

# AFE SURVEILLANCE CHECK



**Instructions**

- The FOI/ SAFE should check all the personnel's licences before commencing the check. The licences should be valid with no expired dates.
- The completed report is to be uploaded in CAPELS within 48 hours of the check.

Date of Check: (dd/mm/yy)	Start of Check: (hh:mm)
Organisation:	End of Check: (hh:mm)
Purpose of Check: <input type="checkbox"/> Initial Authorisation <input type="checkbox"/> Reauthorisation <input type="checkbox"/> Change of Aircraft Type	Type of Test(s):

### DETAILS OF PERSONNEL

Role	Name	Licence No.	Validity					
			AFE	FI	AR	IR	MED	ELP
AFE Candidate								
Other AFE								
Candidate								
Candidate								

### DETAILS OF EQUIPMENT

Aircraft Type:	Expiry of FSTD Qualification: (dd/mm/yy)
Aircraft Registration or FSTD Identification:	Expiry of FSTD Approval to use: (dd/mm/yy)

Key Competencies	Assessment	Observable Behaviours / Remarks										
<b>1. Professional discipline</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 12.5%;">1</th> <th style="width: 12.5%;">2</th> <th style="width: 12.5%;">3</th> <th style="width: 12.5%;">4</th> <th style="width: 12.5%;">5</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	1	2	3	4	5						
	1	2	3	4	5							
<b>Description</b>												
1. Decorum and conduct of the AFE. 2. Demonstrates exemplary behaviour (role model).												

<b>2. Management of the assessment environment</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Observable Behaviours / Remarks</b>
	<b>Description</b>					
Ensures that the assessment and evaluation are conducted in a suitable and safe environment.						
<b>3. Interaction with the candidates</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Observable Behaviours / Remarks</b>
	<b>Description</b>					
1. Facilitation of the test 2. How the interaction with the candidate is carried out.						
<b>4. Assessment and evaluation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Observable Behaviours / Remarks</b>
	<b>Description</b>					
1. Assesses the competencies of the candidate. 2. Contributes to continuous improvement.						

**Overall Assessment of Surveillance**

Competent  Not Competent

**REMARKS**

**DECLARATION**

I, being duly authorised by the Director-General, Civil Aviation Authority of Singapore, hereby certify that the AFE Candidate has satisfactorily demonstrated his competency for authorisation / reauthorisation as an Authorised Flight Examiner.

<b>Assessor's Name</b>	<b>Organisation</b>	<b>Signature</b>

## AFE COMPETENCIES GRADING CARD

GRADING WORD PICTURES				
1	2	3	4	5
<b>Ineffective performance, rarely</b> demonstrating <b>any</b> of the behavioural indicators when needed.	<b>Acceptable performance, occasionally</b> demonstrating <b>some</b> of the behavioural indicators when needed.	<b>Suitable performance, regularly</b> demonstrating <b>most</b> of the behavioural indicators when needed.	<b>Effective performance, regularly</b> demonstrating <b>the required</b> behavioural indicators when needed.	<b>Exemplary performance, always</b> demonstrating <b>the required</b> behavioural indicators when needed.

COMPETENCIES	OBSERVABLE BEHAVIOURS
<b>Professional discipline</b>	<ul style="list-style-type: none"> <li>OB1.1 Supports the safety policies and standards of CAAS</li> <li>OB1.2 Shows integrity (e.g. honesty and professional principles)</li> <li>OB1.3 Demonstrates acceptable personal conduct, acceptable social practices, content expertise, a model for professional and interpersonal behaviour</li> <li>OB1.4 Reports strengths and weaknesses of the training system (e.g. training environment, programme, assessment/evaluation) to CAAS including feedback from the candidates</li> <li>OB1.5 Suggests improvements for the training system</li> <li>OB1.6 Produces reports using appropriate forms and media</li> </ul>
<b>Management of the assessment environment</b>	<ul style="list-style-type: none"> <li>OB2.1 Applies TEM in the context of evaluation</li> <li>OB2.2 Briefs on safety procedures for situations that are likely to develop during evaluation</li> <li>OB2.3 Intervenes appropriately, at the correct time and level (e.g. progresses from verbal assistance to taking over control)</li> <li>OB2.4 Briefs on training devices or aircraft limitations that may influence evaluation, when applicable</li> <li>OB2.5 Creates and manages simulated conditions and environment that are realistic and suitable for the assessment</li> <li>OB2.6 Manages time well, allocating sufficient time for each test item to ensure all evaluation objectives are met</li> </ul>
<b>Interaction with the candidates</b>	<ul style="list-style-type: none"> <li>OB3.1 Shows respect for the candidates (e.g. for culture, language and experience)</li> <li>OB3.2 Shows patience and empathy (e.g. by actively listening, reading non-verbal messages and encouraging dialogue)</li> <li>OB3.3 Encourages engagement and mutual support between the candidates</li> <li>OB3.4 Provides recommendations based on the outcome of the assessment</li> <li>OB3.5 Provides clear feedback to the candidates</li> </ul>
<b>Assessment and evaluation</b>	<ul style="list-style-type: none"> <li>OB4.1 States clearly the objectives and clarifies roles for the test</li> <li>OB4.2 Continuously assesses the candidates' competencies, including the root cause(s) of the deficiency(-ies) observed according to the competency framework</li> <li>OB4.3 Encourages the candidate to self-assess through facilitation</li> <li>OB4.4 Complies with CAAS' requirements</li> <li>OB4.5 Ensures that the candidate understands the assessment process</li> <li>OB4.6 Applies the competency standards and conditions</li> <li>OB4.7 Assesses candidates' competencies</li> <li>OB4.8 Performs grading</li> <li>OB4.9 Makes decisions based on the outcome of assessments</li> </ul>