relevant to typical flying problems. You are to use these questions as a teaching situation and treat me as a student pilot. Use the board and any visual aids to illustrate your answers. Remember that this is an opportunity to demonstrate your teaching skills and not just an assessment of knowledge. You will also be assessed on the ability to impart the knowledge of the subject to the student. Whilst assistance from notes, aids and other readily available reference materials is permissible, this should not detract from the overall flow and continuity of the lesson.</li> </ul>
<b>Admin:</b>	<ul style="list-style-type: none"> <li>● Fill out <b>SRG 1169</b>. Point out legal statement. Both parties sign. What time do you make it? Let's meet again in 15 mins at.....</li> </ul>

## Examiner's Record - FI(R)/FI/CRI/IRI/FIC Authorisation Test/Check Schedules - Aeroplane

Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.



Unique No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

### FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

### 1. Applicant Details To be completed by the Applicant

Surname ..... Forenames) .....

CAA reference number:

### 2. Test/Check Details To be completed by the Applicant

Type of Test: ..... Location: ..... Date: .....

A/C or STD reg & type: ..... Off blocks: ..... On blocks: .....

A/C or STD reg & type: ..... Off blocks: ..... On blocks: .....

Type (including variants): .....

FSTD Identification Number of simulator used (which must be approved in accordance with Commission Regulation (EU) 1178/2011 as amended): .....

Competent Authority issuing Qualification Certificate for the simulator: .....

Date flying training complete: .....

SECTION 1: Theoretical Knowledge	Pass	Fail	Observations/Reasons for Failure
Long Briefing Title	<input type="checkbox"/>	<input type="checkbox"/>	
a. Air law	<input type="checkbox"/>	<input type="checkbox"/>	
b. Aircraft general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	
c. Flight performance and planning	<input type="checkbox"/>	<input type="checkbox"/>	
d. Human performance and limitations	<input type="checkbox"/>	<input type="checkbox"/>	
e. Meteorology	<input type="checkbox"/>	<input type="checkbox"/>	
f. Navigation	<input type="checkbox"/>	<input type="checkbox"/>	
g. Operational procedures	<input type="checkbox"/>	<input type="checkbox"/>	
h. Principles of flight	<input type="checkbox"/>	<input type="checkbox"/>	
i. Training administration	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: Pre Flight Briefing	Pass	Fail	Observations/Reasons for Failure
a. Visual presentation and content	<input type="checkbox"/>	<input type="checkbox"/>	
b. Technical accuracy	<input type="checkbox"/>	<input type="checkbox"/>	
c. Clarity of explanation	<input type="checkbox"/>	<input type="checkbox"/>	
d. Clarity of speech	<input type="checkbox"/>	<input type="checkbox"/>	
e. Instructional technique including TEM/ CRM	<input type="checkbox"/>	<input type="checkbox"/>	
f. Use of model and aids	<input type="checkbox"/>	<input type="checkbox"/>	
g. Student participation	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Flight	Pass	Fail	Observations/Reasons for Failure
a. Arrangement of demonstration	<input type="checkbox"/>	<input type="checkbox"/>	
b. Synchronising of speech/demo	<input type="checkbox"/>	<input type="checkbox"/>	
c. Assessment and correction of student faults	<input type="checkbox"/>	<input type="checkbox"/>	
d. Aeroplane handling	<input type="checkbox"/>	<input type="checkbox"/>	
e. Instructional technique	<input type="checkbox"/>	<input type="checkbox"/>	
f. General airmanship/safety	<input type="checkbox"/>	<input type="checkbox"/>	
g. Positioning and use of airspace	<input type="checkbox"/>	<input type="checkbox"/>	
h. Risk assessment including TEM/CRM	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Main Exercise Title and No.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
i	<input type="checkbox"/>	<input type="checkbox"/>	
j	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 4: Mandatory Exercises and other exercises at Examiner's discretion	Pass	Fail	Observations/Reasons for Failure
a. Spin avoidance (SE aeroplane)	<input type="checkbox"/>	<input type="checkbox"/>	
b. Safety module	<input type="checkbox"/>	<input type="checkbox"/>	
c. Take-off and climb, engine failure after take-off (SE aeroplane)	<input type="checkbox"/>	<input type="checkbox"/>	
d. Approach, landing, missed approach	<input type="checkbox"/>	<input type="checkbox"/>	
e. Forced landing without power (SE aeroplane)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional exercises Title and No.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
f	<input type="checkbox"/>	<input type="checkbox"/>	
g	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 5: Multi engine (Aeroplane) - may be conducted in FNPT 2 or Simulator	Pass	Fail	Observations/Reasons for Failure
a. Engine failure (simulated) after take-off or on go-around	<input type="checkbox"/>	<input type="checkbox"/>	
b. Asymmetric approach and go-around	<input type="checkbox"/>	<input type="checkbox"/>	
c. Asymmetric approach and landing	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 6: Instrument Exercises - give exercise Title and No. in space provided	Pass	Fail	Observations/Reasons for Failure
a. Basic instrument flight	<input type="checkbox"/>	<input type="checkbox"/>	
b. Applied instrument flight	<input type="checkbox"/>	<input type="checkbox"/>	
c. Instrument approach	<input type="checkbox"/>	<input type="checkbox"/>	
d. Limited panel and unusual attitudes	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 7: Post Flight Debriefing	Pass	Fail	Observations/Reasons for Failure
a. Visual presentation and content	<input type="checkbox"/>	<input type="checkbox"/>	
b. Technical accuracy	<input type="checkbox"/>	<input type="checkbox"/>	
c. Clarity of explanation	<input type="checkbox"/>	<input type="checkbox"/>	
d. Clarity of Speech	<input type="checkbox"/>	<input type="checkbox"/>	
e. Instructional technique and facilitation	<input type="checkbox"/>	<input type="checkbox"/>	
f. Use of model and aids	<input type="checkbox"/>	<input type="checkbox"/>	
g. Student participation	<input type="checkbox"/>	<input type="checkbox"/>	

**3. APPROVED TRAINING ORGANISATION**

Approved Training Organisation (ATO): ..... ATO Approval No: .....  
Competent Authority issuing approval: .....  
Head of Training (block capitals): .....

Signature (Head of Training): ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**4. RESULT**

Tick appropriate box

Pass  Fail  Partial

Retest Requirement: ..... Rating Revalidated Until (if applicable): .....

I have received information from the applicant regarding their experience and instruction and certify that this complies with the requirements of EASA Part-FCL.

I have assessed the ICAO English Language Proficiency of the Applicant at Level 6: Yes  No\*  Not Assessed

(\*I have advised the Applicant to complete Form SRG 1199 and be assessed by an appropriate organisation, see CAP 804, Section 4, Part M.) Assessment is not required if Applicant holds Level 6.

Examiner's Name (block capitals): ..... Examiners Number: .....

Authorising Competent Authority: ..... Date of Examiners Briefing (if applicable): .....

Signature (Examiner): ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**5. TEST, CHECKS AND ASSESSMENTS OF COMPETENCE – NOTICE OF FAILURE**

**To be completed by examiner**

You are hereby notified that you have failed the ..... for the following reasons:  
.....  
.....

In accordance with Part FCL an Approved Training Organisation shall determine and deliver the required refresher/ remedial training prior to the applicant reattempting the skill test, proficiency check or assessment of competence. The applicant must provide evidence of this training to the examiner who conducts the next test, check or assessment of competence.

Minimum training recommended by the Examiner:  
.....

**I understand that I have failed the items notified above.**

I understand that I may not exercise the privileges of my ..... following the failure of this test, check or assessment of competence until the successful completion of training and a further test, check or assessment of competence.

Received (Applicant) Signature: ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**Civil Aviation Authority Regulation 6**

Regulation 6(5) of the Civil Aviation Authority Regulations 1991 as follows: Any person who has failed any test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may within 14 days of being notified of his failure request that the Authority determine whether the test or examination was properly conducted. In order to succeed you will have to satisfy the Authority that the examination or test was not properly conducted. Mere dissatisfaction with the result is not sufficient reason for appeal.



# Appendix 1: How to revalidate the FI Certificate.

An instructor certificate lasts for 3 years from the date of test/check plus the remainder of the month. Once valid again, it is important to know how to revalidate it to prevent it expiring again.

## **Revalidation of the FI Certificate**

Within the 3 year validity period of the certificate, 2 out of the following 3 must be completed:

- Complete 50 hours flight instruction. **Note:** If privileges for IR are included, then 10 hours instrument instruction must be completed in the final 12 months of validity. If only IR(R) instructional privileges are needed, then these 10 hours are not required. Hours flown as an examiner on flight tests counts as instructional hours for this purpose.
- Complete Instructor Refresher Training any time within the 3 year validity. This used to be called an in instructor seminar and is essentially the same – a 2 day course with multiple attendees collaborating on lectures and briefings as well as presentations and study groups.
- Complete an assessment of competence with an FIE in the final 12 months of validity. In this case, following a successful outcome, the FIE will sign the licence for another 3 years.
  - **Note:** An assessment of competence with an FIE is required at least every other revalidation.

In some parts of the CAA literature it is stated that the Refresher Training is to be carried out before the AOC. However in other parts it says that the 2 can be completed in any order. In practice, the order seems not to matter.

Then the on-line form [SRG 2159](#) should be completed.

## Appendix 2: How to revalidate the CRI Certificate.

An instructor certificate lasts for 3 years from the date of test/check plus the remainder of the month. Once valid again, it is important to know how to revalidate it to prevent it expiring again.

### Revalidation of the CRI Certificate

Within the 3 year validity period of the certificate, 2 out of the following 3 must be completed:

- Complete 10 hours flight instruction. Hours flown as an examiner on flight tests counts as instructional hours for this purpose.
- Complete Instructor Refresher Training any time within the 3 year validity. This used to be called an in instructor seminar and is essentially the same – a 2 day course with multiple attendees collaborating on lectures and briefings as well as presentations and study groups.
- Complete an assessment of competence with an FIE in the final 12 months of validity. In this case, following a successful outcome, the FIE will sign the licence for another 3 years. **Note:** An assessment of competence with an FIE is required at least every other revalidation.
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In some parts of the CAA literature it is stated that the Refresher Training is to be carried out before the AOC. However in other parts it says that the 2 can be completed in any order. In practice, the order seems not to matter.

Then the on-line form [SRG 2159](#) should be completed.