

	APPLICATION & REPORT FORM	REFRESHER TRAINING (SINGLE ENGINE PISTON ONLY)
	SINGLE PILOT OPERATIONS (AEROPLANE)	

Licence No: PPL / CPL / MPL / ATPL:

A: APPLICANTS DETAILS – to be completed by the applicant					
Name				Date of Birth: (dd/mm/yy)	
Resident Address:				Phone No:	
Organisation:					
Aircraft type /Variant:				Date: (dd/mm/yy)	
Flying Hours:	Total Hours	Hours on SEP (Last 12 months)	PIC hours on SEP (Last 12 months)	No of take-offs and landings on SEP: (Last 12 months)	
Applicant's Signature:					

B: FLIGHT TRAINING DETAILS – to be completed by HOT / DFE (2)			
Date: (dd/mm/yy)		Aeroplane Reg:	
Type of Aeroplane:		Organisation Name:	
Departure Airport:		Block Off :	UTC
Arrival Airport:		Block On :	UTC
		Total Time Flown:	HRS
Air Exercise(s):	1.		
	2.		
	3.		
	4.		

The Head of Training (HOT) or Designated Flight Examiner (DFE(2)) shall tick on the appropriate Satisfactory/Unsatisfactory column to determine the level of capability and knowledge of the applicant on each section during the training flight.

C: TRAINING ITEM		<i>HOT / DFE(2) to tick in the appropriate box</i>			
Section 1. Departure		Mandatory Items	Satisfactory	Unsatisfactory	N/A
1.1	Pre-flight including: Documentation Mass and Balance Weather briefing NOTAM				
1.2	Pre-flight Inspection				
1.2.1	External				
1.2.2	Internal	M			
1.3	Engine starting: Normal and malfunctions	M			
1.4	Taxiing	M			
1.5	Pre-departure checks: Engine run-up (if applicable)	M			
1.6	Take-off procedure: Normal with Flight Manual flap settings Crosswind (if conditions available)	M			

1.7	Climbing: Vx/Vy Turns onto Headings Level Off	M			
1.8	ATC liaison – Compliance, R/T procedure				
Section 2. Airwork (VMC)					
2.1	Straight and level flight at various airspeeds including flight at critically low airspeed with and without flaps (including approach to VMCA when applicable)				
2.2	Steep turns (360° left and right at 45° bank)				
2.3	Stalls and recovery: (i) Clean stall (ii) Approach to stall in descending turn with bank with approach configuration and power (iii) Approach to stall in landing configuration and power (iv) Approach to stall, climbing turn with take-off flap and climb power	M			
2.4	UPSET recovery aircraft with high nose attitude and low nose attitude				
2.5	Basic attitude flight by reference to instruments	M			
2.6	ATC liaison – Compliance, R/T procedure				
Section 3. En-route Procedures (VFR)					
3.1	Flight plan, dead reckoning and map reading				
3.2	Maintenance of altitude, heading and speed				
3.3	Orientation, timing and revision of ETAs				
3.4	Use of radio navigation aids (if applicable)				
3.5	Flight management (flight log, routine checks including fuel, systems and icing)				
3.6	ATC liaison – Compliance, R/T procedures				
Section 4. Arrival and Landing					
4.1	Aerodrome arrival procedure	M			
4.2	Normal landing	M			
4.3	Flapless landing	M			
4.4	Crosswind landing (if suitable conditions)				
4.5	Approach and landing with idle power from up to 2000' above the runway				
4.6	Go-around from minimum height				
4.7	Night go-around and landing (if applicable)				
4.8	ATC liaison – Compliance, R/T procedure				
Section 5. Abnormal and Emergency Procedures (This section can be combined with sections 1 through 4)					
5.1	Rejected take-off at a reasonable speed				
5.2	Simulated engine failure after take-off	M			
5.3	Simulated forced landing without power	M			
5.4	Simulated emergencies: (i) fire or smoke in flight, (ii) systems' malfunctions as appropriate				
5.5	ATC liaison – Compliance, R/T procedure				

Licence No:

PPL / CPL / MPL / ATPL:

D: REMARKS – to be completed by HOT / DFE(2)

Signature of Applicant

Signature of HOT / DFE(2)

I confirm that the training flight has been carried out in full compliance with the provisions of CAD 1 – PEL.

HOT / DFE(2) Name:		Licence No / DFE No:	
HOT / DFE (2) Signature:		Date: (dd/mm/yy)	

FOR CAAM USE ONLY

Examiner Authority Checked _____

SATISFACTORY UNSATISFACTORY

Remarks _____

FOI Signature _____

Date _____

Application Fee:	
Receipt No:	
Cheque / P.O:	
Initial:	
Date:	

NOTE:

1. The application is to be filled out by typing or writing clearly in capital letters.

(A) The applicant shall complete (A).

(B) The HOT/DFE(2) shall complete (B)

(C) Training items are to be completed by the HOT/DFE(2). The HOT/DFE(2) would tick in the appropriate box to determine the level of capability and knowledge of the applicant on each section during the training flight.

2. The HOT/DFE(2) shall fill up the Section D: Remarks in the last page. If he finds the applicant to be incompetent, this must be documented in this section. The narrative should be factual and succinct.

3. Where letter 'M' appears in the training checked column, this will indicate mandatory exercise.

4. Licence number column: slash the licences that are not applicable and fill up the licence number.

5. If an error was made in the Satisfactory/Unsatisfactory/NA tick box column, the HOT/DFE(2) shall slash the error, tick the correct box and circle that tick and sign on the right side of the form outside the N/A box. (*example below*)

CAAM/BOP/FCL/9-SPA-RTrg

Licence No: PPL / CPL / MPL / ATPL: ~~1983~~ 1983

	Mandatory Items	Satisfactory	Unsatisfactory	N/A
		☑	☑	☑

[Signature]

GENERAL REQUIREMENTS:

1. The provision of renewing the class rating through experience as per CAD 1 – PEL Appendix 12 Para 5 b) 1) ii) is only applicable to single-pilot single engine piston class rating.

2. The subsequent renewal of this class rating shall be done by passing a proficiency check. i.e. applicant cannot perform renewal through experience for two (2) consecutive renewals.

3. HOT of ATO shall exercise this privilege provided he is a holder of a current and valid FI(2) certificate. This privilege cannot be transferred to persons acting as Deputies of HOT or any other FI(2).

4. DFE(2) may exercise this privilege provided he is a holder of a valid CAAM DFE(2) Certificate.

5. AFI, FI(2) and FI(4) certificate holders with this class rating shall pass a proficiency check to renew the class rating.

6. HOT/DFE(2) should enter "SEP Renewal Refresher Training" statement in the flight details/remarks column and countersign with his License or DFE number in the license holder's flight log book.

7. HOT/DFE(2) shall complete and sign refresher training form (CAAM/BOP/FCL/9-SPA-RTrg), and return to applicant.

8. The applicant shall ensure that after completion of the refresher training, his logbook has been correctly filled, and is clearly indicated with the Instructor's/Examiner's credentials (License/DFE number and Signature) in the logbook.

9. Applicant should submit to CAAM within 10 working days after renewal, the refresher training form (CAAM/BOP/FCL/9-SPA-RTrg) along with his licence and logbook.

CONDUCT OF TRAINING:

1. Applicant shall present the his pilot's log book to the HOT/DFE(2).

2. During the training flight, the HOT/DFE(2) shall verify that the holder of the class rating maintains an adequate level of theoretical knowledge.

3. As this is not a proficiency check, the applicant may repeat this refresher training as many times as necessary. However, the HOT/DFE(2) is responsible for the applicant's proficiency and competency in handling the aeroplane.

4. At the discretion of the HOT/DFE(2) or applicant, any manoeuvre or procedure of the training may be repeated. The HOT/DFE(2) may stop the training at any stage if it is considered that the applicant's demonstration of flying skills are inadequate and further training is required.

5. The HOT/DFE(2) should as much as practicable, take no part in the operation of the aeroplane except where intervention is necessary in the interest of safety or to avoid unacceptable delay to other traffic.

FLIGHT CHECK TOLERANCE:

1. The applicant shall demonstrate the ability to:

- a. operate the aeroplane within its limitations;
- b. complete all manoeuvres with smoothness and accuracy;
- c. exercise good judgement and airmanship;
- d. apply aeronautical knowledge;
- e. maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;
- f. understand and apply crew coordination and incapacitation procedures, if applicable; and
- g. communicate effectively with the other crew members if applicable.

2. The following limits are for general guidance. The HOT/DFE(2) shall make allowance for turbulence conditions and the handling qualities and performance of the type of aeroplane used:

Altitude	
Normal Flight	± 100 ft
With simulated engine failure (ME)	± 100 ft
Limited or partial panel	± 200 ft
Starting go-around at decision alt/ht	+ 50 ft / - 0 ft
Minimum descent altitude / height	+ 50 ft / - 0 ft
<i>'Not below' minima (from FAF altitude down to MDA/H)</i>	- 0 ft
<i>Circling minima</i>	+ 100 ft / - 0 ft
<i>Asymmetric committal height/altitude</i>	- 0 ft
Tracking	
At all times when using a single-needle display	$\pm 5^\circ$
At all times when using a deviation bar display	Half Scale Deflection Azimuth and Flight Path (Precision Approach)
DME arcing	± 1 nm
Heading	
All engines operating	$\pm 5^\circ$
With simulated engine failure (ME)	$\pm 10^\circ$
<i>Limited or Partial panel</i>	$\pm 15^\circ$
Speed	
Take-off and approach	± 5 kt
All other flight regimes	± 5 kt
<i>Limited or Partial Panel</i>	± 10 kt
With simulated engine failure	+ 10 / - 5 kt

Note.- Entries in italics are suggested tolerances.