

BMAA Briefing Guidance for the Conduct of an Instructor Briefing in Accordance with ORS4 1378



Introduction

Due to the Covid-19 lock down some instructors whose instructor certificate lapses during the period of lock down and shortly afterwards may be unable to revalidate in accordance with normal practice. Obviously, this leaves the instructor unable to teach until a test has been conducted, which because of the availability of examiners and the social distancing recommendations could be some time in the future.

The UK CAA has made available to such instructors the opportunity to extend the validity period of the instructor certificates until 22nd November 2020. The details of how the extension is achieved have been published in a CAA publication, ORS4 1378.

Eligibility

The pilot's instructor certificate must have been valid on the 16th March 2020.

If the instructor certificate had expired by the 16th March 2020 the pilot is not eligible for an extension to validity.

Requirements

Briefing

ORS4 1378 published by the UK CAA on the 15 April 2020 states that an instructor who requires that the validity of an instructor certificate be extended must have received a refresher briefing from a FIC or FIE applicable to the certificate to be maintained. The training briefing should include abnormal and emergency procedures.

Recording

Following the briefing it shall be recorded in accordance with the following procedure:

Recording of briefing and extension of privileges:

The confirmation of this briefing is to be recorded in the logbook in one of the following methods:

- (i) the FIC instructor/FI examiner will confirm by electronic means this to be printed and affixed to the logbook; or
- (ii) the FIC instructor/FI examiner will confirm by letter this to be affixed to the logbook; or
- (iii) the FIC instructor/FI examiner to make an entry in the logbook;

Suggested wording for logbook entry/ attachment:

'I certify that on (date) (name and CAA reference number) satisfactorily completed a briefing to extend the validity of their instructor certificate in accordance with CAA ORS4 1378.'

FIC/ FIE name and number.

or

(iv) the FI examiner to make an entry in the FI's certificate of validity with the new expiry date of the 22/11/2020

and

a copy of the exemption notice is to be carried as part of their licence.

Briefing guidance

The following guidance is provided by the Microlight Panel of Examiners following discussion with the UK CAA.

Purpose

The purpose of the instructor briefing is to encourage the instructor to give due consideration to their responsibility as an instructor for overall safe operation of the aircraft, for the student they are teaching and to ensure a self-awareness of the potential for deterioration of skills following what is likely to be a significant period since they have last taught.

Scope

There are no minimum or maximum limits to what may be included in the briefing although the person conducting the briefing should feel confident that the instructor has displayed an understanding of all areas covered and has taken into account their own currency as Pilot in Command.

There are no time expectations suggested for an instructor briefing.

Method

We suggest that the briefing should be conducted as a conversation during which the FIC/FIE suggests and discusses considerations, it is not a test.

Content

(This guidance may be expanded on or varied.)

Pilot/Instructor

Document check

Microlight Class Rating current
Instructor Certificate Confirm eligible for extension (Valid on 16th March 2020)
Medical valid

Health

IMSAFE
Illness - Is the pilot suffering from any illness or symptom of an illness which might affect them in flight?
Medication - Is the pilot currently taking any drugs (prescription or over-the-counter)?
Stress - Is the pilot overly worried about other factors in their life? The psychological pressures of everyday living can be a powerful distraction and consequently affect a pilot's performance.
Alcohol - The pilot should consider their alcohol consumption within the last 8 to 24 hours.
Fatigue - Has the pilot had sufficient sleep and adequate nutrition?

	<p>Emotion - Has the pilot fully recovered from any extremely upsetting events such as the loss of a family member?</p> <p>Eating- Has the pilot maintained physical functionality by proper eating.</p>
General currency	<p>Hours to date</p> <p>90-day passenger carrying regulations understood</p> <p>Your own currency/ practice prior to instructing, specifically emergency procedure</p>
Limitations	<p>Understanding skill deterioration</p>
Instruction	<p>Allow more time to prepare</p> <p>Understanding potential control restrictions from teaching position which may detract from flight safety if own skills have deteriorated</p> <p>Aviate, navigate, then communicate</p> <p>Careful use of student records; not relying on memory of student progress</p> <p>Planning appropriate flight exercises, and conditions, for students who have not flown recently</p> <p>Revise any changes to air law, e.g. VFR rule change (Skywise registered?)</p>

Flight

Plan	<p>Content of first instructional flight and duration considered suitable?</p>
Airfield	<p>Runway condition</p> <p>Surrounding area clear</p> <p>Contingencies for abandoning the take off and emergencies after take off</p> <p>Emergency landing areas, crops may have changed availability</p> <p>Local regulations - any changes?</p>
Conditions	<p>Wind suitability for A/C and skill level. Long lay-off degrades skills</p> <p>Cross wind limits for A/C and skill level</p> <p>Visibility - for first flights conditions should be good for student</p> <p>Cloud base - for first flights conditions should be good for student</p>
Local area	<p>Aware of airspace and traffic hotspots</p> <p>Aware of other local activity</p>

Up to date information from CAA can be sourced through Skywise and the special Covid-19 pages linked below.

<http://skywise.caa.co.uk/>

<https://www.caa.co.uk/Our-work/Newsroom/COVID-19/>