



## Senior Examiner Seminar SPA - Candidate Information

### Introduction

Under EASA Part FCL it is the National Aviation Authority, the UK CAA in this case, that decides how senior examiners shall revalidate / renew their certificates. The UK CAA requires senior examiners to attend a senior examiner seminar during the last year of validity of the senior examiner certificate; this seminar meets this requirement. Moreover, On-Track Aviation believes senior examiners should have a chance to mix with their colleagues and be able to discuss issues of mutual interest as well as being brought up to date with the latest information from EASA and the CAA.

Our seminar is designed to be a forum where senior examiners can express their views and exchange ideas without fear of any retribution. So by the end of the seminar each of you will be more knowledgeable and better informed so you can do your job more effectively.

### Aim

To provide training to senior examiners that covers their knowledge and practical understanding of all elements of the examiner standardisation course syllabus as per AMC1 FCL.1020 and FCL.1025 and the content of the relevant CAA Standards Documents and additional guidance material.

### Objectives

The objectives of the seminar are:-

- # Review of Senior Examiner Certificates, privileges and responsibilities 'in the field'
- # Review of UK CAA administrative procedures for the revalidation and renewal of examiner certificates
- # Procedures for the assessment of competence for the revalidation and renewal of examiner certificates
- # Review of UK CAA - Policy / Forms / Standards Documents / Information Notices, CAP 804 and Guidance Material
- # Review of EASA Part FCL including AMC and GM
- # Feedback on assessment of competence results and common reasons for failure
- # Briefing and debriefing techniques incorporating CRM / TEM
- # Form TS10 completion after assessment of competence
- # Applicability of appeal procedures under UK CAA regulations
- # Vested interests of examiners

# Additional topics as specified by the UK CAA

## Format

The duration of the seminar will be 1 day and will include approximately 6 hours of presentations. It is not a test; there is no pass or fail. Formal sessions will allow for a presentation time of approximately 45 minutes with 15 minutes for questions.

Candidates are required to attend all sessions of the seminar in order to qualify for the Certificate of Attendance. The numbers attending the seminar will be strictly limited to maximise the benefit derived from debate and to allow sufficient opportunity for all candidates to become actively involved.

The seminar is a vehicle under the guidance of On-Track Aviation staff to provide senior examiners with the opportunity to standardise examining methods and practises including an opportunity to discuss issues with like minded colleagues. A proactive approach will enable each candidate to gain maximum benefit from the seminar.

## Administration

This information package is designed to give you all the information you require prior to attending the seminar. A name badge and workbook will be issued to you on arrival. Every candidate attending the seminar **SHALL** bring with them **ALL** the following items:-

- Licence(s) - bring all licences EASA, JAA, UK, etc
  - particularly important if you are renewing after a long lay off
  - please ensure that your current licence only contains current and valid pages and that all the old pages and certificates are removed prior to attending the seminar. This will make the task of checking your licence much easier. Retain the old pages for information
- Examiner certificate(s)
  - these are normally located in your licence or maybe on a separate certificate
- Identification bearing a photograph of yourself e.g. passport, airline ID, etc

Note: Please bring the items requested above as we have a duty of care to check all delegates' licence(s) and examiner certificate(s) because we might save you some embarrassment.

## Refreshments

The seminar charge covers a buffet lunch, morning and afternoon tea / coffee and snacks. Other facilities, food or beverages, not associated with the On-Track Aviation seminar are at your own expense.

## Accommodation

Candidates wishing to stay overnight can select accommodation from our full list of local hotels and guest houses which is available from [www.ontrackaviation.com/accommodation-wellesbourne](http://www.ontrackaviation.com/accommodation-wellesbourne).

## Certificate of Attendance

On completion of the seminar you shall be issued with a Certificate of Attendance which you will need to send to the UK CAA with your application to revalidate or renew your senior examiner certificate.

## Revalidation / Renewal Action

**IMPORTANT:** A senior examiner seminar does not full fill the requirements of an examiner seminar and vice versa.

Where a senior examiner certificate is issued, it will be aligned with the validity period of the holder's examiner certificate and valid for a period of not more than three years.

Prior to your application to **Revalidate** you must ensure that you have:

- Completed the examiner authorisation issue / reissue / variation-application form (SRG1128) and payment form (FCS1500)  
(free download from [www.caa.co.uk](http://www.caa.co.uk) or [www.ontrackaviation.com/se-seminars](http://www.ontrackaviation.com/se-seminars))
- Meet all of the Part-FCL Subpart J and K requirements to maintain instructor and examiner privileges as applicable to role
- Clear evidence of having:
  - (a) conducted at least two assessments of competence for the issue, revalidation or renewal of an examiner certificate in each year of validity. The record of these assessments must be made available to the UK CAA Inspector / Staff Flight Examiner at the time of the revalidation
  - (b) attended a senior examiner seminar within the final year of validity
- The UK CAA reserves the right to observe a senior examiner conducting an examiner assessment of competence at any time during the validity of the senior examiner certificate

Should a senior examiner fail to demonstrate a satisfactory level of competence during an assessment of competence, a notice of failure will be issued outlining the reasons for failure. Should the applicant hold a certificate granting senior examiner privileges for another examining role, those privileges will also be suspended pending successful completion of a further assessment of competence

Prior to your application to **Renew** you must ensure that you have:

- Completed the examiner authorisation issue / reissue / variation-application form (SRG1128) and payment form (FCS1500)  
(free download from [www.caa.co.uk](http://www.caa.co.uk) or [www.ontrackaviation.com/se-seminars](http://www.ontrackaviation.com/se-seminars))
- The Head of SSC Technical Services will firstly decide whether the senior examiner had been sufficiently tasked to warrant renewal of the certificate
- The senior examiner should expect to undertake refresher training as a senior examiner prior to an assessment of competence for the renewal of the certificate

All applicants for the revalidation or renewal of an examiner certificate shall demonstrate:

- (a) relevant knowledge, background and appropriate experience related to the privileges of an examiner
- (b) that they have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with Part FCL, for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years

Licence(s) and examiner certificate(s) will be taken in at registration and returned by the end of the seminar.

On-Track Aviation will send a full list of candidates giving their name, address and licence reference number to the UK CAA at the end of the seminar.

The UK CAA will revalidate / renew your senior examiner certificate not On-Track Aviation.

**Questionnaire(s) / Form(s) / Exercise(s)** (as applicable)

There may be some questionnaire(s) / form(s) / exercise(s) that you should complete prior to attending the seminar (see attachment(s) if applicable)

**Question and Answer (Q and A) Session**

The seminar programme allows for a Q and A session at the end of the day where you'll be able to ask the team (and CAA Staff FEs when available) any questions or raise any concerns. You may, if you like, email your questions in advance of the seminar. Alternatively you may speak to any of the staff directly during the breaks or at the end of the seminar.

**Contact Information**

On-Track Aviation Limited (Monday - Friday, 0900-1700 local time)

Address: Wellesbourne Mountford Aerodrome, Loxley Lane, Wellesbourne, Warwickshire CV35 9E

Tel: 01789 842777 (plus answer phone)      Tel: 01789 842755 (plus fax)

Website: [www.ontrackaviation.com](http://www.ontrackaviation.com)      Email: [info@ontrackaviation.com](mailto:info@ontrackaviation.com)

Skype: ontrackegbw

**Car Parking**

There is ample free car parking at the airfield. Please only park in designated areas. Thank you for your co-operation.

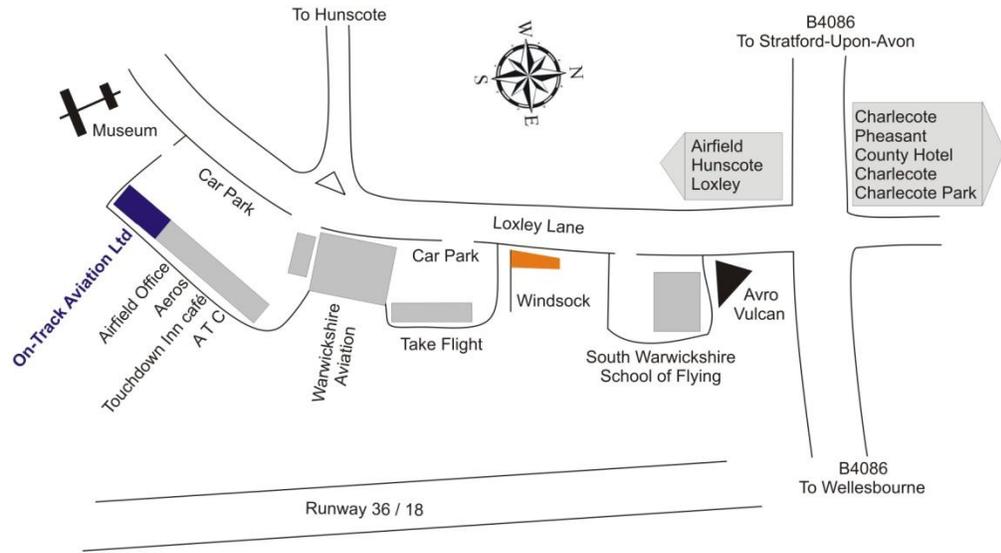
**The Venue - On-Track Aviation**

The seminar will be held in the Wellington Room at On-Track Aviation Limited, Wellesbourne Mountford Aerodrome. The aerodrome is located next to the town of Wellesbourne which is 5 miles east of Stratford-Upon-Avon and 5 miles south west of Junction 15 on the M40 along the A429.

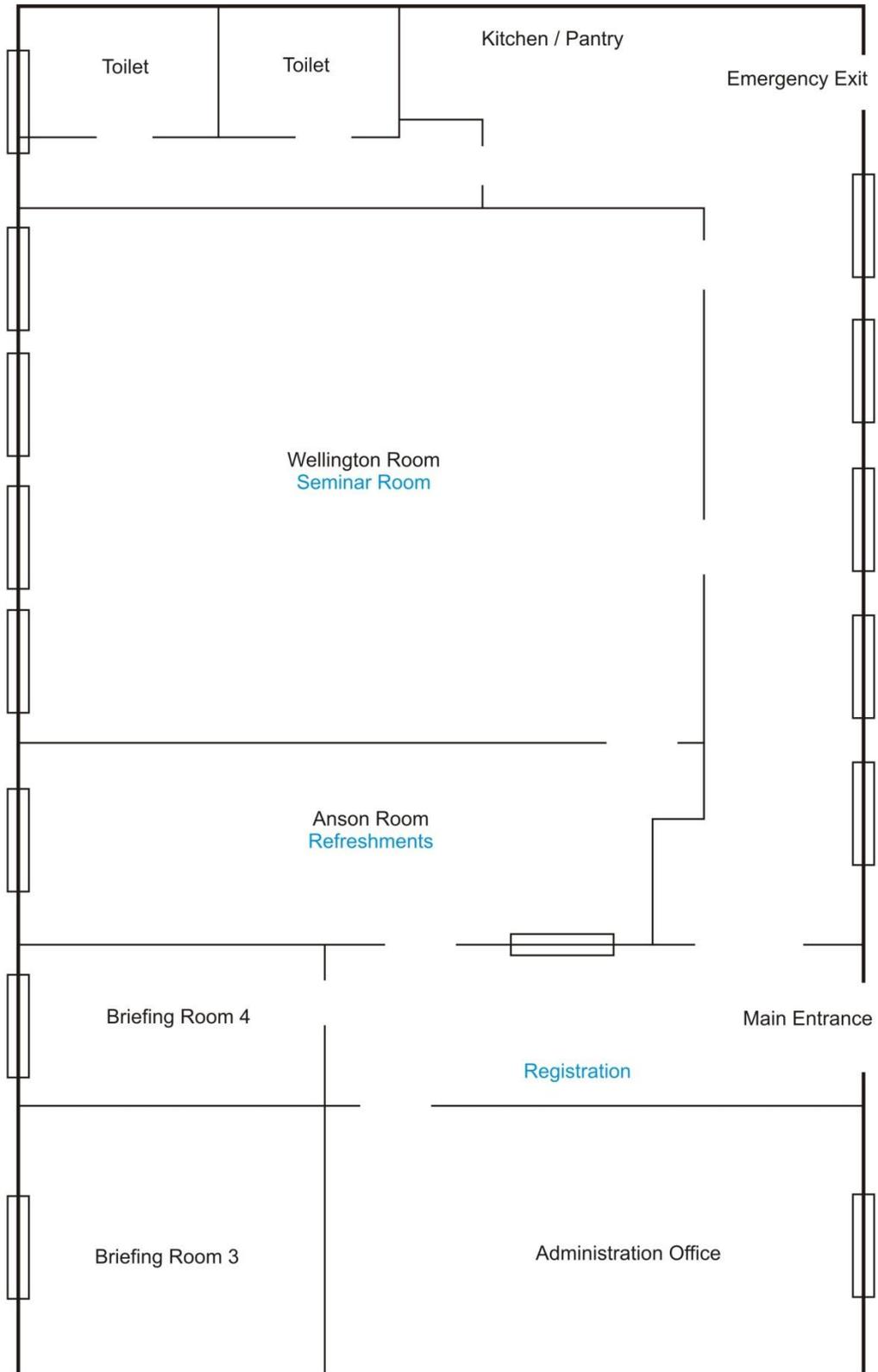
If using the M40 leave at junction 15 and then follow the A429, sign posted to Cirencester / Stow-on-the-Wold, towards Wellesbourne town. On the outskirts of Wellesbourne town follow the signs to Wellesbourne Airfield. On-Track Aviation can be found on the western airfield perimeter adjacent to the ATC tower and the Touchdown Inn Cafe.

Mainline railway stations in Warwick and Stratford-Upon-Avon run regular services between London and the North. Birmingham Airport is 18 miles to the North and Coventry Airport is 14 miles to the North East.





### On-Track Aviation – Senior Examiner Seminar SPA Room Plan



**SENIOR EXAMINER SEMINAR SPA PROGRAMME - ONTRACK 2019-1**

0800 - 0900	Registration/Coffee/Tea	Paul Barker Stephanie Giles Veronica Tanner Faith Young
0900 - 0920	Seminar Introduction & Safety Briefing	Alan Newton
0920 - 1020	Legislation	Mike Grierson
1020 - 1035	Coffee / Tea & Snacks	
1035 - 1135	Assessing CRM / TEM	Jon Cooke
1135 - 1235	Senior Examiner Techniques - workshop	Steve Oddy
1235 - 1320	Buffet Lunch	
1320 - 1420	Completion of TS10 - guidance	Steve Oddy
1420 - 1505	Forms / Documents - online guidance	Alan Newton
1505 - 1520	Coffee / Tea & Snacks	
1520 - 1620	Infringements	GASCO
1620 - 1700	Question and Answer (with CAA Staff FE(s))	All
1700	Conclusion, Licence & Certificates	All