



**Instructor (MPA)  
Assessment of Competence**

Application & report form

Applicant's Licence Nr.

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**Applicant** : Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Private address**: Street: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: home: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employed as instructor by \_\_\_\_\_ **Company Name**: \_\_\_\_\_

Invoice and licence to be sent to ☐ company ☐ applicant

<b>Assessment of Competence</b>	<input type="checkbox"/> Initial	<input type="checkbox"/> Removal of TRI restriction	<input type="checkbox"/> TRI(A)
	<input type="checkbox"/> Revalidation	<input type="checkbox"/> Extension of privileges _____	<input type="checkbox"/> SFI(A)
	<input type="checkbox"/> Renewal		

**Only in case of an assessment after training in an ATO**

**ATO** name: \_\_\_\_\_ Registration nr.: \_\_\_\_\_

Name of Head of Training: \_\_\_\_\_ Licence nr.: \_\_\_\_\_

Location & date: \_\_\_\_\_ Signature of Head of Training: \_\_\_\_\_

**To be completed by examiner:**

<b>Details of flight:</b>	<input type="checkbox"/> on aircraft	<input type="checkbox"/> on simulator			
Date:	Type of aeroplane:	ID Nr./ Registration:		Class/Type Rating:	
Departure:	Destination:	Block-off:	Block-on:	Block time:	# of landings:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

<b>Result:</b>	<input type="checkbox"/> passed <input type="checkbox"/> failed (see last page)	Signature of applicant:
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**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 first and last name

Examiner licence Nr.:

Foreign Examiner Certificate Nr.:

Date and place:

Signature of Examiner:

*ADMINISTRATIVE INFORMATION – FOR FOCA ONLY*

Version	ISS 01 REV 00 / 09.01.2024	Prepared by	SBFP / hup	Released by	SL SBFP 21.12.2023
Business object	BAZL-341.301.-1	Revised by	SBFP / sfe	Distribution	Internal / External



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IEC1 Pilot competencies					
Description: <i>Competency Performance Indicator (CPI)</i>		+	-	not observed	not required
KNO	<b>Application of knowledge</b> Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment				
PRO	<b>Application of procedures and compliance with regulations</b> Identifies and applies appropriate procedures in accordance with published operating instructions and applicable regulations				
FPM	<b>Aircraft flight path management — manual control</b> Controls the flight path through manual control				
FPA	<b>Aircraft flight path management — automation</b> Controls the flight path through automation				
COM	<b>Communication</b> Communicates through appropriate means in the operational environment, in both normal and non-normal situations				
LTW	<b>Leadership &amp; teamwork</b> Influences others to contribute to a shared purpose. Collaborates to accomplish the goals of the team				
PSD	<b>Problem-solving — decision-making</b> Identifies precursors, mitigates problems, and makes decisions				
SAW	<b>Situation awareness and management of information</b> Perceives, comprehends/manages information and anticipates its effect on the Flight				
WLM	<b>Workload management</b> Maintains available workload capacity by prioritising and distributing tasks using appropriate resources				
Free Text/ notes		<input type="checkbox"/> N/A if revalidation without flying at controls  <input type="checkbox"/> competent <input type="checkbox"/> not-competent			

IEC2 Management of the learning environment					
Description: <i>Ensures that the instruction, assessment and evaluation are conducted in a suitable and safe environment.</i>		+	-	not observed	not required
IOB 2.1	Applies TEM in the context of instruction/evaluation				
IOB 2.2	Briefs on safety procedures for situations that are likely to develop during instruction/evaluation				
IOB 2.3	Intervenes appropriately, at the correct time and level (e.g., progresses from verbal assistance to taking over control)				
IOB 2.4	Resumes instruction/evaluation as practicable after any intervention				
IOB 2.5	Plans and prepares training media, equipment and resources				
IOB 2.6	Briefs on training devices or aircraft limitations that may influence training, when applicable				
IOB 2.7	Creates and manages conditions (e.g., airspace, ATC, weather, time, etc.) to be suitable for the training objectives				
IOB 2.8	Adapts to changes in the environment whilst minimizing training disruptions				
IOB 2.9	Manages time, training media and equipment to ensure that training objectives are met				
Free Text/ notes		<input type="checkbox"/> competent <input type="checkbox"/> not-competent			



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IEC3 Instruction					
Description: <i>Conducts training to develop the trainee's competencies.</i>		+	-	not observed	not required
IOB 3.1	References approved sources (operations, technical, and training manuals, standards and regulations)				
IOB 3.2	States clearly the objectives and clarifies roles for the training				
IOB 3.3	Follows the approved training program				
IOB 3.4	Applies instructional methods as appropriate (e.g., explanation, demonstration, learning by discovery, facilitation, in-seat instruction)				
IOB 3.5	Sustains operational relevance and realism				
IOB 3.6	Adapts the amount of instructor inputs to ensure that the training objectives are met				
IOB 3.7	Adapts to situations that might disrupt a planned sequence of events				
IOB 3.8	Continuously assesses trainee's competencies				
IOB 3.9	Encourages the trainee to self-assess				
IOB 3.10	Allows trainee to self-correct in a timely manner				
IOB 3.11	Applies trainee-centered feedback techniques (e.g., facilitation, etc.)				
IOB 3.12	Provides positive reinforcement				
Free Text/ notes		<input type="checkbox"/> competent <input type="checkbox"/> not-competent			

IEC4 Interaction with the trainees					
Description: <i>Supports the trainees' learning and development and demonstrates exemplary behaviour (role model)</i>		+	-	not observed	not required
IOB 4.1	Shows respect for the trainee (e.g. for culture, language and experience)				
IOB 4.2	Shows patience and empathy (e.g. by actively listening, reading non-verbal messages and encouraging dialogue)				
IOB 4.3	Manages trainees' barriers to learning				
IOB 4.4	Encourages engagement and mutual support between the trainees				
IOB 4.5	Coaches the trainees				
IOB 4.6	Supports the goal and training policies of the operator/ATO and authority				
IOB 4.7	Shows integrity (e.g. honesty and professional principles)				
IOB 4.8	Demonstrates acceptable personal conduct, acceptable social practices, content expertise, a model for professional and interpersonal behaviour				
IOB 4.9	Actively seeks and accepts feedback to improve own performance				
Free Text/ notes		<input type="checkbox"/> competent <input type="checkbox"/> not-competent			



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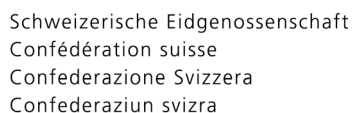
IEC5 Assessment and Evaluation					
Description: <i>Assesses the competencies of the trainee and contributes to continuous training system improvement</i>		+	-	not observed	not required
IOB 5.1	Complies with operator/ATO and authority requirements				
IOB 5.2	Ensures that the trainee understands the assessment process				
IOB 5.3	Applies the competency standards and conditions				
IOB 5.4	Assesses trainee's competency (-ies)				
IOB 5.5	Performs grading				
IOB 5.6	Provides recommendations based on the outcome of the assessment				
IOB 5.7	Makes decisions based on the outcome of assessments				
IOB 5.8	Provides clear feedback to the trainee				
IOB 5.9	Reports strengths and weaknesses of the training system (e.g. training environment, curriculum, assessment/evaluation) including feedback from trainees				
IOB 5.10	Suggests improvements for the training system				
IOB 5.11	Produces reports using appropriate forms and media				
Free Text/ notes		<input type="checkbox"/> competent <input type="checkbox"/> not-competent			

**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.....

FOCA internal use only:				
<input type="checkbox"/> TRI MP(A) validity date: _____	TR: _____			
<input type="checkbox"/> SFI MP(A) validity date: _____	TR: _____	date: _____		
<input type="checkbox"/> TRI MP(A) restricted validity date: _____	TR: _____			
with privileges: for conducting in the aircraft	<input type="checkbox"/> TRI(r) LIFUS	<input type="checkbox"/> TRI(r) LT	<input type="checkbox"/> TRI(r) LIFUS LT	visum: _____



Federal Department of the Environment, Transport,  
Energy and  
Communications DETEC  
Federal Office of Civil Aviation FOCA  
Safety – Division Flight Personnel  
3003 Bern

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**This page has to be completed and signed by examiner and applicant if assessment of competence failed.**

Failed IEC:	Remarks:	
Details of the failed assessment of competence:		
Date and Place	Signature of applicant	Signature of examiner

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.

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

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.

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)