

AFE SURVEILLANCE CHECK

Instructions 1. The FOI/ SAFE should check all the personnel's licences before commencing the check. The licences should be valid with no expired dates. 2. The completed report is to be uploaded in CAPELS within 48 hours of the check.								
Date of Check: (dd/mm/yy)				Start of Check:				
Organisation:				End of Check: (hh:mm)				
Purpose of Check: <input type="checkbox"/> Initial <input type="checkbox"/> Re-authorisation <input type="checkbox"/> Change of Aircraft Type				Type of Test(s):				
DETAILS OF PERSONNEL								
	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)				
ITEMS			ASSESSMENT		REMARKS			
1. Professional discipline: <ul style="list-style-type: none"> Demeanour Conduct Decorum Independence as a CAAS representative 			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required					
2. Knowledge: <ul style="list-style-type: none"> ANO/ ANR 121 SASP 2, 3, 7, 11 Aircraft Type systems & procedures FSTD Deferred defects CBTA markers 			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required					
3. Briefing: <ul style="list-style-type: none"> Safety Test format Pilot Monitoring (PM) support Gap analysis, differences 			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required					

ITEMS	ASSESSMENT	REMARKS
4. Conduct of Test: <ul style="list-style-type: none"> • Set up of test exercises • Sequencing of test exercises • Time management • Effective communications 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required	
5. FSTD operation: <ul style="list-style-type: none"> • Use of freeze and reposition • Roleplaying as ATC, ground crew, cabin attendant 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required <input type="checkbox"/> Not applicable	
6. Flying Standard: <ul style="list-style-type: none"> • Airmanship • Handover and Takeover skills • Situational Awareness • Handling 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required <input type="checkbox"/> Not applicable	
7. Assessment: <ul style="list-style-type: none"> • CBTA Markers (where applicable) • Clear understanding of root causes of under-performance • Standardisation • Administration of Regulations/ Technical Quiz 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required	
8. Debrief: <ul style="list-style-type: none"> • Facilitation skills • Focus on main issues • Balancing praise with critique • Summarisation of performance 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required	
9. Report writing and scoring: <ul style="list-style-type: none"> • Scores agree with assessment • Clear and concise in writing • Correct CoT entry 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required	
10. Overall Assessment	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement required	
ADDITIONAL 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/ re-authorisation as an Authorised Flight Examiner.		
Assessor's Name	Organisation	Signature