

BASE TRAINING EVALUATION FORM

CMR.PEL.FORM.022



CCAA

GENERAL

OBJECTIVE

The base training evaluation form is used:

- by the instructor when evaluating a trainee in base training or
- by the inspector evaluating the base training instructor

This form covers the case where the instructor conducting the base training is not a TRI.

After this check flight, that instructor will receive authority to train a pilot for base flights, using partially the privileges and the methods of a TRI to supervise a pilot during basic flight handling exercises.

BASE TRAINING SYLLABUS

The base training syllabus will comprise at least

- 1 normal take off with noise abatement procedure
- 1 take off with simulated engine failure
- 1 instrument approach
- 1 visual approach
- 1 missed approach
- 1 landing

The instructor will have full responsibility of the sequence of the exercises, but that sequence must be realistic.

Special care must be exercised in case of accelerate-stop exercise and a good briefing will be an acceptable mean to check the student knowledge and capacity in this matter.

METHOD AND CRITERIA FOR EVALUATION

Instructor training a pilot

Both the instructor and the trainee are type-rated; therefore the base training flight is a familiarization flight with the real aircraft rather than an instruction flight. And the evaluation will reflect the capacity of the pilot to answer performance questions and to handle the real aircraft with respect of the dispositions of the flight manual and the approved Standards Operations Procedures (SOP).

Instructor supervised by an inspector

In case of a check of the instructor by an inspector, the evaluation will reflect the capacity of the instructor to verify briefly the performance knowledge of the pilot, to brief the pilot on the key points of the exercises, and to conduct the training according to the flight manual and the SOP.

Therefore the purpose of this check light is to evaluate how the candidate will assist the student, rather than teaching.

Criteria

In all cases the performance will be observed during briefing, flight preparation, actual flight and debriefing and the evaluation criteria are the following:

- handling: smooth handle within +/- 5° heading, +/- 50 ft altitude, 0 to + 10 kt of speed
- technical knowledge: as required for type rating in FCOM, AFM, QRH and OM
- cooperation communication: use of checklist, briefings, technical calls as per SOP
- leadership: assertiveness and decision making
- situational awareness: awareness of all flight conditions, of training flight constraints and weather and traffic
- flight safety: overall safety of the flight and safe execution of exercises

Grades

When grade is needed, the evaluation grades will be 1 to 4 as follows

1. fail
2. pass: just sufficient
3. pass: good
4. pass: above average

The final evaluation will be a "PASS" when all grades will be 2 or more.

At instructor's discretion an exercise noted 1 can be retake. On that second attempt the performance evaluation will be downgrade one point below.



Safety briefing

For safety purpose, the following will apply.

- The instructor is solely responsible of the safety of the flight and he will initiate any action required for the immediate preservation of that safety
- The instructor will be seated on the left hand seat when training a co-pilot and on the right hand seat when training a captain
- All exercises will be briefed using the references of the OPS Manual, AFM and FCOM
- No circuit breaker will be pulled to simulate an equipment failure
- When an equipment is kept off to simulate a flight condition, the instructor will check that safety is not in balance and he will brief clearly the crew
- Especially, no engine will be cut off. To simulate an engine failure, the instructor will set the “no thrust” condition while announcing loudly and clearly ”simulated engine failure”
- Such engine failure simulation should not be done below 400 ft ACL at take off
- Missed approach procedures will be executed at a minimum of 500 ft AGL
- All crewmembers in the cockpit will participate to the overall safety, including radio watch.

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ITEMS TO EVALUATE	Instructor / Inspector				Trainee						General evaluation (stick 1 box below)				
	Aircraft type				Aircraft registration						1.	2.	3.	4.	
	1. PERFORMANCES EVALUATION	1.a Definition				1.b Performance calculation						Performance evaluation			
		Question				Question									
	Partial grade:				Partial grade:										
2. GENERAL BRIEFING ON EXERCISES	2.a. Presentation of session		2.b. Reference to manuals		2.c. Technical accuracy		2.d. Presentation of key points		2.e. Safety concerns		Global evaluation of briefing by inspector				
Instructor to stick when done Or Inspector to give a grade															
EVALUATION OF THE FOLLOWING EXERCISES BY INSTRUCTOR or EVALUATION OF THE INSTRUCTOR SUPERVISION BY INSPECTOR															
• Check all sub-items on 1 st or 2 nd attempt	a. Handling		b. Use of checklists		c. crew cooperation		d. Situational awareness		e. Flight safety		Global evaluation per exercise				
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd					
3. TAKE OFF AND VISUAL PATTERN															
4. NORMAL GO-AROUND															
5. ILS MANUAL APPROACH															
6. NORMAL LANDING															
7. TOUCH AND GO OR NEW TAKE OFF															
8. SIMULATED ENGINE FAILURE AT TAKE OFF															
9. SINGLE ENGINE APPROACH AND GO-AROUND															
10. SINGLE APPROACH LANDING															
	General evaluation of trainee or General evaluation of the instructor under supervision														
COMMENTS															
DATE:							NAME OF EVALUATOR AND SIGNATURE								