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Section 1.3 RECORD OF CHANGES/ AMENDMENTS

Section	Subject	Date	Pages Affected
Section 3.1	Documents to accompany application. Fees.	1 September 2013	Section 3.1 Page 3 of 3
Appendix A	NPPL fee change	1 September 2013	Section Appendix A Page 1 of 1
Appendix A	NPPL fee change	1 December 2013	Section Appendix A Page 1 of 1
Section 6.1	Change to Examiner Privileges	6 December 2013	Section 6.1 Para 2.5.1 – 2.6.2
Section 7.2	Footer. Page numbering correction	6 December 2013	Section 7.2 Page 1-3
Section 5.3	Partial Pass logbook entry	22 August 2014	Section 5.3 Page 9
Section 6.1	Rating validity extensions	22 August 2014	Various Section 6.1 para 1.2.1.10, 1.2.2.3, 2.3.1, 2.3.2
Section 6.1	Revalidating other Class Ratings	22 August 2014	Section 6.1 para 1.2.3.1
Section 6.1	Correcting para number errors	22 August 2014	Section 6.1 para 1.2.2.5
Section 7.2	Revalidation reminders	22 August 2014	Section 7.2 para 3.1
Section 7.3	Partial Pass logbook entry	22 August 2014	Section 7.3 Page 8
Section 7.3	Rating validity extensions	22 August 2014	Section 7.3 Page 9
Section 7.4	Partial Pass logbook entry	22 August 2014	Section 7.4 Page 3
Section 7.4	Rating validity extensions	22 August 2014	Section 7.4 Page 3
Section 7.6	Rating validity extensions	22 August 2014	Section 7.6 Page 2
Section 8.2	FE/ FICI seminars	22 August 2014	Section 8.2 Page 1
Appendix A	NPPL fee change	1 December 2014	Section Appendix A Page 1 of 1
Appendix A	NPPL and Examiner fee changes from 1 st April 2015	2 February 2015	Section Appendix A Page 1 of 1
Section 3.3	Removal of training restrictions	23 February 2016	Section 3.3 Pages 1.2
Section 3.5	Addition of guidance for logging Ex 18 and 16b	23 February 2016	Section 3.5 Pages 1.2.3
Section 6.1	Amendment to look-up table	23 February 2016	Section 6.1 Page 5
Section 2.2	Change references to AFI to FI(R) & Rating to Certificate	21 December 2016	Section 2.2 Page 1
Section 3.1	Changes to flight training solo and	21 December 2016	Section 3.12 Pages 1, 2

	navigation validity periods. Reference to Medical certification.		
Section 3.3	Changes to regulation regarding training in amateur built microlights. Removed reference to Clubs.	21 December 2016	Section 3.3 Page 1
Section 3.5	Clarification Navigation training. Clarification on removal of operational limitations.	21 December 2016	Section 3.5 Para 3.3 & 4.3.2
Section 5.3	Completing unsuccessful flight tests. Additional test failure form.	21 December 2016	Section 5.3 Pages 1, 9
Section 6.1	NPPL Revalidation by Test - validity period.	21 December 2016	Section 6.1 2.3.1
Section 7.1	Change references to AFI to FI(R) & Rating to Certificate	21 December 2016	Section 7.1 Pages 1, 2
Section 7.2	Addition of Control Type tests.	21 December 2016	Section 7.2 1 & 1.3
Section 7.3	Additional test failure form. Certificate validity period.	21 December 2016	Section 7.3 Page 8, 9
Section 7.4	Additional test failure form. Certificate validity period.	21 December 2016	Section 7.4 Page 2, 3
Section 7.5	Change of applicability.	21 December 2016	Section 7.5 Page 1
Section 7.6	Additional guidance Failed Test. Certificate validity period.	21 December 2016	Section 7.6 Page 2
Section 9.1	Deleted five year restriction on FES conducting rating renewal test. Responsibility to renew Authority. FE renewal after more than 5 year lapse.	21 December 2016	Section 9.1 Removed previous 3.3 5.3 5.8
Section 1.1	Change to Section 7 titles	21 December 2016	Section 1.1 Section 7

Section 2.2 DEFINITIONS and ABBREVIATIONS

Throughout this document the following Definitions and Abbreviations shall apply:

- The male gender *he/him/himself* also implies the female gender *she/her/herself* for ease of reading (and to save paper).
- *Shall* and *Must* are used for a mandatory requirement.
- *Expect* and *Should* are used for strong obligation.
- *May* is used to indicate discretion.
- *Fixed wing*: An aircraft that is principally controlled by the use of aerodynamic surfaces.
- *Flexwing*: An aircraft that is principally controlled by weight transfer.
- *Hybrid*: An aircraft with a combination of control systems combining aerodynamic and weight transfer. Pilots of hybrid aircraft should hold a control type rating for the principle control type used in the aircraft.
- *Powered parachute*: An aircraft that has a parachute/paraglider type wing that is principally controlled by altering the shape of the wing.
- *Control Type*: either Fixed Wing, Flexwing or Powered Parachute.
- In this document Flight Examiner (FE), Ground Examiner (GR) and Revalidation (R) Examiner refer to Examiners with Authorities that entitles them to exercise the privileges on Microlight Aircraft.
- In this document Flying Instructor (FI) and Assistant Flying Instructor (AFI) refer to those who hold Ratings that entitle them to exercise these privileges on Microlight Aircraft. From the introduction of the ANO 2016 Assistant Flying Instructor (AFI) has been renamed Flight Instructor (Restricted) (FI (R)) and Ratings have become Certificates. Until such time as all documents are updated the terms have the same meaning.
- *BMAA LIAC*: British Microlight Aircraft Association Licensing and Instructor Administration Centre.
- *NPPL M*: NPPL (A) National Private Pilot's Licence (Aeroplanes) is the Licence, NPPL (A) Microlight is the licence containing the Microlight Class Rating. For brevity it is abbreviated to NPPL M.
- *ANO*: CAP 393 'Air Navigation; the Order and the Regulations'.
- *CAP 804*: 'Flight Crew Licensing: Mandatory Regulations, Policy & Guidance'.

(All references to ANO and CAP 804 refer to the latest versions and issues unless stated otherwise.

Section 3.1 NPPL LICENSING and ADMINISTRATION

1 INTRODUCTION

- 1.1 It is a Statutory requirement of the Air Navigation Order that prior to the issue or renewal of a flight crew licence the Authority is satisfied that the pilot concerned is fit to hold the licence applied for and that he has completed successfully all the requirements necessary for the grant or renewal of that licence.
- 1.2 The privileges of the licence can only be exercised once it is received and **signed** by the Holder.
- 1.3 The CAA require the application form (NPPL Form 102M) to be checked by the BMAA LIAC and, where applicable, a recommendation on Form NPPL 103M to be sent to the CAA complete with the current fee. The Pilot's Log Book and current Medical Certificate are returned to the applicant.

2 REFERENCES: ANO (CAP 393), CAP 804, BMAA and NPPL web site.

- 2.1 The requirements for the grant of the NPPL M are currently laid down in CAP 804 and in the BMAA NPPL Microlight Syllabus.
- 2.2 CAP 804 and the ANO lay down the basic licence privileges for the NPPL and the **aircraft rating privileges**.
- 2.3 The CAA web site publishes the **medical requirements**.

3 LICENCE ISSUE WITHOUT OPERATIONAL REQUIREMENTS

- Minimum total 25 hours including:
 - At least 10 hours as PIC/Solo including 3 hours solo navigational flying training.
 - At least 5 hours Navigational flying training, dual and solo, to include two solo cross country flights of a minimum 40 NM each over different routes, to different destinations, which are not less than 15 NM from the point of departure, direct track.
- The balance of 25 hours should be dual training or solo flying.
- There is a **validity period** on the **solo and navigational flying training** to qualify for the Licence issue. The qualifying solo and navigational flight training hours must have been flown within the 24 months preceding the date the BMAA receives the application.

4 LICENCE ISSUED WITH OPERATIONAL LIMITATIONS

- An overall experience of at least 15 hours, this total to include 7 hours PIC/Solo time.
- The qualifying solo hours must have been flown within the 24 months preceding the date the BMAA receives the application.
- The Operational Limitations at initial issue are:

- 1) The licence is valid for flight in the UK only

- 2) The pilot may not carry any passenger
- 3) The pilot may not fly with a cloud base less than 1000 feet above ground level or with less than 10 kilometres visibility
- 4) The pilot may not fly further than 8 nautical miles from take-off.

5 EXAMINATIONS - Licence Issue With & Without Operational Requirements

- 5.1 The ground examinations are valid within the **24 months** period preceding the date the Licence application is received by the BMAA.
- 5.2 Aeroplanes - Part 2 (oral) examination must be passed within **9 months** preceding the date the Licence application is received by the BMAA. This exam is normally done at the time of the GST. The Oral examination can only be conducted by the holder of a current Flying Examiner authority valid for Microlight aircraft.

6 GENERAL SKILL TEST - Licence Issue With & Without Operational Requirements

- 6.1 All parts of the GST must be passed within a 28 day period and within the **9 months** preceding the date the application is received by the BMAA. The GST is taken after completion of the exercises in the syllabus. The test is conducted by a current Flying Examiner and all parts of the NPPL Microlight Application Form must be completed as required.

7 REMOVAL OF OPERATIONAL LIMITATIONS

- 7.1 To remove **Limitation 2** the holder must have completed at least 25 hours of total flying in microlights and at least 10 hours solo flying in microlights. The holder's experience is certified in their logbook by a Flying Examiner and the Limitation ceases to apply from that time.
- 7.2 To remove **Limitations 3 & 4** the holder must have completed at least 25 hours of total flying in microlights and at least 10 hours solo flying in microlights. The holder must have completed the navigation training requirements specified in flight Exercise 18 within the **24 month** period immediately prior to applying to have the Limitations removed. Application to have Limitations 3 & 4 removed must be made on the NPPL Microlight Application Form 102 and sent to the BMAA LIAC together with the current fee and accompanying documents.

8 NPPL APPLICATION FORM 102 M

- 8.1 Having checked all details as stated the complete application including form NPPL 102M, Medical certificate, Logbook, Proof of Identity and the fee should be sent to the BMAA LIAC.
- 8.2 The responsibility for ensuring the Form 102 M has been completed accurately is the responsibility of the Instructor/ Flying School

9 THE NPPL APPLICATION FORM 102 M CHECK LIST

9.1 The checklist is used by the BMAA LIAC to check applications and the Form 102M and details the content required for a successful application for NPPL with and without operational limitations and for removal of operational limitations. The checklist is available from the BMAA and NPPL web sites.

10 FEES

10.1 The current fee is shown in Appendix 'A' and this is normally revised by 31st March each year.

11 PROOF OF IDENTITY

11.1 Copies of identification for the issue or amendment of a NPPL are to be certified, and signed, by the Flying Instructor 'I certify that this is a true copy of the identification provided'.

11.2 Acceptable identification: copy of passport showing photo, copy of birth certificate and copy of photo driving licence showing photo.

12. DOCUMENTS TO ACCOMPANY FORM 102 M

- 1) Personal Logbook
- 2) Proof of Identity
- 3) Medical Certificate (this must be the original document not a copy), or Pilot Medical Declaration.
- 4) Fee. As set out in Appendix 'A'.
- 5) NPPL M Licence if the application is for the removal of Operation Limitations.

Section 3.3 FLYING TRAINING AND TESTING IN AMATEUR BUILT MICROLIGHT AIRCRAFT

1 INTRODUCTION

- 1.1 There are restrictions on the use of amateur built microlights for remunerated pilot training. Instructors must make themselves familiar with the restrictions before they carry out any training in these aircraft. The restrictions relate to ownership and purposes of the flight.

2 OWNERS

- 2.1 An owner or part owner of an amateur built microlight aircraft may undertake remunerated flying training and testing for the grant of a Microlight Class Rating in his own aircraft; that is they can make payment to the instructor / examiner for their services.
- 2.2 The person undergoing the flying training or testing must be an owner of the aircraft. The minimum requirements for ownership are detailed in the Air Navigation Order (ANO). All aircraft owners must be registered with the CAA in accordance with the current ANO legislation.

3 NON OWNERS

- 3.1 A person who is not an owner may not take remunerated flight training in an amateur built microlight for the grant of a Microlight Class Rating unless they already hold a Pilot's Licence.

Section 3.5 LOGBOOKS, TRAINING ENTRIES AND CERTIFICATION

1 INTRODUCTION

- 1.1 It is a legal requirement under the ANO that the pilot of an aircraft registered in the United Kingdom must keep a log book and record certain items in it. The legal requirement also applies to any person flying for the purpose of qualifying for the grant or renewal of a licence.

2 PARTICULARS TO BE RECORDED

- 2.1 The name and address of the holder of the log book
- 2.2 Particulars of the holder's licence (if any) to act as a member of the flight crew of an aircraft
- 2.3 The name and address of his aviation employer (if any).
- 2.4 Particulars of each flight during which the holder of the logbook acted either as a member of the flight crew of an aircraft or for the purpose of qualifying for the grant or renewal of a licence under the Order, as the case may be, shall be recorded in the logbook at the end of each flight or as soon thereafter as is reasonably practicable, including:
- 2.5 The date, the places at which the holder embarked on and disembarked from the aircraft and the time spent during the course of a flight when he was acting in either capacity
- The type and registration marks of the aircraft
 - The capacity in which the holder acted in flight
 - Particulars of any special conditions under which the flight was conducted
 - Particulars of any test / examination undertaken whilst in flight.
 - In the case of duplicated entries 'dittos' should be avoided and entries made in full.

3 FLYING TRAINING ENTRIES

3.1 STUDENT'S LOGBOOK

- 3.1.1 The Student's log book must include in the remarks column the training exercises flown during each flight.
- 3.1.2 At the end of training and prior to applying for a NPPL the Student's logbook must include the following exercises: 1, 2, 3, 4, 5, 6, 7, 8, 9a, 9b, 10a, 10b, 11, 12, 13, 14, 15, 16a, 16b, 17a, 17b, 17c and 18 (as applicable).
- 3.2 Although exercises 1 & 2 are not flying exercises they form part of the syllabus and without this detail in the logbook it is not possible to confirm that the course has been completed.
- 3.3 NPPL (A) M Ex 18. For a training flight to be a Navigational flight exercise (Ex 18) and the flying time allowed towards the Navigation requirements in the NPPL Syllabus it must be pre-planned and flown along the pre-determined route.
- 3.3.1 Ex 18 should be entered in the logbook remarks section together with details of the turning points and/or the destinations that were pre planned.

- 3.3.2 In the case of a qualifying cross country (QXC) flight the total distance of the flight should be entered.
- 3.3.3 All out landings must be logged correctly as a separate flight. Therefore the QXC must be logged as at least two flights because there is a compulsory out landing.
- 3.3.4 The logbook entries for Ex 18 apply to both Dual and Solo navigation training flights.
- 3.4 NPPL (A) M Ex 16b. Where Ex 16b is incorporated into a Navigational flight exercise, as part of the planned track or simulated diversion, the logging of Ex 16b and Ex 18 is appropriate and the total flight time of that flight may be allocated towards the Ex 18 requirements.

3.5 INSTRUCTOR'S LOGBOOK

- 3.5.1 The Instructor's logbook should, at the minimum, indicate in the remarks column the name of the student under training. It is beneficial to include the exercises flown with the student, especially when student records are held by a Flying School and not by the Instructor himself.

3.6 DUAL TRAINING FLIGHTS

- 3.6.1 Otherwise known as training flights are completed not only for the grant of a licence or rating but may be for Control Type conversion, Differences Training, refresher flying, flight with an instructor for licence revalidation or new area familiarisation.
- 3.6.2 When the dual flight is being flown for the purpose of gaining, or revalidating a licence or rating it must be conducted by a current FI (R) or FI.
- 3.6.3 For all Dual Training Flights the name of the Instructor must appear in the Captain column of the logbook as the pilot in command of the flight. The holder's operating capacity should then be logged as PUT and the flight time entered in the dual column. In the remarks column there should be an indication of content, what exercises were covered on the flight together with cross country turning points if the flight was a cross country flight.

3.7 STUDENT PILOT IN COMMAND FLIGHTS

- 3.7.1 Otherwise known as solo flights i.e. the pilot does not have an instructor with him in the aeroplane or anyone else before licence issue.
- 3.7.2 The pilot should enter his own name or "self" into the captain column. The holder's operating capacity column should read P1 or PIC and the flight time should be entered into the PIC column. The remarks column should indicate the content of the flight.
- 3.7.3 Before a student completes his first solo flight, the flight must be authorised by a FI who will assess the student's ability. The first solo flight cannot be authorised by a FI (R).
- 3.7.4 The successful GST flight is logged as PI/S by the student. The captain's name should be that of the Examiner. This flight time can be counted towards the minimum requirements for the license application, but does not constitute PIC experience time for the minimum solo requirements.

4 CERTIFICATION OF LOGBOOKS

- 4.1 There are certain conditions when an Examiner or an Instructor may need to certify logbooks.

4.2 NPPL APPLICATION

- 4.2.1 At the end of a course of training for the licence the Chief Flying Instructor (or his representative) should annotate the logbook with words similar to "Logbook entries from..... to..... certified correct." followed by the signature of the Chief Flying Instructor, the letters CFI, the name of the Flying club and date.

4.3 REMOVING OPERATIONAL LIMITATIONS

- 4.3.1 Limitation 2 only. Flight Examiner to certify in holder's logbook the qualifying hours to remove the Limitation that restricts passenger carrying.
- 4.3.2 Limitation 2 (if not already removed), 3 and 4. CFI to certify logbook entries qualifying for removal of Operational Limitations prior to application being sent to the BMAA LIAC. Note: Limitations 3 and 4 are not removed until a new licence document has been issued by the CAA and signed by the holder.

4.4 GENERAL SKILLS TESTS

- 4.4.1 The candidate's logbook must be completed and entries must include details of the flight, the result of the test and be signed by the Flight Examiner, including the Examiner's Authorisation number.

4.5 DIFFERENCES TRAINING

- 4.5.1 Differences training to be recorded in the holder's personal flying logbook and endorsed and signed by the Instructor conducting the training. The Instructor must specify the Control Type (e.g. Flexwing to Fixed Wing) to which the training relates.
- 4.5.2 "Differences Training completed".

4.6 THE FLIGHT INSTRUCTOR (RESTRICTED) COURSE COMPLETION

- 4.6.1 At the end of FI (R) course the FIC Instructor should annotate the logbook with words similar to "FIC Logbook entries from..... to..... certified correct." followed by the signature of the FIC Instructor, the name of the approved Flight Training Organisation and date.

Section 5.3 NPPL M GENERAL SKILLS TEST (GST)

Eligibility of candidate	The GST is taken after completion by the candidate of the exercises in the syllabus.
Examiner qualifications	FE If the Flight Examiner's authority is not restricted to a particular Control Type of microlight aircraft (i.e. Fixed Wing or Flexwing), it is only appropriate for an Examiner to test a candidate in a Control Type in which the Examiner is competent. Competent on type can be defined as having logged a minimum of 5 hours PIC whilst giving flight instruction on the Control Type and being able to complete all manoeuvres to be covered in the GST, to a high standard. It is recommended that an Examiner does not test students which he has trained. In reality, however, it is not always possible to meet this recommendation. When it is unavoidable for a GST to be conducted by an Examiner who has been involved in the training of the candidate the following guidelines should be used: 1. Arrange the exercises approaching the GST to be flown with an Instructor other than the Examiner. 2. Whilst ensuring that the candidate is not placed under undue pressure, the Examiner must establish an Examiner/Candidate relationship leaving the candidate in no doubt that he is under test.
Guidance for conduct of test	Prior to starting the GST the Examiner must ensure the candidate's eligibility for the test. The Examiner must ensure that the aircraft to be used for the test is currently legal for flight. The Examiner should check that the airworthiness document and maintenance status are current; in addition he should be satisfied that the flight will be covered by mandatory insurance. The GST may consist of one or more flights flown on one or more days. The flight time element of the test should last for approximately one hour and must be completed within 28 days. In the event that during the test it becomes apparent to the Examiner the candidate has failed the test, the test should be completed. This will give the candidate an understanding of his performance on the remaining parts of the test in preparation for re test. The importance of the Examiner's role in the testing of student pilots during the General Skill Test (GST) cannot be overstated. The GST may be the one and only opportunity to assess a pilot's ability to safely operate a microlight aircraft during the time he holds a NPPL M. The Examiner is directly responsible to the CAA for conducting the GST. The Examiner should also consider his responsibilities to the candidate, any passengers he may fly with, other air users and third parties on the ground. All of these groups rely upon the Examiner to ensure the required standard has been achieved by a successful candidate. In addition the candidate has the right to be tested against an established standard in a fair and objective manner. In order to maintain objectivity and fair treatment, the Examiner should avoid any possibility of the candidate gaining the impression that he is competing against personal opinions, attitude or mood as opposed to established standards of performance.

	Following the initial meeting with the candidate the Examiner should attempt to place him at ease whilst establishing the correct Examiner/Candidate relationship. A suitably quiet, isolated and relaxed environment should be used for briefing and planning purposes. The avoidance of any distractions to either Examiner or candidate, at this time, is essential. The following aims to provide the Examiners with the ability to test candidates in a standardised manner and provides a suggested sequence for the various aspects to be covered during the GST. It is a logical sequence, which should provide an efficient means of covering all the required exercises. It is left to the individual Examiner on the day, however, to follow a sequence which he feels is appropriate. The Examiner is required, however, to ensure that all the elements are covered.
Content of test	BRIEFING The candidate should be reminded that the test is being conducted on behalf of the CAA and that there is a right of appeal to the CAA on the basis of the conduct of test but not the result. The candidate should be briefed to conduct all aspects of the flight as the pilot in command. The Examiner will indicate, however, that the Examiner is ultimately in command of the flight but he will only assume command if either the Examiner or candidate decides it is necessary. The candidate should be briefed to deal with any problems or emergencies occurring during the flight (i.e. all aspects of the flight should be dealt with by the candidate rather than the Examiner, unless directed otherwise). The Examiner will provide a detailed description of the sequence of the flight. The Examiner should brief the candidate that throughout the test he will indicate what is required from the candidate (i.e. it is not necessary for the candidate to remember the sequence from the ground briefing). The Examiner should prepare the candidate for the possibility of the sequence of the flight being amended, once airborne, for operational reasons. The candidate should be briefed to carry out any requests from the Examiner in his own time. Whilst the Examiner will not intentionally attempt to entrap the candidate, he should question any request, which appears inappropriate. The candidate should be encouraged to seek clarification if any doubt exists as to what is expected of him. The Examiner is required to indicate that all the appropriate parts of the NPPL M application form have been assessed during the test. PREPARATION FOR FLIGHT - WEATHER SUITABILITY - AEROPLANE DOCUMENTS CHECK - PERSONAL DOCUMENTS CHECK - WEIGHT AND BALANCE - WEIGHT AND PERFORMANCE - FUEL AND OIL STATE - AEROPLANE ACCEPTABLE - BOOKING OUT, ATC - PRE-FLIGHT INSPECTION The candidate must consider all the above aspects. The Examiner will ensure compliance by observation and where necessary appropriate questioning.

STARTING, TAXYING AND POWER CHECKS

- PRE START CHECKS
- POST START CHECKS
- TAXYING CHECKS
- POWER CHECKS

The Examiner will assess these elements as a part of the candidate's normal operation of the aircraft.

TAKEOFF AND DEPARTURE

- PRE TAKEOFF CHECKS
- DURING AND POST TAKEOFF CHECKS
- NORMAL TAKEOFF
- AERODROME DEPARTURE PROCEDURE
- CLIMBING
- STRAIGHT AND LEVEL FLIGHT
- DESCENDING WITH POWER/FLAP/SPOILER
- TURNING - LEVEL/CLIMBING/DESCENDING

These elements are best assessed during the first part of the test. The exercises are relatively undemanding, the candidate will be able to relax, assess the aircraft and flying conditions. The candidate will have been briefed to depart the airfield in a predetermined direction climbing to a selected altitude.

The Examiner will request a series of manoeuvres, which will cover the above elements. To aid the Examiner in the assessment of the handling skills of the candidate it can be a useful exercise to link these simple manoeuvres together in an unusual sequence. For example, the Examiner can request the candidate to reverse a climbing turn to the right into a descending turn to the left, without establishing straight and level flight between manoeuvres. An additional exercise is for the Examiner to request a number of airspeed changes whilst the candidate completes a series of manoeuvres. If the aircraft is fitted with flaps and/or spoilers the candidate can be asked to lower and raise these devices whilst maintaining level flight at a selected airspeed.

The Examiner should arrange the sequence of these manoeuvres in order to position the aircraft in a suitable location at an appropriate altitude to continue with the upper air exercises.

NAVIGATION AND ORIENTATION

- RECOGNITION OF FEATURES
- ASSESSMENT OF HEADING

The ability of the candidate to use a chart and assess heading without formal navigational planning will be assessed throughout the test by the Examiner. At the briefing stage the Examiner should indicate the area in which the upper air exercises are to be completed. The Examiner will brief the candidate that he is expected to maintain knowledge of position throughout the test. The Examiner should appreciate the high workload that the candidate is likely to experience during the upper air sequences. The Examiner should accordingly arrange for the exercises to be flown close to a readily identifiable fix to assist the candidate in maintaining orientation.

The candidate will be expected to plan a return to the airfield at the Examiner's request. The Examiner will be looking for an approximate assessment of heading followed by adjustment based on the use of the chart and recognition of ground features.

SLOW FLIGHT, STALLING AND SPINNING

- CHECKS BEFORE MANOEUVRE
- SLOW FLIGHT
- RECOVERY FROM INCIPIENT STALL
- RECOVERY FROM DEVELOPED STALL
- RECOVERY FROM DEVELOPED STALL IN THE TURN
- RECOVERY FROM DEVELOPED STALL IN THE APPROACH CONFIGURATION
- RECOVERY FROM INCIPIENT SPIN

The candidate will fly the aircraft throughout the entry and recovery for this exercise.

The slow flight element should be flown at a small increment of speed above the stalling speed of the aircraft. A target airspeed should be established at the aircrafts stalling speed plus 2 to 5 knots (or miles per hour) dependent upon aircraft and flying conditions. The candidate will be required to carry out a series of level, climbing and descending manoeuvres in straight and turning flight at the slow flight airspeed.

The Examiner will expect the candidate to recover from the various types of stall entry by means of the Standard Stall Recovery. The Examiner may, however, specify a recovery into a gliding flight, without the use of power for a limited number of recoveries if he feels it is appropriate.

It is not possible to assess the candidate's ability to recover the aircraft from a spin at the incipient stage in the current generation of microlight aircraft, as none are cleared for spinning. In addition, the certified pitch and roll limits preclude approaching the incipient stage of the spin. In the case of aircraft types, which exhibit a wing drop at the stall the Examiner, should assess the candidate's knowledge of the spin and recovery by questioning.

ADVANCED TURNING

- TURNING AT HIGH ANGLES OF BANK

The Examiner will request the candidate to demonstrate level turns up to 60° of bank to both the left and right, onto a pre-determined heading.

UNUSUAL ATTITUDES

- RECOVERY FROM SPIRAL DIVES AND SIDESLIPS
- RECOVERY FROM STEEP CLIMBING TURNS

This part of the test is best accomplished by the Examiner placing the aircraft in the disturbed condition and the candidate then recovering. This method will ensure that the candidate is correctly identifying the aircraft attitude and that recovery is carried out using the appropriate technique.

The Examiner will brief the candidate to expect the following:

1. Following the appropriate checks the Examiner will take control of the aircraft.
2. The candidate will leave his hands and feet on the controls and follow the Examiner through the manoeuvre.
3. When the Examiner says, "recover now" the candidate will take control of the aircraft and recover to a normal attitude.

	In order to fully assess that a candidate is correctly analysing the manoeuvre it is useful for the Examiner to enter each of the unusual attitudes in a manner that suggests a manoeuvre other than the one that the candidate is asked to recover from. This ensures that the candidate is capable on analysing the attitude of the aircraft rather than instinctively responding to a familiar entry manoeuvre. To achieve this objective the manoeuvres can be entered as follows: 1. The spiral dive can be entered from a steep climbing turn during which the nose of the aircraft is lowered and power is increased. This results in the aircraft entering a positive spiral dive with power applied. 2. The steep climbing turn can be entered from a turn at a high angle of bank during which the aircraft nose is initially lowered. The Examiner then corrects the ensuing spiral dive by progressively reducing power and raising the nose of the aircraft, whilst maintaining the angle of bank. The aircraft will thus be in a nose up attitude with a high angle of bank and a low power setting. FORCED LANDING WITHOUT POWER - CHECKS - PROCEDURE This exercise is of prime importance. The ability of a microlight pilot to successfully land his aircraft following a power failure must be demonstrated unequivocally. In order to ensure that this exercise is realistically assessed the candidate should be briefed to treat the situation as genuine. The engine should not, however, be shut down. The candidate should not consider environmental factors in the planning of the forced landing. The Examiner should, however, ensure that the area chosen for the exercise is not critical in terms of environmental considerations. To ensure realism the Examiner should be responsible for engine warming and instigating the missed approach. The Examiner will assess the candidate's performance in terms of his ability to utilise an appropriate procedure to plan a descent, approach and landing into a suitable field and subsequently to demonstrate good judgement and handling skill in the execution of the plan. The candidate may find it necessary to modify his original plan for a variety of reasons, in the majority of cases this is likely to be due to a poor plan, or a good plan poorly executed. In either case awareness of the problem has resulted in good judgement being applied and an alternative plan being instigated. The candidate, however, has demonstrated a degree of poor judgement in the original plan or subsequent execution and the Examiner should test the candidate further in this area. The Examiner will frequently find it necessary to test the candidate in more than one forced landing without power. At least one procedure should be instigated from a height of between 1500' and 2000' feet agl. Forced landings without power commenced from lower heights, whilst increasing the candidate's initial workload, do not allow proper assessment of the procedure used or of descent planning. A forced landing without power could also be addressed when assessing candidate's performance whilst flying Ex 16B. OTHER SIMULATED EMERGENCIES FORCED LANDINGS WITH POWER
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	This exercise is of particular importance to microlight pilots. The factors to be considered and the procedure to be adopted during this exercise are also appropriate for assessing the suitability of any 'unimproved' site. The Examiner should assess the candidate's understanding of the factors to be considered and the appropriate procedure involved in a forced landing with power. The Examiner may achieve this assessment by questioning the candidate and/or requesting him to demonstrate a forced landing with power. INITIAL APPROACH, CIRCUIT, LANDING AND TAKEOFF - PRE LANDING CHECKS - GLIDE APPROACH AND LANDING - POWERED APPROACH AND LANDING - SOFT/SHORT FIELD LANDING CONSIDERATIONS - ASSESSMENT OF CROSSWIND COMPONENT - CROSSWIND APPROACH AND LANDING - CROSSWIND TAKE-OFF - SOFT/SHORT FIELD TAKE-OFF CONSIDERATIONS - ABANDONED TAKE-OFF - MISSED APPROACH PROCEDURE - ENGINE FAILURE AFTER TAKE-OFF - ENGINE FAILURE IN CIRCUIT - AFTER LANDING CHECKS The Examiner will request that the candidate returns to the airfield and joins the circuit. The Examiner will attempt to cover the majority of the above items. The Examiner should attempt to test the candidate's ability to assess and operate in crosswind conditions. If the combination of wind conditions and runway direction preclude the possibility of operating with a crosswind, consideration should be given to covering these items on a future occasion. Under circumstances where it is not practical to postpone the completion of the test, the crosswind consideration could be covered as a discussion item. The engine failure after take-off and in the circuit will only be simulated; the engine will not be shut down. The Examiner will brief the candidate to continue with the procedure until the Examiner instigates the missed approach. If the candidate plans an approach to land back on the airfield, following a simulated power failure, the Examiner should brief him to complete the approach and landing, unless directed otherwise. SIMULATED EMERGENCIES - ENGINE FIRE IN THE AIR AND ON THE GROUND - CABIN FIRE IN THE AIR AND ON THE GROUND These items may be covered as discussion items. The Examiner may, however, find it more valuable to use these simulated emergencies to instigate other procedures. An engine fire when airborne should result in the candidate carrying out a forced landing without power, whilst a cabin fire in the air may well set the scene for a forced landing with power. Similarly an engine fire on the take-off roll will provide the opportunity to assess a rejected take-off. AIRMANSHIP, AWARENESS, ENGINE AND SYSTEMS HANDLING - LOOKOUT
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	- POSITIONING - RESTRICTED AIRSPACE, HAZARDS AND WEATHER - ATC LIAISON - PASSENGER CARE - ENGINE AND SYSTEMS HANDLING These elements will be assessed by the Examiner throughout the test and/or covered as discussion items. ACTION AFTER FLIGHT - ENGINE SHUT DOWN - PARKING AND SECURING OF AEROPLANE - RECORDING OF FLIGHT DETAILS The Examiner will assess these items by observation and, if necessary, by discussion with the candidate.
Standards required	The following defines the standard that the Examiner should require from candidates for the GST. The candidate should be able to meet the following requirements: QUALITATIVE REQUIREMENTS 1) Exercise good judgement and airmanship 2) Operate the aircraft within its limitations 3) Complete all manoeuvres with smoothness and accuracy 4) Apply aeronautical knowledge 5) Execute emergency procedures and manoeuvres appropriate to the aircraft. 6) Demonstrate control of the aircraft at all times so that the successful outcome of a procedure or manoeuvre is never in doubt. QUANTATIVE REQUIREMENTS The following tolerances are provided to give general guidance relevant to 'typical' training aircraft. Examiners should take into account specific aircraft performance when applying these requirements. All height and speed tolerances assume good flying conditions without any significant turbulence. In turbulent conditions suitable allowances must be made. 1) Height control - tolerances - normally within 100 ft of required altitude - not more than 200 ft at any times - not more than 100 ft for more than 30 seconds 2) Heading control - tolerances - normally within 15 degrees of required heading - not more than 30 degrees at any time - not more than 15 degrees for more than 30 seconds 3) Airspeed control - tolerances - normally within 5 mph/kt of required airspeed - not more than 10mph/kt at any time - not more than 5mph/kt for more than 30 seconds - never below approach airspeed, during the approach 4) Stall recovery - height loss is significantly affected by aircraft type and loading. The

	candidate's performance should be assessed against the 'base line' of the height loss achieved by the application of the correct technique. The candidate should not exceed the 'base line' height loss by more than 50%. 5) Forced landing (without power) - normally procedure should be correctly applied and produce a successful result - Further attempts may be allowed providing first procedure would not have resulted in an unsafe condition.
Results	THE DEBRIEFING The candidate should be encouraged to analyse and criticise his own performance in all aspects of the test. The debriefing will follow the sequence of the test. The Examiner will comment on both the positive and negative aspects of the candidate's performance. In the event of a partial pass or failure it is important that the candidate fully appreciates the aspects of his performance that were unsatisfactory. The Examiner should provide precise details of areas, which did not meet the required standard, including explanation of the correct technique or procedure. The candidate should also be given guidance concerning the requirement for further training (in terms of both content and duration) prior to completing or attempting the GST again. THE RESULT There are three possible results to a GST. The normal result will be either a pass or a fail, there is an option for a partial pass. PASS If the candidate has passed the test he should be given some indication of the result as soon as possible. FAIL If the candidate has failed the test the result should be communicated to the candidate in a positive and yet diplomatic manner. PARTIAL PASS If the candidate fails to reach a pass level on some areas of the test but the Examiner feels that the rest was satisfactory a Partial Pass can be awarded. Elements of the flight that were failed can be flown at a later date following training or practice as required. On the subsequent test only those elements previously failed need be flown although the whole of that flight should be to pass standard. All the elements of the GST must be successfully completed within a 28 day period.
Admin	GENERAL An example of the NPPL M Application Form 102M and Checklist is included in the Guide, Section 3, and on the BMAA web site. It is important to ensure the up to date version is used for the application for the NPPL M and completion of Section 6 by the Examiner. This can be found on the BMAA web site. Whatever the result of the GST the candidate's flying logbook must be completed as detailed below. The entry must include details of the flight and be signed by the Examiner, including his Examiner authorisation number. The Examiner's fee (plus travelling expenses, if applicable) is paid directly to the Examiner by the candidate.

	GST PASSES The Examiner will complete Section 6 of the NPPL M Application Form 102M. The name of the candidate must be entered on the top of the form, together with details of the flight. If the GST consisted of more than one flight the details of each flight must be recorded on the form. The date on which individual parts of the test are completed must be entered in the appropriate column of the form. The Examiner will finally complete the form by including his own details and signing in the appropriate place. LOGBOOK The candidate's logbook must be completed to show the Examiner as Captain, the candidate as P1/S, the flight duration entered in the P1 column and the remarks column should show 'GST Pass' and be signed by the Examiner. The GST hours do not count towards the solo requirements for the licence application. The Examiner must not place a 'Certificate of Test' in the candidate's logbook, only the licensing agency is permitted to sign the initial Certificate. Prior to the submission of a NPPL M application to the BMAA LIAC it is suggested that the application is reviewed to ensure all requirements have been satisfied. The NPPL M Application Checklist is provided both in this Guide and on the BMAA web site to help Instructors and Examiners fulfil this recommendation. The successful candidate must be made aware that on receipt of the Licence it must be signed by the Holder before the privileges of that Licence can be exercised. GST PARTIAL PASS The Examiner will complete Section 6 of the NPPL M Application Form 102M as far as possible. Those parts of the GST successfully completed will be dated on the form. LOGBOOK The candidate's logbook should show the Examiner as Captain, the candidate as PUT, the duration of the flight entered in the Dual/P2 column. The remarks column should show 'GST Partial Pass' and be signed by the Examiner. When the test is completed the remaining details should be entered in Section 6 and the flight exercises completed should be dated on the form 102M. The Examiner should complete the declaration at the bottom of the page. LOGBOOK. The candidate's logbook should show the Examiner as Captain, the candidate as P1/S and the duration of the flight should be entered in the P1 column. The remarks column should show 'GST Completed Pass' and be signed by the Examiner. GST FAILURES The Examiner should not complete any part of Section 6 of the NPPL M application form. The candidate must be given a 'Notice of Failure' form (Form FCL 252 or SRG 2129). The reason for the failure should be given clearly and in detail and the form must be signed by the Examiner. The candidate must be invited to sign the form and their attention must be drawn to their right of appeal. Copies of the form must be sent to the BMAA together with the test report, a copy given to the candidate and the Examiner should retain a copy. In all cases if the candidate refuses to sign the form the Examiner should endorse the
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	copies accordingly. If the candidate refuses to accept the copy, the Examiner should forward it with the other documents to the BMAA LIAC with an explanatory note. LOGBOOK. The candidate's logbook must be completed to show the Examiner as Captain, the candidate as PUT and the flight duration entered in the Dual / P2 column. The remarks column should show 'GST Fail' and be signed by the Examiner. (Note: this looks a little harsh but it stops the candidate rushing off to another Examiner for test before any required training. It is however a true record of the flight).
Validity period	All parts of the GST must be passed within a 28 day period and within the 9 months preceding the date the application for the NPPL M is received by the BMAA LIAC.

Section 6.1 MICROLIGHT CLASS RATINGS - REVALIDATION AND RENEWAL

1 AIRCRAFT RATING REVALIDATIONS Revalidation by experience.

- 1.1 The normal way of revalidating the privileges of a Microlight Class Rating is by experience. A Certificate of Experience or Revalidation may only be completed and signed if the flying logbook presented to the Examiner indicates that the required flying experience has been achieved.
- 1.2 Experience requirements: There are different minimum flying experience requirements for Microlight Class ratings that are dependent upon the type of licence in which the rating is included and the date that the rating was first issued.
 - 1.2.1 **NPPL MICROLIGHT CLASS RATING HOLDERS.** For all microlight class ratings issued from the 1st of February 2008 and all those included in any NPPL the requirements are that within the 24 month period of validity of a Certificate of Revalidation the holder must have completed:
 - 1) A minimum total of 12 hours flying time
 - 2) Of the 12 hours at least 6 must have been flown within the 12 months preceding the expiry date of the current certificate.
 - 3) Any 8 of the 12 hours must have been flown as Pilot in Command
 - 4) At least 12 take offs and 12 landings
 - 5) At least one hour of flying training in a microlight aircraft conducted by an instructor entitled to give flying training in a microlight aircraft
 - 1.2.1.1 Note: The requirement for 1 hour of flying training does not require that the training be conducted in one flight, nor in the same aircraft, nor with the same instructor. This is a difference to the revalidation requirement for JAR/ EASA PPL system.
 - 1.2.1.2 Note: Flying Instructor Tests can be classed as Flying Training for the purposes of the NPPL revalidation.
 - 1.2.1.3 Note: Where the holder has not completed the required 1 hour of flying training but has completed all other requirements the Certificate may be revalidated but must be endorsed "Single Seat aircraft only". The holder may then only fly single seat aircraft until the endorsement is removed following the completion of the required minimum of 1 hour of flying training.
 - 1.2.1.4 Note: The Single Seat endorsement does not allow the holder to fly two-seat aircraft solo.
 - 1.2.1.5 Note: The Certificate of Revalidation, gained by experience, can only be signed during the period of validity of the current Certificate.
 - 1.2.1.6 Note: Because there is a requirement for at least 6 hours to be flown in the last twelve months of the certificate's validity an examiner cannot revalidate a certificate in the first twelve month period.
 - 1.2.1.7 All the requirements must have been completed within the currency of the existing Certificate.

- 1.2.1.8 The Certificate of Revalidation cannot be signed after the expiry of the previous Certificate, nor can experience gained during the validity of a Certificate that has expired be used to qualify for revalidation by experience, unlike a Certificate of Experience for Microlight Class ratings issued before 1st February 2008, excluding NPPLs.
- 1.2.1.9 If the holder of an expired rating presents his documents to an Examiner for renewal the Examiner cannot complete a renewal by experience, the applicant must renew by test.
- 1.2.1.10 The Certificate of Revalidation is valid until the end of the month in which it is issued and then for a further 24 months.
- 1.2.1.11 **ADMINISTRATION:** The examiner completes a Certificate of Revalidation in the holder's licence.
- 1.2.1.12 To remove the Single Seat Only restriction the Examiner enters the same Rating Revalidation as for the existing Rating omitting the Single Seat Only restriction. The validity date remains the same as for the current rating.
- 1.2.1.13 **HOLDERS OF MORE THAN ONE NPPL CLASS RATING.** The holder of more than one NPPL Aeroplane Class rating may use experience gained in aircraft of all NPPL Classes towards the revalidation by experience of any one Class however the minimum flight time required to revalidate by experience in any particular Class is 1 hour as Pilot in Command or 1 hour of flying training with an instructor in that Class. Details of experience required for multiple rating holders are published in CAP 393 Schedule 7.
- 1.2.2 **MICROLIGHT CLASS RATING HOLDERS.** For Microlight Class ratings issued before 1st February 2008 but EXCLUDING those included in a NPPL the requirements are that within the preceding 13 months and during the validity of an existing Certificate of Experience or Test the holder must have completed at least:
 - 1.2.2.1 5 hours experience as Pilot of a microlight, including at least 3 hours as Pilot in Command with up to 2 hours as dual flying instruction as PUT with a qualified flying instructor who has certified that he/she was fit to act as PIC.
 - 1.2.2.2 Note: If more than 13 months have elapsed since the aircraft rating was issued or revalidated a Certificate of Experience may be issued provided that sufficient flying experience was gained during the preceding 13 months and it was within the validity period of the previous certificate.
 - 1.2.2.3 The Certificate of Experience is valid from the date of signing for thirteen months after the last day of the month in which it was signed.
 - 1.2.2.4 **ADMINISTRATION:** The examiner enters and completes a Certificate of Experience in the holder's logbook.
 - 1.2.2.5 Microlight Class Rating holders. Holders of Microlight Class ratings issued before 1st February 2008 but EXCLUDING those included in a NPPL may opt to adopt the NPPL revalidation requirements, as detailed in 1.2.1, as an alternative to the 13 month system detailed in 1.2.2

1.2.3 NPPL SSEA & SLMG CLASS RATINGS - REVALIDATION

- 1.2.3.1 Examiners can only sign certificates for other NPPL class ratings, SSEA & SLMG, if their Examiner Authorities specifically include those classes.
- 1.2.3.2 Before taking advantage of this scope of the authority an Examiner must make sure that they fully understand the requirements for all NPPL Class Rating revalidations and any limitations that an Examiner might be subject to. For details refer to The CAA Flight Examiners' Handbook.

2 AIRCRAFT RATING RENEWALS / REVALIDATION BY TEST.

- 2.1 Pilots who are unable to revalidate by experience are required to complete an aircraft rating renewal by Test. Ratings revalidated by test have the same validity period as those revalidated by experience.
- 2.2 The Examiner should ensure the pilot's eligibility prior to commencing the GST. The Examiner must ensure that if refresher training was required that it has been completed and endorsed in the pilot's logbook by the relevant flying Instructor.
- 2.3 **ALL MICROLIGHT CLASS RATINGS.** Revalidation by test **within the validity period** of the current certificate.
 - Pass the NPPL (M) GST conducted by a Microlight Examiner
- 2.3.1 Validity period. A revalidation by test of a Microlight Class rating issued on or after the 1st February 2008, and in any NPPL, completed during the validity period of a current Certificate is valid from the date of test and will remain valid for 24 months after the end of the month in which the test was taken, unless the date of test is within three months of the expiry of the current Certificate in which case the new Certificate will be valid for 24 months from the expiry date of the existing Certificate.
- 2.3.2 Validity period. A revalidation by test of a Microlight Class rating issued before the 1st February 2008, other than in any NPPL, completed during the validity period of a current Certificate is valid from the date of test and will remain valid for 13 months after the end of the month in which the test was taken.
- 2.4 **ALL MICROLIGHT CLASS RATINGS.** Renewal by test for expired ratings. Where the last **certificate has expired by less than 5 years**, the holder will be required to complete the following:
 - Pass the NPPL (M) GST conducted by a Microlight Examiner
- 2.4.1 **ADMINISTRATION:** For Microlight Class ratings issued before 1st February 2008 other than in any NPPL the Examiner enters a Certificate of Test in the holder's log book.
- 2.4.2 **ADMINISTRATION:** For all Microlight Class ratings issued from the 1st of February 2008 and all those included in any NPPL the Examiner completes the Certificate of Revalidation in the holder's licence.

2.5 **ALL MICROLIGHT CLASS RATINGS.** Renewal by test for expired ratings. Where the last **certificate has expired by 5 years or more**, the holder will be required to complete the following:

- Undergo a course of refresher flying training in a microlight as specified by an instructor qualified to give instruction on a microlight;
- Pass the NPPL (M) GST conducted by a Microlight Examiner
- Pass the Aeroplane Technical Part 2 Oral exam conducted by a Microlight Examiner, the exam to include pilot maintenance and conditions of the Permit to Fly

2.5.1 **ADMINISTRATION:** For Microlight Class ratings issued before 1st February 2008 other than in any NPPL the Examiner enters a Certificate of Test in the holder's log book.

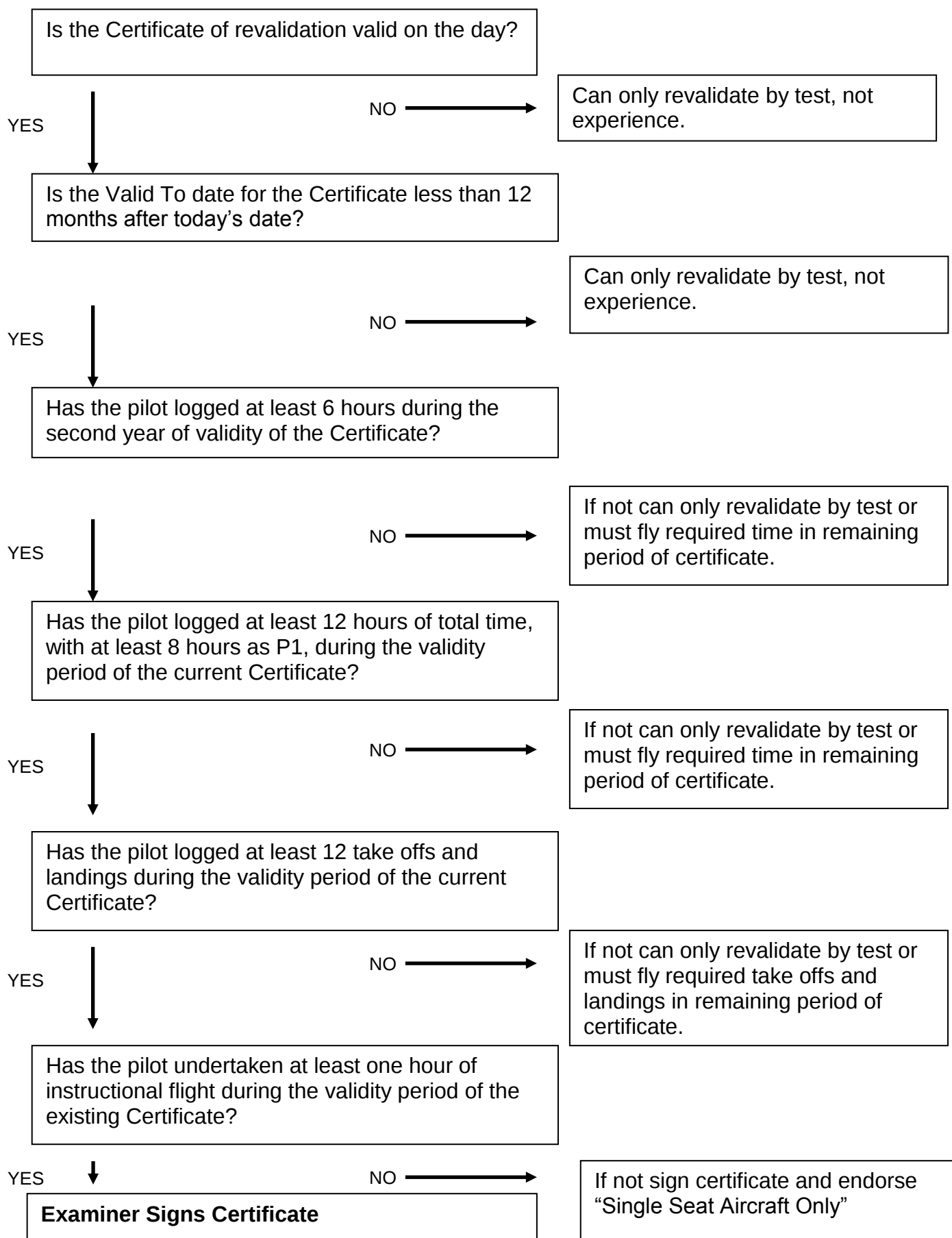
2.5.2 **ADMINISTRATION:** For all Microlight Class ratings issued from the 1st of February 2008 and all those included in any NPPL the Examiner completes the Certificate of Revalidation in the holder's licence.

2.6 Notes

2.6.1 A licence holder may not exercise the privileges of a rating until the Certificate has been completed.

2.6.2 A renewal of an expired Microlight Class rating by test is valid from the date of test.

NPPL REVALIDATION BY EXPERIENCE, TESTS FOR ELIGIBILITY



Section 7.1 MINIMUM CRITERIA FOR APPROVAL OF INSTRUCTORS

1 FI (R) - Flight Instructor (Restricted)

1.1 Pre-course qualifying requirements:

- Must hold a licence that includes a valid Microlight Class rating. The microlight rating must be "Without Operational Limitations".
- Must have held a valid PPL with a SEP or Microlight rating for a minimum period of eight months before starting the AFI course.
- Must have 100 hours as pilot in command (PIC) of which 40 hours are on microlight aircraft and must include at least 5 hours as PIC on the Control Type to be used on the course.
- Must pass a pre-entry written exam and a flight test conducted by a Microlight Flight Instructor Examiner (FIE) or Flight Instructor Course Instructor (FICI) in the 6 months immediately preceding the course commencement date.

1.2 FI (R) Course requirements:

- The minimum training requirement comprises of not less than 40 hours ground school and 15 hours flying training conducted by a Microlight FIC Instructor at an approved Flying Training Organisation.
- On completion of training the Candidate must pass a FI (R) Certificate Flight Test and Ground Exam conducted by a Microlight FIE.

2 FI - Flight Instructor.

2.1 To upgrade from an FI (R) to FI must fulfil the following requirements:

- Have not less than 250 hours experience as PIC of which 200 hours must be on microlight aircraft.
- Have held an AFI Rating/ FI (R) for at least 10 months and have a minimum of 100 hours experience instructing on microlight aircraft.
- Pass a Flight Test and Ground Exam conducted by a Microlight FIE.

3 FIC Instructor - Flight Instructor Course Instructor.

3.1 Minimum requirements for appointment:

- Have a FIC recommendation on last Instructor Test.
- Have 600 instructional hours of which 400 must be on microlight aircraft.
- Have held a Flight Instructor rating for 3 years.
- Candidate will be interviewed by the Panel of Microlight Examiners and the CAA. If successful at interview shall then pass a FIC Instructor Flight Test with a Microlight FIE.

4 Certificate / Approval Issue

4.1 In all cases, if successful, the CAA will issue the Certificate/ Approval

Section 7.2 INSTRUCTOR CERTIFICATE TESTS

1 TYPES OF INSTRUCTOR TESTS

From the introduction of the ANO 2016 all new Instructor certificates, FI and FI (R), are Control Type restricted (Fixed wing, Flexwing or Powered Parachute). Instructors who have Control Type restrictions on their Instructor certificates can only instruct on those Control Types. To be able to instruct on other Control Types see 1.3 below.

1.1 THE FLIGHT INSTRUCTOR'S (RESTRICTED) CERTIFICATE - INITIAL TEST

- 1.1.1 The purpose of this test is to assess the candidate's ability as an Instructor who will give flying instruction to student pilots under the supervision of a Flight Instructor and on the Control Type which is used on the test. The rating is valid for a period of 36 months in addition to the remainder of the month in which the test falls..

1.2 THE FLIGHT INSTRUCTOR'S (RESTRICTED) CERTIFICATE – REVALIDATION

- 1.2.1 The purpose of this test is to assess the candidate's continuing ability as an Instructor giving flying instruction to student pilots under the supervision of a Flight Instructor. The new certificate is valid for 36 months.

1.3 THE ADDITIONAL CONTROL TYPE TEST

- 1.3.1 The purpose of this test is to assess an Instructor's ability to instruct on an additional Control Type (i.e. Fixed, Flexwing or Powered Parachute Microlight). This test must be conducted by a Microlight Flight Instructor Examiner (FIE). The new Control Type will be added to the existing certificate by the CAA and the validity will extend to the end of the existing certificate.

1.4 THE FLIGHT INSTRUCTOR'S (FI) CERTIFICATE – INITIAL TEST

- 1.4.1 The purpose of this test is to assess the candidate's ability to instruct without the close supervision given to FI (R)s. The rating is valid for 36 months. The certificate issued will be Control Type restricted to the Control Type that the Instructor has been tested on. The candidate, if successful will also be able to supervise a FI (R) and this should be considered when assessing the result.

1.5 THE FLIGHT INSTRUCTOR'S (FI) CERTIFICATE - REVALIDATION

- 1.5.1 The purpose of this test is to assess the candidate's ability to instruct to a good standard.

1.6 TESTS FOR FIC APPROVAL

- 1.6.1 The purpose of this test is to assess an Instructor's suitability to conduct Flight Instructor Courses. See Section 8.3 of the Guide - FIC Instructor Test.

2 GENERAL

- 2.1 Examiners are reminded that under the CAA Regulation the candidate has a right of appeal against the conduct of the test. It is most important therefore that all aspects of the administrative procedures and the test itself are conducted in a thoroughly correct manner.
- 2.2 Copies of the Instructor Form 1 are held by the BMAA LIAC and the originals sent to the CAA. The Form 1 forms part of the individual's instructor record and are available for perusal by any Microlight Flight Instructor Examiner (FIE) conducting future tests with the agreement of the Instructor to whom it refers. Permission is only valid for an individual FIE. If the candidate presents to another FIE, the candidate's permission must be obtained once again.
- 2.3 The Instructor will contact a Microlight FIE and make the necessary arrangements for the test. A list of FIEs can be found on the BMAA web site.
- 2.4 In planning the timing of an Instructor test the candidate should take into account the possibility of the test being postponed due to unsuitable weather, aircraft unserviceability, illness etc. all of which are unavoidable and cannot be anticipated. To provide an adequate reserve of time it is suggested that Instructors should initiate the arrangements for a test at least 2 months prior to the expiry of their current Certificate of Test.
- 2.5 In the case of initial FI (R) tests a FIE should be contacted before the completion of the FI (R) course and a rough/best estimate given for planning the timing of the test.
- 2.6 It is vital that bookings once made and confirmed as regards date, time and venue are honoured unless the FIE or candidate is prevented because of illness or other unavoidable cause.
- 2.7 Examiners and candidates should give each other at least 48 hours' notice when cancelling a test booking. Candidates should also be instructed to contact the Examiner on the evening prior, or morning of the test to confirm weather suitability.
- 2.8 The test must be completed within a period of 31 days. The date of completion of the final part of the test is to be taken as the date of commencement of the period of validity of the rating or the date of continuance or revalidation of the privileges of the rating.

3 INSTRUCTOR REVALIDATION TESTS

- 3.1 Instructors must note that it is their responsibility to maintain their ratings and the BMAA does not send reminders.

3.2 AIRFIELD, DOCUMENTATION & EQUIPMENT

- 3.2.1 The test may be conducted at the Examiner's or the candidate's base using an aircraft supplied by either.
- 3.2.2 A suitable examination room must be available offering privacy during the test.
- 3.2.3 Prior to the day of the test the Examiner must ensure that the candidate is certain as to what items he should provide.
- 3.2.4 A suitable aircraft must be available. It must be equipped with dual controls and a means of efficient in flight two way communications.
- 3.2.5 The following documentation must be available:
 - Valid Permit to Fly.
 - Current Certificate of Validity
 - Valid Certificate of Registration.
 - Valid Certificate of Insurance to include cover for the purpose of the test.
 - Aircraft and Engine Logbook.
 - Owners/Flight manual.
- 3.2.6 The Examiner or the candidate may provide the above prerequisites of conducting the test.
- 3.2.7 The candidate must always provide:
 - Pilot's Licence
 - Current Certificate of Experience or Test/ Revalidation or Renewal.
 - Existing Instructor Certificate (where applicable)
 - Personal Flying Logbook
 - Medical Certificate or Pilot Medical Declaration
- 3.2.8 The candidate should obtain and complete his personal details on the Instructor Form 1 and take it along on the day of the test. A blank Instructor Form 1 can be downloaded from the BMAA web site.
- 3.2.9 The candidate should also have any checks and notes normally used by him for pre-flight briefings plus any other training aids or models normally used.

Section 7.3 FLIGHT INSTRUCTOR TESTS and REVALIDATION TESTS

Eligibility of candidate	A FI or FI (R) whose instructor rating has not lapsed by 5 years or more. If lapsed by 5 years or more then must have completed refresher training with a FIC Instructor and be recommended as suitable for test. For an initial FI test consult the FI (R) upgrade to FI test document as well.
Examiner qualifications	Microlight FIE. A FIE conducting refresher FIC training should not then conduct the Instructor test with the Instructor taking part in that refresher training. A FIE should not, save in exceptional circumstances, conduct more than two consecutive tests on any one candidate. The FIE will consider whether real hardship to the candidate would arise if the request was declined and refer to the Panel of Examiners.
Guidance for conduct of test	Prior to starting the test the FIE will ensure the candidate's eligibility for the test. The FIE will normally have available to him a copy of the candidate's previous Instructor Form 1. If the FIE has been unable to obtain a copy of the form he may contact the BMAA LIAC in order to obtain the information over the telephone. The FIE will use the details of the exercises covered and the comments made during the candidate's previous test, to assist in structuring the planned test. The FIE must obtain the candidate's permission in writing before asking for, or obtaining, information regarding previous tests. Although works of reference should be available and/ or accessible online (e.g. CAP 804, ANO: CAP 393 and AICs), the candidate is not expected to need to refer to sources of information (including his own notes) to answer the questions posed by the FIE. However use of notes during the flight briefing, and in flight, is acceptable and the candidate may use reference documents to find unusual detail or demonstrate familiarity with such documents. The whole of the test must be completed within 31 days. The test will consist of the following elements: A General Briefing by the FIE The FIE will attempt to put the candidate at ease. The FIE will indicate to the candidate that the test is primarily an opportunity to demonstrate the skills that have been acquired through the FI (R) course and subsequent experience gained as an Instructor. It also provides an opportunity for the FIE to "coach" the candidate in areas of current thinking. A Pre Flight Briefing exercise by the candidate The FIE or the candidate may nominate the basic training exercise for the pre-flight briefing. The FIE will indicate to the candidate who will nominate the exercise. Weather conditions will be a prime factor in establishing an appropriate exercise, as this exercise will be subsequently demonstrated by the candidate in the air.

	The Flight Test The flight test should normally last between 1 and 1 1/2 hours depending on the type of test and the exercises to be covered. In order to complete the flight test in a reasonable time the FIE may elect not to complete the briefed exercise in its entirety in the student role when handed controls by the Instructor. In this case FIEs should be careful not to disrupt the flow of the exercise and Instructors should not attempt to abbreviate the exercise. Prior to leaving the aircraft, the FIE might consider it desirable to discuss with the candidate any points related to the operation of the aircraft which he wishes to clarify. It may, for instance, be necessary to establish whether the candidate has a valid reason for operating the aircraft or a part of its equipment in a particular way, which is best discussed whilst remaining in the aircraft. Optional Debriefing by FIE of the PFB and Flight Test The FIE may elect to debrief the candidate on the first two elements of the test whilst these exercises are still fresh in the minds of both the FIE and the candidate. It is unlikely that the FIE will choose to debrief at this stage of the test if the candidate's performance has been unsatisfactory, as this will unfavourably predispose the candidate to the next element of the test. Ground oral examination This part of the test should normally take between 1 and 2 hours. The exact duration will depend on the type of test being taken and the candidate's performance. A proportion of the questions should be couched in terms which a student pilot might use but others should be somewhat more searching. Result and overall Debrief It would be impossible to devise a complete and detailed formula by which the FIE can assess whether a candidate has passed or failed the test. Nevertheless, it is essential that the highest possible degree of instructional standardisation should be achieved. FIEs must also remember the privileges and responsibilities of FI (R)s, FIs or FIC Instructors and judge the candidate accordingly. If the FIE assesses that the candidate has demonstrated the potential qualities required from a FE, FIE or FIC Instructor the appropriate recommendations will be made. Whatever the result of the test the FIE may use the debriefing as an opportunity to assist and/or instruct the candidate in areas where it is necessary.
Content of test	GENERAL BRIEFING BY FIE The FIE will indicate the various elements of the test and discuss any variations in the sequence that may be required due to weather, aircraft availability etc. The candidate will be expected to provide and interpret both weather and NOTAM briefings from approved/ official sources. The FIE will explain that he will be acting as a mock student for parts of the test. The candidate is expected to treat the FIE as a student during those times. If any doubt exists in the mind of the candidate as to what role the FIE is assuming then the candidate must seek clarification.

	The FIE will make notes throughout the test in order to assist with the debriefing. This is normal procedure and the candidate should not allow himself to be distracted or discouraged by it. The candidate will be assessed under five main headings: 1. Flying ability and airmanship. 2. Ability to impart knowledge. 3. Ability to recognise and correct typical student faults. 4. Knowledge of the air exercises and sequences. 5. Knowledge of technical subjects. The candidate will be judged on the overall impression given and he should not attempt to judge himself on individual errors or shortcomings although he may be asked to evaluate and criticise his own performance during the debriefing at the end of the test. PRE FLIGHT BRIEFING EXERCISE The PFB will be assessed under the following headings on the Instructor Form 1: Content, Visual Presentation, Technical Accuracy, Clarity of Explanation and Speech, Instructional Technique, Use of Models and Aids and Student Participation. Content will be assessed against the detail of the exercise as published in the current NPPL Microlight syllabus. The FIE will clarify the following points to the candidate: 1. The "student" has satisfactorily completed all the exercises in the syllabus preceding the exercise to be briefed. 2. The associated 'long' briefing has been completed. 3. The candidate may use notes for the briefing. The Instructor will be allowed 15-20 minutes to prepare the briefing. If possible the completed briefing should be retained for reference for debriefing later. THE FLIGHT TEST The FIE will indicate to the candidate that the flight test will include elements of several air exercises other than only the one on which he gave a briefing. During these additional exercises the candidate may assume that the FIE is acting as a student who has satisfactorily completed the exercises preceding it in the syllabus and has received the appropriate pre flight briefing. When these exercises are asked for, the candidate can take a few moments to marshal his thoughts, during this time the FIE may take control of the aircraft. The content of the flight test will be decided by the FIE. It is recommended, however, that the following areas are covered during the flight test irrespective of the subject of the main exercise: 1. At least one of the following exercises: slow flight, stalling, spin awareness, advanced turning, unusual and dangerous attitudes / conditions. 2. Forced landings without power. 3. Take-off and climb.
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	4. Approach and landing. The form and content of the test will be discussed to ensure that the candidate knows exactly what is expected of him in terms of checks, the general area of operation, the approximate altitude for the flight, bearing in mind the weather and any local regulations, and other matters relevant to the flight. Before the flight, the following points should be clarified by the FIE: 1. Who is to be Commander of the aircraft. 2. Who will be responsible for local navigation and R/T (if applicable). 3. The action to be taken during an actual emergency. 4. The action the candidate is expected to take during any simulated emergencies which the FIE might introduce and the manner in which they will be initiated. The Flight will be assessed under the following headings on Instructor Form 1: Content of Demonstration, Arrangement of Demonstration, Synchronisation of Pattern, Student Participation, Correction of Faults, Aircraft Handling, Positioning and Use of Airspace, General Airmanship. The FIE will remind the candidate that notes may be made to assist with the debriefing. OPTIONAL DEBRIEFING OF THE PRE FLIGHT BRIEFING AND FLIGHT PART OF THE TEST GROUND ORAL EXAMINATION Before starting the ground test the candidate should be briefed that: 1. Some of the questions will be asked as if from a student and should be answered as such. 2. There will be no trick questions and he should, therefore, answer them all in a straightforward manner. 3. If the candidate does not understand the question, he should say so and the FIE will reword it. 4. The candidate should be encouraged to use any visual aids which he considers to be appropriate to the questions. 5. The FIE will remind the candidate that notes will be taken to assist with the debriefing. All instructors should consult the relevant part of the 'Syllabus for the Microlight Assistant Flying Instructor Course' in order to review the scope of this part of the test. In addition, the syllabus includes a list of recommended reading material to cover the subjects included in this part of the test. The following illustrates the types of material with which candidates should be familiar. Candidates should be able to construct fully developed explanations. The examples are grouped under each of the ground oral headings: 1) TEACHING LEARNING AND ADMINISTRATION - Principles of teaching and practical application (e.g.: the learning curve, lesson planning, student assessment) 2) LAW, RULES AND PROCEDURES
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	- Airspace classification, VMC criteria, licence privileges - Altimeter setting procedures - Rules of the Air (e.g.: low flying, signals) - Sources of information (e.g.: ANO: CAP 393, AIC's, CAP 804) 3) AVIATION NAVIGATION - Construction of charts - Techniques of navigation - Measurement of track and distance - Chart symbols - Definition of navigational terms 4) AVIATION METEOROLOGY - Lapse rates and stability - Fog formation - Fronts and air masses - Types of wind 5) PRINCIPLES OF FLYING - Stability and control - Effect of wing loading on stall speed - Types of drag - Forces acting during gliding flight 6) AIRFRAMES AND ENGINES - Design of the propeller - Operation of Two-stroke and Four-stroke engines - Classification of forces on aircraft components 7) INSTRUMENTS - Effect of blockages on flight instruments - Instrument errors 8) AIRWORTHINESS DOCUMENTATION - Limitation of a Permit to Fly - Inspection procedures 9) SPECIFIC TYPE - Aircraft limitations 10) FIRST AID AND SAFETY EQUIPMENT - Fire extinguisher types and uses - Basic first aid procedures 11) HUMAN PERFORMANCE & LIMITATIONS - Cause and symptoms of hypoxia - Flying with a common cold
Standards required	PRE FLIGHT BRIEFING The candidate must be able to present a correct, clear and concise pre-flight briefing that prepares the student for the airborne exercise. FLIGHT 1) For FI Tests and FI Revalidations: In addition to the requirements applied to an FI (R) the candidate should display a polished standard of aircraft handling combined with accurate and

	synchronised 'patter'. The importance of appropriate student participation and the ability to accurately identify analyse and correct errors must be clearly demonstrated. The candidate should display a degree of maturity, experience and understanding commensurate with the giving of unsupervised flying instruction. All aspects of authorising a student's first solo flight and supervising an FI (R) must be fully appreciated by the candidate. 2) For FI (R) Revalidations: The candidate should display, at the minimum, a standard equal to that for an initial FI (R) test. GROUND ORAL The ground test is designed to determine the candidate's knowledge of all subjects related to the NPPL M syllabus and, equally as importantly, their ability to impart this knowledge to others.
Results	There are three possible results to a FI test. The normal result will be either a pass or a fail. On occasions a partial pass may be awarded. PASS. If the candidate passes the test the FIE will record on Instructor Form 1 the details and the results of the test and award the candidate with an overall grade. In addition, if appropriate, the FIE will assess the candidate's suitability for FIC approval or FE or FIE appointment, and record his assessment on the Instructor Form 1. FAIL. If the candidate fails the test the FIE may recommend further training with a FIC Instructor, prior to re-test, if he feels it is necessary. The FIE will record his recommendations on Instructor Form 1, together with the details and the result of the test. In the case of a failed test the candidate's instructor privileges are suspended immediately until such time as a satisfactory test has been completed. PARTIAL PASS. A partial pass should only be awarded when a candidate is considered to be able to pass the test but on this occasion failed to do themselves justice on a part of the overall test. The details and the result of the test will be recorded on Instructor Form 1. In the case of a Partial Pass the candidate's instructor privileges are suspended immediately until such time as a satisfactory test has been completed. A partial pass may only be awarded for one element of the test (i.e. Pre Flight Briefing, part of the Flight or Ground Oral). The unsatisfactory element must be repeated in its entirety. Where the partial pass is awarded for one of the 'Other' Flight exercises, and not the Main Flight exercise, it would be normal for this exercise to be briefed as a main exercise on the subsequent flight to achieve the test pass. The second test to complete a 'partial' pass will normally be performed by the same FIE. The whole of the test must be completed within 31 days. If the test is not completed within 31 days the test result becomes a Fail.

	The partial pass should be used with discretion. DEBRIEFING The candidate should be encouraged to analyse and criticise his own performance in all aspects of the test. The de brief will follow the sequence of the test. The FIE will comment on both the aspects that were completed to a good standard and those that were unsatisfactory. In the event of a failure or partial pass it is important that the candidate fully appreciates the aspects of his performance that were unsatisfactory. The FIE will clearly indicate what will be required from the candidate during re-test and how he can best prepare for it. If the FIE debriefs the candidate after the two first parts of the test there will be no need to repeat the points in the final debrief. The FIE will, however, summarise the candidate's performance over the whole of the test during the final debriefing. The FIE will inform the candidate of the grades, recommendations and written comments he has recorded or intends to record on Instructor Form 1. The FIE will also remind the candidate that the grades and comments recorded on the form may be made available to a FIE prior to the candidate's next instructor test with the candidate's prior written permission.
Admin	The BMAA charge an Instructor Test fee to cover the cost of administration of the Instructor system. This should be sent to the BMAA LIAC together with the Instructor Form 1. Details of charges are contained in Appendix A of this guide. The FIE should complete and send the Instructor Form 1 to the BMAA LIAC. The FIE's fee (plus travelling expenses, if applicable) must be paid directly to the FIE by the candidate. PASS In the case of a 'pass' the FIE will take the following action: LOGBOOK The candidate's logbook must be completed to show the FIE as Captain, the candidate as P1/S, the flight duration entered in the P1 column. The remarks column should show 'FI (R)/FI Test Pass', indicate the exercises examined and be signed by the FIE. INSTRUCTOR FORM 1 The FIE will ensure that the applicable items of the Instructor Form 1 are completed and the FIE will return it to the BMAA LIAC. Initial Issue If the test was for the initial issue of a FI rating, the applicable box in Instructor Form 1 Section 1 should be ticked. The candidate should be instructed to send his documents and the appropriate fees to BMAA LIAC. See notes on the Instructor Form 1 for details. The candidate should be reminded that he may not exercise the privileges

	of any rating until it has been issued by the CAA. Revalidations If the test was for the purpose of Revalidating an existing FI (R)/ FI Rating the applicable box in Instructor Form 1 should be ticked. The FIE should sign the Revalidation Certificate in the candidate's Licence. FAIL In the event that a candidate has failed the test, they must be given a 'Notice of Failure' form (Form FCL 252 or SRG 2129). The reason for the failure should be given clearly and in detail and the form must be signed by the Examiner. The candidate must be invited to sign the form and their attention must be drawn to their right of appeal. Copies of the form must be sent to the BMAA together with the test report, a copy given to the candidate and the Examiner should retain a copy. In all cases if the candidate refuses to sign the form the Examiner should endorse the copies accordingly. If the candidate refuses to accept the copy, the Examiner should forward it with the other documents to the BMAA LIAC with an explanatory note. The candidate should be informed that they may not exercise the privileges of their FI /FI (R) Certificate until they has passed the appropriate test with an FIE. LOGBOOK The candidate's logbook must be completed to show the FIE as Captain, the candidate as PUT, the flight duration entered in the Dual/P2 column and the remarks column should show 'FI (R)/FI Test Fail' and indicate the exercises examined and be signed by the FIE. INSTRUCTOR FORM 1 The FIE will ensure that the applicable parts of the Instructor Form 1 are completed and the FIE will return it to the BMAA LIAC. The BMAA does not charge the Administration fee for a Failed test. PARTIAL PASS LOGBOOK The candidate's logbook should show the FIE as Captain, the candidate as PUT, the duration of the flight entered in the P2/Dual column. The remarks column should show 'FI (R)/FI Test Partial Pass', indicate the reason for the partial pass, and be signed by the FIE. INSTRUCTOR FORM 1 The FIE will complete the Instructor Form 1 and indicate where applicable the unsuccessful part of the FI Test. Until the Test is successfully completed the Instructor cannot exercise the privileges of the Rating to which the test relates. On successful completion of the Test: LOGBOOK The candidate's logbook should show the FIE as Captain, the candidate as P1/S and the duration of the flight should be entered in the P1 column. The remarks column should show 'FI (R)/FI Test Completed Pass' and be signed
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	by the FIE. INSTRUCTOR FORM 1 The detail of the element of the test that was re-examined should be completed on a new Instructor Form 1. Both Instructor Form 1s should then be sent to the BMAA LIAC together with the Administration fee. FIE should sign the Certificate of Test on the candidate's rating if revalidating an existing Rating. If the test is not completed successfully: LOGBOOK The candidate's logbook should show the FIE as Captain, the candidate as PUT and the duration of the flight should be entered in the P2 column. The remarks column should show 'FI (R)/FI Test Completed Fail' and be signed by the FIE. A Form FCL 252 or SRG 2129 must be completed and submitted as for a Failed Test above.
Validity period	The new certificate is valid for 36 months from the end of the month in which the test was taken. If the test is taken within 3 months prior to expiry of the existing certificate then the 36 month period would start from the end of the month which includes the expiry date of the existing certificate .

Section 7.4 THE INITIAL FLIGHT INSTRUCTOR (RESTRICTED) FI (R) CERTIFICATE TEST

Eligibility of candidate	The Candidate shall: 1. Hold a licence that includes a valid Microlight class rating with no operational limitations and have held a valid SEP or Microlight Class rating for at least 8 months prior to start of the FI (R) course. 2. Prior to starting the FI (R) course have flown at least 100 hours as PIC of aircraft of which at least 40 hours are on microlight aircraft, including 5 hours as PIC on the Control Type to be used for the course. 3. Have successfully completed a FI (R) course conducted by a Microlight FIC Instructor at an approved Flying Training Organisation (FIC School) comprising of not less than 40 hours ground training and 15 hours flight training as specified in the current edition of CAP 804. 4. Present to the Examiner an Instructor Form 1 showing that the course has been completed and signed by the FIC Instructor. 5. Present their log book/s which shall clearly identify the exercises, or parts thereof, flown on each flight which shall be certified as being correct at the end of the course by the FIC Instructor.
Examiner qualifications	Microlight FIE The FIE conducting the test shall not have conducted any part of the FIC Course that the candidate has undertaken.
Guidance for conduct of test	See FLIGHT INSTRUCTOR RATING TEST.
Content of test	See FLIGHT INSTRUCTOR RATING TEST. In addition the candidate must appreciate the requirement to be supervised by a FI and the limitations applicable to a FI (R) whilst providing flight instruction.
Standards required	The candidate must demonstrate thorough knowledge of the NPPL syllabus, the principles of teaching and the technical aspects of the aircraft and its operation. The candidate must be able to present a correct, clear and concise pre flight briefing. The ability to synchronise suitable 'patter' with safe and accurate aircraft handling must be demonstrated. All manoeuvres should be completed within the tolerances and requirements described for the Microlight GST. The candidate should be able to identify, analyse and correct student errors. Whilst assessing a FI (R) the Examiner will take into account the candidate's

	lack of experience with 'genuine' students. The candidate must display the ability to give correct and complete flight instruction but will not be expected to produce a polished performance.
Results	See FLIGHT INSTRUCTOR RATING TEST.
Admin	The FIE's fee (plus travelling expenses, if applicable) must be paid directly to the FIE by the candidate. PASS In the case of a 'pass' the FIE will take the following action: LOGBOOK The candidate's logbook must be completed to show the FIE as Captain, the candidate as P1/S, the flight duration entered in the P1 column. The remarks column should show 'FI (R) Test Pass', indicate the exercises examined and be signed by the FIE. INSTRUCTOR FORM 1 The FIE will ensure that the applicable parts of the Instructor Form 1 are completed. The FIE will specify either "Microlight Flexwing" or "Microlight Fixed Wing" and return the completed form to the BMAA LIAC. The candidate should be instructed to send his documents and the appropriate fee to BMAA LIAC. 1. The candidate's Personal Flying Log Book. 2. The candidate's PPL or NPPL. 3. The candidate's current medical Certificate or Declaration. 4. The current BMAA fee (see appendix A). 5. The current CAA fee (see appendix A). The candidate should be reminded that he may not exercise the privileges of any rating until it has been issued by the CAA. FAIL In the event that a candidate has failed the test, they must be given a 'Notice of Failure' form (Form FCL 252 or SRG 2129). The reason for the failure should be given clearly and in detail and the form must be signed by the Examiner. The candidate must be invited to sign the form and their attention must be drawn to their right of appeal. Copies of the form must be sent to the BMAA together with the test report, a copy given to the candidate and the Examiner should retain a copy. In all cases if the candidate refuses to sign the form the Examiner should endorse the copies accordingly. If the candidate refuses to accept the copy, the Examiner should forward it with the other documents to the BMAA LIAC with an explanatory note. LOGBOOK The candidate's logbook must be completed to show the FIE as Captain, the candidate as PUT, the flight duration entered in the Dual/P2 column and the remarks column should show 'FI (R) Test Fail' and indicate the exercises examined and be signed by the FIE. INSTRUCTOR FORM 1 The FIE will ensure that the applicable parts are completed.

	The BMAA do not charge the Administration fee for a Failed test. PARTIAL PASS LOGBOOK The candidate's logbook should show the FIE as Captain, the candidate as PUT, the duration of the flight entered in the Dual/P2 column. The remarks column should show 'FI (R) Test Partial Pass', indicate the reason for the partial pass, and be signed by the FIE. INSTRUCTOR FORM 1 The FIE will complete the Instructor Form 1 and indicate the unsuccessful part of the test. On successful completion of the test: LOGBOOK The candidate's logbook should show the FIE as Captain, the candidate as P1/S and the duration of the flight should be entered in the P1 column. The remarks column should show 'FI (R) Test Completed Pass' and be signed by the FIE. INSTRUCTOR FORM 1 The detail of the element of the test that was re-examined should be completed on a new Instructor Form 1. Both Instructor Form 1s should then be sent to the BMAA LIAC together with the documents and fees as detailed for a PASS result. On receipt of applications the BMAA Office checks the documents and copies the Instructor Form 1 which then forms the start of the candidate's Instructor record. The documents are then forwarded to the CAA who will issue the FI (R) Certificate direct to the candidate. The candidate should be reminded that they may not exercise the privileges of any rating until it has been issued by the CAA. If the test is not completed successfully: LOGBOOK The candidate's logbook should show the FIE as Captain, the candidate as PUT and the duration of the flight should be entered in the Dual/P2 column. The remarks column should show 'FI (R) Test Completed Fail' and be signed by the FIE. A Form FCL 252 or SRG 2129 must be completed and submitted as for a Failed Test above.
Validity period	The Certificate will be valid for 36 months from the end of the month in which the test was taken.

Section 7.5 ADDITIONAL CONTROL TYPE TEST

Flight Instructors who are Control Type restricted (Fixed Wing, Flexwing, Powered Parachute) and who wish to instruct on an additional Control Type must pass a test on that control type.

Eligibility of candidate	The candidate must hold a current Instructor Certificate.
Examiner qualifications	Microlight FIE
Guidance for conduct of test	The purpose of this test is to assess the candidate's ability to give instruction on an additional microlight aircraft Control Type. The candidate will be expected to demonstrate, on the ground and in the air, his knowledge of the principle differences between the two types. The test should consist of the following elements: 1. General briefing by the Examiner. 2. Pre-flight briefing 3. Flight Test. 4. Ground Oral Examination 5. Result and debriefing. 6. Administration.
Content of test	GENERAL BRIEFING BY THE EXAMINER The briefing will cover the points as laid down for other tests. The Examiner will indicate to the candidate that the purpose of the test is to assess his flying ability, technical knowledge and in addition the ability to impart knowledge on the additional Control Type. GROUND ORAL EXAMINATION This part of the test may be conducted with reference to the aircraft or by using a model and 'chalkboard' in a formal classroom environment. A combination of the two approaches is likely to be most suitable. The Examiner will concentrate on the principle of flight and technical aspects which are unique to the additional Control Type. FLIGHT TEST The Flight test will be conducted with the Examiner occupying the seat normally occupied by the student and will be acting as a student for parts of the test. The candidate will be asked to demonstrate a series of exercises to the Examiner as if he, the Examiner, was a student. The Examiner will concentrate on Exercises or aspects which are unique to either Fixed Wing, Flexwing or Powered Parachute microlights or where significant differences exist.

	RESULT AND DEBRIEFING The debrief will follow the lines as outlined for Instructor tests.
Standards required	When assessing the performance of the candidate it is important that the Examiner remembers the privileges and responsibilities of the Instructor which will be exercised whilst instructing on the additional Control Type. The Examiner should be mindful of the considerable differences which exist between Fixed Wing, Flexwing and Powered Parachute microlights. Although this test is not a 'full' Instructor test, the elements which are covered should be assessed in accordance with the guidance provided for Instructor Tests.
Results	Pass or Fail
Admin	If the candidate is successful the person conducting the test will complete the Instructor Form 2 and the following are sent to the BMAA LIAC: 1. The completed Instructor Form 2. 2. The candidate's NPPL/PPL. 3. The candidate's Instructor Certificate. 4. The candidate's Personal Flying Logbook. 5. The current CAA fee (see Appendix A).
Validity period	To end of the existing Instructor Certificate validity period.

Section 7.6 FI (R) UPGRADE TO FI CERTIFICATE TEST

The following is in addition to the FLIGHT INSTRUCTOR CERTIFICATE TEST when an FI (R) requests an assessment for a FI upgrade recommendation.

Eligibility of candidate	The candidate must: 1. Have not less than 250 hours experience as PIC of which 200 hours must be on microlight aircraft. 2. Have held an FI (R) Certificate valid for microlight aircraft for at least 10 months. 3. Have at least 100 hours experience instructing on microlight aircraft.
Examiner qualifications	See FLIGHT INSTRUCTOR CERTIFICATE TEST
Guidance for conduct of test	See FLIGHT INSTRUCTOR CERTIFICATE TEST and in addition: The test for this Certificate must assess the candidate's ability to instruct without the close supervision given to FI (R)s. The examiner should specifically address those aspects of instructing where the candidate hopes to gain new responsibilities, such as the standard of flying they would expect a student to achieve before being sent on a first solo. All aspects of authorising a student's first solo flights and supervising an FI (R) must be fully appreciated by the candidate and this should be considered when assessing the result.
Content of test	See FLIGHT INSTRUCTOR'S CERTIFICATE TEST
Standards required	See FLIGHT INSTRUCTOR'S CERTIFICATE TEST
Results	See FLIGHT INSTRUCTOR'S CERTIFICATE TEST and in addition: UPGRADE RECOMMENDED If a PASS the examiner should consider revalidating the existing FI (R) Certificate if there is a possibility of the candidate's existing Certificate lapsing whilst the new Certificate is being processed. In such cases the Examiner should complete the Certificate of Revalidation in the candidate's Licence and also complete the relevant recommendation on the Instructor Form 1. The candidate should be reminded that he may not exercise the privileges of any new Certificate until it has been issued by the CAA. UPGRADE NOT RECOMMENDED If the candidate's performance during an initial upgrade test for the FI Certificate is such that the Examiner cannot recommend an upgrade but considers the standard achieved is acceptable for an FI (R) then the candidate will have his FI (R) revalidated.

	FAILED TEST It possible for the Candidate to fail the upgrade and not demonstrate sufficient competence to retain a FI (R) Certificate. In this case the result is a failed test. See Failed Test in Section 7.3.
Admin	UPGRADE RECOMMENDED The Examiner will complete the Instructor Form 1 to recommend a FI Certificate Issue and will send the completed Instructor Form 1 to BMAA LIAC. The candidate should be instructed to send his documents and appropriate fees to the BMAA LIAC. 1. The candidate's NPPL/PPL 2. The candidate's Personal Flying Logbook 3. A current Medical Certificate or Declaration 4. The candidate's FI (R) Certificate 5. The current CAA fee (see Appendix A). 6. The current BMAA fee (see Appendix A). The BMAA Office checks the documents and copies the Instructor Form 1 for the Instructor's record and then forwards them to the CAA who will issue the FI Certificate direct to the Instructor. UPGRADE NOT RECOMMENDED To Revalidate the FI (R) Certificate only the Examiner will sign a Certificate of Test for existing instructional privileges. The Examiner will tick the box on the front of the form to indicate that the test is for the revalidation of an existing Certificate. The Examiner will send the completed Instructor Form 1 to BMAA LIAC. The BMAA administration fee must also be sent to the BMAA LIAC. FAILED TEST See Section 7.3.
Validity period	If successful the FI Certificate is valid for 36 months in addition to the remainder of the month in which the test falls. NB The Instructor cannot exercise the privileges of a FI until the new certificate has been signed by the Instructor. If unsuccessful for upgrade but successful for revalidation of the FI (R) Certificate, the new certificate will be valid for 36 months from the end of the month in which the test was taken. If the test is taken within 3 months prior to expiry of the existing certificate then the 36 month period would start from the end of the month which includes the expiry date of the existing certificate.

Section 9.1 EXAMINER APPOINTMENTS

1. REVALIDATION (R) EXAMINER PRIVILEGES AND CRITERIA

- 1.1. R Examiners can sign Certificates of Experience and Revalidation to maintain a pilot's rating privileges.
- 1.2. Applicants must show that there is a need for such appointment.
- 1.3. The normal minimum requirement for appointment is for the applicant to be a Pilot.
- 1.4. Before the recommendation for the R Examiner Authority can be made the applicant has to pass a series of written questions to assess the applicant's knowledge of the Revalidation process. The questions are supplied to the applicant by the BMAA LIAC on receipt of the application.

2. GROUND EXAMINER (GR) EXAMINER PRIVILEGES AND CRITERIA

- 2.1. The GR Examiner Authority contains within it the R Examiner Authority.
- 2.2. GR Examiners can sign Certificates of Experience and Revalidation to maintain a pilot's rating privileges and, in addition, holds the Ground Examination papers for the grant of the NPPL M.
- 2.3. Applicants must show that there is a need for such appointment.
- 2.4. The normal minimum requirement is for the Candidate to be a Flying Instructor.
- 2.5. If the applicant does not hold an R Examiner Authority the applicant has to pass a series of written questions to assess the applicant's knowledge of the Revalidation process before the recommendation for the GR Examiner Authority can be made. The questions are supplied to the applicant by the BMAA LIAC on receipt of the application.

3. FLIGHT EXAMINER (FE) EXAMINER PRIVILEGES AND CRITERIA

- 3.1. The FE Examiner Authority contains within it the GR Examiner Authority.
- 3.2. An FE can sign Certificates of Experience and Revalidation to maintain a pilot's rating privileges and holds the Ground Examination papers for the grant of the NPPL M.
- 3.3. In addition FEs can conduct the General Skills Tests for the grant, revalidation and renewal of a Microlight NPPL on Control Types specified on their Approval.
- 3.4. Applicants must show that there is a need for such appointment.

- 3.5. Minimum requirements are that the Candidate must have been a Flying Instructor for 2 years, have 300 Instructional hours of which 200 should be on microlights.
- 3.6. Applicants must have been assessed as suitable at last Instructor Test.
- 3.7. Applicants will be called for an Interview as part of the selection process.

4. APPLICATIONS

- 4.1. Applications for all Examiner Authorities should be made on an Examiner Authority Application Form available from the BMAA LIAC and the BMAA web site and returned to the BMAA LIAC together with the administration fee.
- 4.2. All applications will be considered by the Microlight Panel of Examiners. A recommendation will be made to the CAA concerning the application. In the case of a successful application the letter of authority will be issued by the CAA.
- 4.3. In the case of Flight Examiners it is necessary for the candidate to attend an interview board prior to recommendation for which an administrative charge is made. The charge is payable at the time of application.

5. VALIDITY

- 5.1. All letters of authority are issued for a period of 3 years
- 5.2. It is necessary for all Examiners to apply to renew their authority in order to be considered for a new letter of authority.
- 5.3. Examiners must note that it is their responsibility to maintain their Authorities. Reminders are not sent by the CAA or BMAA.
- 5.4. All applications should be made on an Examiner Renewal Application Form, available from the BMAA web site.
- 5.5. Appropriate fees must be paid prior to the issue of the letter of Authority.
- 5.6. Renewal of a FE Appointment is also dependent upon the applicant having received a recommendation on the previous Instructor Test.
- 5.7. In the event of a FE failing to obtain a recommendation during the appointed period of the Authorisation, the applicant will be given an opportunity to carry out refresher training and present himself for retesting to obtain the necessary recommendation. If the applicant fails to obtain a recommendation on the second flight test, CAA Licensing & Training Standards should be contacted to review the case. The outcome may result in revoking the applicant's Authority.

- 5.8. In the event a FE appointment has lapsed more than 5 years, there may be a requirement for a new application, including FE interview.
- 5.9. All Examiners should be aware that their authorities are issued in respect of the organisation specified on their letter of authority. In order to maintain their authority within another organisation it is necessary for an application to be made to the CAA, through the BMAA LIAC, for the issue of a new letter of authority.