



IR / CB-IR / BIR Skill Test

Application & report form

Applicant's Licence Nr.

Applicant : Last name: _____ First name: _____ Date of birth: _____

Place of birth: _____ Place of origin: _____ Nationality: _____

Address: Street/box: _____

Postal code: _____ City: _____ Country: _____

Phone: _____ e-mail: _____

Invoice and licence to be send to applicant company _____

- | | |
|---|--|
| <input type="checkbox"/> initial IR | <input type="checkbox"/> conversion of an ICAO IR to an EASA IR |
| <input type="checkbox"/> initial CB-IR | <input type="checkbox"/> conversion of an ICAO IR to an EASA CB-IR |
| <input type="checkbox"/> initial BIR | <input type="checkbox"/> conversion of an ICAO IR to an EASA BIR |
| <input type="checkbox"/> repetition of failed/partial passed skill test from: _____ | <input type="checkbox"/> renewal of expired IR |

The ATO confirms that the candidate has been trained in accordance with approved syllabus and recommends him/her for the skill test.

ATO name: _____ Registration no: _____

Name of Head of Training: _____ Licence no: _____

Location & date: _____ Signature of Head of Training: _____

Details of flight

Date: _____ Type of aeroplane: _____ Registration: _____ CR/TR: _____

Departure: _____ Destination: _____ Block-off: _____ Block-on: _____ Block time: _____ # of landings: _____

Result of skill test: passed failed partial passed: section _____ to be repeated

Remarks:

I confirm that the test/check has been carried out in full compliance with the provisions of FCL.1005, FCL.1015(c) and FCL.1030.

Examiner last name: _____ First name: _____

Examiner Licence no: _____ Certificate no: _____

Location & date: _____ Signature of Examiner: _____

To be completed by applicant:

I declare that

- I do not possess a pilot licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another EASA Member State.
- I have not applied for a pilot licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another EASA Member State.
- I have never possessed any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another EASA Member State which was revoked or suspended in any other EASA Member State.
- the information provided is correct. I am aware of the consequences of providing false information, such as being denied a license, certificate, rating, authorisation or attestation, or having it revoked or cancelled.

Date and place: _____ Signature of applicant: _____

ADMINISTRATIVE INFORMATION – FOR FOCA ONLY



Licence Nr.

General flight experience report

A copy of the relevant logbook pages (flight experience & STD pages) showing the confirmed completion of the flight instruction must be attached to this form.

Details of conditions: instruction and flying experience before IR(SPA) skill test

- a) Pilot licence PPL(A) CPL(A)
- b) EASA Medical class 1 or 2 with IR valid until _____
- c) Theoretical examination passed IR/ATPL CB-IR BIR date _____
- d) IR radiotelephony examination passed date _____
- e) Language Proficiency English min. level 4 valid until date _____
- f) Night qualification entry in licence; or
confirmed with form 60.611; or
IFR day only
- g) Flight experience (MNM 50 HR PIC) hours _____
(Exceptions acc. EASA Part FCL.610 IR (b)) hours _____

If instruction is done on SE(A)

IR CB-IR

- h) IFR dual flight instruction with ATO (MNM 50 HR) (MNM 40 HR) hours _____
of which Instruction time FNPT I (MAX 20 HR) (MAX 10 HR) hours _____
of which Instruction time FNPTII or FFS (MAX 35 HR) (MAX 25 HR) hours _____

IR conversion or CB-IR only:

- i) Total IR flight instruction outside ATO (MAX 30 HR) hours _____
- j) Total IR flight instruction on aeroplane with ATO (MNM 10 HR) hours _____

If instruction is done on ME(A)

IR CB-IR

- k) IFR dual flight instruction with ATO (MNM 55 HR) (MNM 45 HR) hours _____
Instruction time FNPT I (MAX 25 HR) (MAX 10 HR) hours _____
or Instruction time FNPTII or FFS (MAX 40 HR) (MAX 30 HR) hours _____

IR conversion or CB-IR only:

- l) Total IR flight instruction outside ATO (MAX 35 HR) hours _____
- m) Total IR flight instruction on aeroplane with ATO (MNM 10 HR) hours _____

If Conversion of non-EASA IR to a "Competency based IR" or BIR

- n) Valid EASA Part-FCL Licence PPL(A) CPL(A)
- o) Valid ICAO IR state of issue: _____
Last ICAO IR check passed on: date: _____
- p) Experience under IFR (CB IR MNM 50 HR PIC) hours _____
(BIR MNM 25 HR PIC)
- q) Passed oral Theoretical Knowledge Examination (see Annex)

If ATPL integrated course

- r) Training confirmed with form 60.324

BIR

- s) Module 1 date: _____
- t) Module 2 date: _____
- u) Module 3 date: _____
- v) Module 4 (multi engine only) date: _____
- w) Flight Instruction in the aeroplane used for the skill test hours: _____
- x) Instruction time in FSTD hours: _____



Licence Nr.

Use of checklist, airmanship, A/C limitations must be respected in all sections

Section 1						Departure
		1 attempt		2 attempt		Remarks
		pass	fail	pass	fail	
a	Use of flight manual (or equivalent) especially a/c performance calculation, mass and balance					
b	Use of Air Traffic Services document, weather document					
c	Preparation of ATC flight plan, IFR flight plan/log					
d	Identification of the required navaids for departure, arrival and approach procedures					
e	Pre-flight inspection					
f	Weather minima					
g	Taxiing					
h	PBN departure (if applicable): <ul style="list-style-type: none"> • Check that the correct procedure has been loaded in the navigation system; and • Cross-check between the navigation system display and the departure chart 					
i	Pre-take-off briefing, procedures and checks					
j (°)	Transition to instrument flight					
k (°)	Instrument departure procedures, including PBN departures, and altimeter setting					
l (°)	ATC liaison — compliance, R/T procedures					
<small>please delete as necessary</small>		pass		fail		<small>examiner's signature</small>

Section 2 (°)						General handling
		1 attempt		2 attempt		Remarks
		pass	fail	pass	fail	
a	Control of the aeroplane by reference solely to instruments, including: level flight at various speeds, trim					
b	Climbing and descending turns with sustained Rate 1 turn					
c	Recoveries from unusual attitudes, including sustained 45° bank turns and steep descending turns					
d (*)	Recovery from approach to stall in level flight, climbing/descending turns and in landing configuration, only applicable to aeroplanes					
e	Limited panel: stabilised climb or descent, level turns at Rate 1 onto given headings, recovery from unusual attitudes					
<small>please delete as necessary</small>		pass		fail		<small>examiner's signature</small>



Licence Nr.

Use of checklist, airmanship, A/C limitations must be respected in all sections

Section 3 (°)		En-route IFR procedures				Remarks
		1 attempt		2 attempt		
		pass	fail	pass	fail	
a	Tracking, including interception, e.g. VOR, or track between way- points					
b	Use of navigation system and radio aids					
c	Level flight, control of heading, altitude and airspeed, power setting, trim technique					
d	Altimeter settings					
e	Timing and revision of ETAs (en-route hold, if required)					
f	Monitoring of flight progress, flight log, fuel usage, systems' management					
g	Ice protection procedures, simulated if necessary					
h	ATC liaison — compliance, R/T procedures					
please delete as necessary		pass		fail		examiner's signature

Section 3a		Arrival procedures				Remarks
		1 attempt		2 attempt		
		pass	fail	pass	fail	
a	Setting and checking of navigational aids and identification of facilities, if applicable					
b	Arrival procedures, altimeter checks					
c	Altitude and speed constraints, if applicable					
d	PBN arrival (if applicable): <ul style="list-style-type: none"> Check that the correct procedure has been loaded in the navigation system; and Cross-check between the navigation system display and the arrival chart 					
please delete as necessary		pass		fail		examiner's signature

Section 4 (°)		3D operations				Airport RWY Type of Approach
		1 attempt		2 attempt		
		pass	fail	pass	fail	
One approach in either Section 4 or Section 5 shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD						
a	Setting and checking of navigational aids Check Vertical Path angle For RNP APCH: <ul style="list-style-type: none"> Check that the correct procedure has been loaded in the navigation-system; and Cross-check between the navigation system display and the approach chart. 					
b	Approach and landing briefing, including descent/approach/landing checks, including identification					
c (+)	Holding procedure					
d	Compliance with published approach procedure					
e	Approach timing					
f	Altitude, speed, heading control (stabilised approach)					
g (+)	Go-around action					
h (+)	Missed approach procedure/landing					
i	ATC liaison — compliance, R/T procedures					
please delete as necessary		pass		fail		examiner's signature



Licence Nr.

Use of checklist, airmanship, A/C limitations must be respected in all sections

Section 5 (°)					2D operations				
One approach in either Section 4 or Section 5 shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD									
		1 attempt		2 attempt		Airport RWY Type of Approach			
		pass	fail	pass	fail				
a	Setting and checking of navigational aids For RNP APCH: • Check that the correct procedure has been loaded in the navigation system; and • Cross-check between the navigation system display and the approach chart								
b	Approach and landing briefing, including descent/approach/landing checks and identification of facilities								
c (+)	Holding procedure								
d	Compliance with published approach procedure								
e	Approach timing								
f	Altitude/Distance to MAPt, speed, heading control (stabilised approach), Stop Down Fixes (SDF(s)), if applicable								
g (+)	Go-around action								
h (+)	Missed approach procedure/ landing								
i	ATC liaison — compliance, R/T procedures								
please delete as necessary					pass		fail		examiner's signature

Section 6					Abnormal and emergency procedures				
		1 attempt		2 attempt		Remarks			
		pass	fail	pass	fail				
a	Simulated engine failure after take-off or on go-around								
b	Approach, go-around and procedural missed approach with one engine inoperative								
c	Approach and landing with one engine inoperative								
d	ATC liaison — compliance, R/T procedures								
please delete as necessary					pass		fail		examiner's signature

(°) Must be performed by sole reference to instruments, (+) May be performed in an FFS, FTD 2/3 or FNPT II, (+) May be performed in either Section 4 or Section 5

Conduct of the skill test

An applicant shall pass all relevant sections of the test/check. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only one section shall take the failed section again. Failure in any section of the re-test, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again. All sections of the skill test shall be completed within six months.

Further training may be required following any one failed skill test. Failure to achieve a pass in all sections of the test in two attempts will require further training as determined by the Authority. There is no limit to the number of skill tests that may be attempted.

The test is intended to simulate a practical flight. The route to be flown shall be chosen by the examiner. An essential element is the ability of the applicant to plan and conduct the flight from routine briefing material. The applicant shall undertake the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board. The duration of the flight shall be at least one hour.

The Authority will provide the examiner with adequate safety advice to ensure that the test is conducted safely.

Should the applicant choose to terminate a skill test for reasons considered inadequate by the examiner, the applicant shall retake the entire skill test. If the test is terminated for reasons considered adequate by the examiner, only those sections not completed shall be tested in a further flight.

At the discretion of the examiner, any maneuver or procedure of the test may be repeated once by the applicant. The examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skills requires a complete re-test.

An applicant shall fly the aeroplane from a position where the pilot-in-command functions can be performed and carry out the test as if there is no other crew member. The examiner will take no part in the operation of the aeroplane except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic. Whenever the examiner or another pilot functions as a co-pilot during the test, the privileges of the instrument rating will be restricted to multi-pilot operations. This restriction may be removed by the applicant carrying out another initial rating skill test acting as if there was no other crew member on a single-pilot aeroplane. Responsibility for the flight shall be allocated in accordance with national regulations.

Decision heights/altitude, minimum descent heights/altitudes and missed approach point shall be determined by the applicant and agreed by the examiner.

An applicant for IR (A) shall indicate to the examiner the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the authorised check list for the aeroplane which the test is being taken. During pre-flight preparation for the test the applicant is required to determine power settings and speeds. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the operations manual or flight manual for the aeroplane used.



Licence Nr.

This page should be completed in all cases by the Examiner. Refer to GM/INFO Examination Guide for details

Competency Performance Indicator (CPI) For Observable Behaviours OBs, refer to GM/INFO Examination Guide	Remark and notes	Grading Section				
		fail 1	2	3	4	5
K - Application of knowledge Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment						
P - Application of procedures and compliance with regulations Identifies and applies appropriate procedures in accordance with published operating instructions and applicable regulations						
M - Aircraft flight path management — manual control Controls the flight path through manual control						
A - Aircraft flight path management — automation Controls the flight path through automation						
C - Communication Communicates through appropriate means in the operational environment, in both normal and non-normal situations						
L - Leadership & teamwork Influences others to contribute to a shared purpose. Collaborates to accomplish the goals of the team						
D - Problem-solving — decision-making Identifies precursors, mitigates problems, and makes decisions						
S - Situation awareness and management of information Perceives, comprehends/manages information and anticipates its effect on the Flight						
W - Workload management Maintains available workload capacity by prioritising and distributing tasks using appropriate resources						
Free Text/ notes						

To be completed by foreign examiner:

I hereby declare that I,have reviewed and applied the relevant national procedures and requirements of the FOCA contained in the last version of the Examiner Differences Document.

date.....signature.....



Licence Nr.

This page has to be completed and signed by examiner and applicant if test failed or partial passed.

Failed item:	Remarks:
Details of the failed or partial passed test:	
Date and Place	I have received the test/check result and been informed about my rights of appeal
	Signature of applicant
	Signature of examiner

Hinweis:

Innert 10 Tagen nach Zustellung des Ergebnisses vom Skill Test/Proficiency Check kann beim Bundesamt für Zivilluftfahrt, 3003 Bern, schriftlich die Ausstellung einer beschwerdefähigen Verfügung über das Prüfungsergebnis verlangt werden.

Remarque:

Il est possible, dans les dix jours suivant la communication du résultat du Skill Test/Proficiency Check d'obtenir, sur réquête écrite auprès de l'Office fédéral de l'aviation civile, 3003 Berne, une décision susceptible de recours portant sur le résultat dudit examen.

Avviso:

Entro dieci giorni dall'invio dei risultati dello Skill Test/Proficiency Check può essere richiesta per iscritto all'Ufficio federale dell'aviazione civile, 3003 Berna, una decisione impugnabile sull'esito dell'esame.

Remark:

Within 10 days after receipt of this skill test/proficiency check result, an appealable decision about the test / check results may be requested in writing to the Federal Office of Civil Aviation, 3003 Bern, using one of the official languages (German/French/Italian)



Licence Nr.

Theoretical Knowledge Demonstration		Applicable for CB IR/ BIR Conversion only	
Subject		Air Law	
	Question Topic	☺	☹
M 1			
M 2			
M 3			
M 4			
M 5			
6			
7			
8			
9			
Subject		Meteorology	
	Question Topic	☺	☹
M 1			
M 2			
M 3			
M 4			
M 5			
6			
7			
8			
9			
Subject		Flight Planning & Performance	
	Question Topic	☺	☹
M 1			
M 2			
M 3			
M 4			
M 5			
6			
7			
8			
9			
please delete as necessary	passed	failed	examiner's signature

Pass rate by decision of the Examiner, 75% being a general reference.

Exam questions may be chosen from the Sample Question Guide published by FOCA, but shall be adapted or modified to the planned flight as much as practical.