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Flight Test Guide

Instrument Rating

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FLIGHT TEST GUIDE

INSTRUMENT RATING

This flight test guide sets out the techniques, procedures and the marking criteria to be used by Transport Canada Inspectors and Pilot Examiners for the conduct of the flight test required for the issuance of the Instrument Rating.

It is also intended for the use of flight test candidates, flight training units, and flight instructors.

Definitions

'flight test item' means a task, manoeuvre or exercise listed on the flight test report.

'examiner' means a Pilot Examiner, accredited under Part 1 Section 4.3(1) of the *Aeronautics Act*, or a Transport Canada Civil Aviation Inspector authorized to conduct this flight test.

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GENERAL

Admission to Flight Test - Initial

In order to be admitted to a flight test required for the initial issue of an Instrument Rating, and to meet the requirements of CAR Standard 421.14, the candidate will present:

- (a) photo identification with a signature;
- (b) a valid Pilot Licence;
- (c) a letter of recommendation from a qualified person in accordance with 425.21(9) certifying that:
 - (i) the candidate meets the requirements of CAR 421.14(4)(d);
 - (ii) the candidate is considered competent to complete the flight test for the Instrument Rating;
 - (iii) the candidate is recommended for the flight test.
- (d) proof of having successfully completed the written examination (INRAT) within the previous 24 months (CAR 400.03).

Note: The successful completion of a flight test is one of the prerequisites for the application for the issuance of an Instrument Rating. Once all of the prerequisites are met, the candidate may submit an application directly to a Transport Canada office or through the services of an Authorized Person.

Admission to Flight Test - Renewal

In order to be admitted to a flight test required for the renewal of an Instrument Rating, the candidate will present:

- (a) photo identification with a signature;
- (b) a valid Pilot Licence; and
- (c) proof of holding, or having held within the previous 24 months, a valid Canadian Instrument Rating.

Note: If the Instrument Rating has been expired for more than 24 months, the requirements for admission to an initial flight test must be met.

Admission to a Complete Re-test

For admission to a complete re-test following the failure of a flight test for the **initial** issue of an Instrument Rating, the candidate will conform to the requirements set out in "Admission to Flight Test-Initial".

For admission to a complete re-test following the failure of a flight test for the **renewal** of an Instrument Rating, the candidate will present a letter of recommendation signed by a person qualified in accordance with CAR 425.21(9) stating that the candidate is considered competent to complete a flight test.

Admission to a Partial Flight Test

A partial flight test must be conducted within 30 days following the date of the failed complete flight test.

Prior to admission to a partial flight test, the candidate will provide:

- (a) a copy of the flight test report for the previously failed flight test; and
- (b) a letter, signed by a person qualified in accordance with CAR 425.21(9) stating that the candidate:
 - (i) has received further training on the previously failed flight test item;
 - (ii) is considered to have reached a sufficient level of competency to successfully complete the flight test; and
 - (iii) is recommended by the instructor or qualified person for the partial flight test.

Aircraft and Equipment Requirements

The initial flight test for the Instrument Rating may be conducted in an aircraft or in a full-flight simulator (FFS) meeting the requirements stated in this section. The flight test for the renewal of the Instrument Rating may be conducted in an aircraft, in a full-flight simulator or in a flight training device (FTD) meeting the requirements stated in this section.

Aircraft

An aircraft to be used for an Instrument Rating flight test will have a valid and current Canadian or Foreign Flight Authority in accordance with CAR 507 and meet the following requirements:

- (a) Aeroplanes will be type-approved for IFR flight operations in the AFM/POH or AFM/POH Supplement (CAR 602.07 – *Aircraft Operating Limitations*);
- (b) Helicopters will:
 - (i) be equipped with suitable radio and two-way intercom voice communication.
 - (ii) be approved for Day or Night VFR; or
 - (iii) when flown on an IFR Flight Plan, be type-approved for IFR flight in the AFM/POH or AFM/POH Supplement (CAR 602.07 – *Aircraft Operating Limitations*);
- (c) Aircraft will be equipped in accordance with CAR 425.23 - *Training Aircraft Requirements*, subsections (1), (2) and (7) of the *Personnel Licensing Standards* with the exception that aircraft equipped with an electronic primary flight display are exempt from the requirements of paragraphs 425.23(1)(b) and (c). Subsection (7) refers to CAR 605.18 – *Power-driven Aircraft – IFR*;
- (d) Where an observer's seat is occupied by an examiner, it will:
 - (i) be equipped with a safety harness installed in accordance with the *Airworthiness Standards*;
 - (ii) be located to permit an unobstructed view of the aircraft instruments, radios and navigation equipment; and
 - (iii) be equipped to monitor intercom and air to ground and air to air radio communications.

Synthetic Flight Training Equipment

General

- (a) Where a flight test is conducted in a full flight simulator or a flight training device, the examiner must either be trained in the use of the device or must monitor the candidate's performance while an individual, that has been trained, operates the device in accordance with an agreed-upon script.
- (b) According to CAR 606.03, any synthetic flight training equipment used for pilot checking or testing, pursuant to Part IV of the *Canadian Aviation Regulations*, shall have a certificate issued by Transport Canada;
- (c) A flight training device (FTD) is acceptable for instrument rating renewal flight tests provided that the conditions outlined below are met.

Full Flight Simulator (FFS)

A full-flight simulator used for the Instrument Rating flight test shall be a Level A or higher FFS approved in accordance with the *Aeroplane and Rotorcraft Simulator Manual* (TP9685). The pilot seats will only be occupied by the required crewmembers. In the case of a single-pilot aeroplane, that would be the candidate only.

Flight Training Device (FTD) (Instrument Rating Renewals only)

A FTD used for an Instrument Rating renewal flight test shall be a minimum level 2 FTD approved in accordance with the *Aeroplane and Rotorcraft Simulator Manual* (TP9685) with the following enhancements:

- (a) An enclosed cockpit environment, which will have actuation of controls and switches that replicate those in the aeroplane. May be representative of a single set of aeroplanes;
- (b) Crew seats shall have sufficient adjustments to allow the occupant to achieve the design eye reference position appropriate to the aeroplane and for the visual system to be installed to align with that eye position;
- (c) A generic ground handling model that enables representative flare and touch down effects to be produced by the sound and visual systems;
- (d) Installed systems must simulate the applicable aeroplane system operation. Systems shall be operative to the extent that it shall be possible to perform all normal, abnormal and emergency operations as may be appropriate for the aeroplane during the flight test. Flight and navigation controls, displays and instrumentation must be as set out in CAR 605.18 for IFR operations;
- (e) The instructor's station must have the capability to introduce failures on all required systems. Once activated, proper system operation must result from system management by the crew member and not require any further input from the instructor's controls;
- (f) Control forces and control travels which respond in the same manner under the same flight conditions as in the aeroplane or set of aeroplanes being simulated;
- (g) Aerodynamic modeling shall reflect a rolling movement due to yawing;
- (h) Communication equipment (intercom and air/ground) corresponding to that installed in the replicated aeroplane or set of aeroplanes;
- (i) Significant cockpit sounds, responding to pilot actions, that correspond to the aeroplane or set of aeroplanes being simulated;
- (j) A visual system (night/dusk or day), that provides an out-of-the-cockpit view, providing cross-cockpit viewing for the pilot occupying the left seat of a minimum field of view of 150° horizontally and 40° vertically, unless restricted by the type of aeroplane, including adjustable cloud base and visibility; and
- (k) The visual system need not be collimated. The responses of the visual system and the flight deck instruments to control inputs shall be closely coupled to provide the necessary cues.

Other Equipment

The candidate will supply the following publications and ancillary equipment:

- (a) electronic data bases, enroute, terminal and approach charts for the area where the flight test is to occur must be appropriate and current and, if the test is conducted in Canada, a current *Canada Flight Supplement*;
- (b) where the flight test is conducted in an aircraft, an effective means of excluding outside visual reference to simulate instrument flight conditions, while maintaining a safe level of visibility for the examiner or safety pilot.

Flight Test

A candidate who holds a valid Pilot Licence, including a valid flight crew licence or rating issued by a contracting state or a Canadian military flight crew permit, licence or rating, may exercise the privileges of an Instrument Rating for the sole purpose of the candidate's Instrument Rating flight test.

Flight tests are conducted when weather conditions do not present a hazard to the operation of the aircraft, the aircraft is airworthy and the candidate's and the aircraft's documents are valid, as required by the *Canadian Aviation Regulations*. It is the sole responsibility of the examiner to make the final decision as to whether or not all or any portion of the flight test may be conducted.

Whenever practicable, flight tests for the Instrument Rating should be conducted in accordance with a filed IFR flight plan. The direct interaction between the candidate and ATS in an IFR controlled environment makes the test more realistic.

Suitable radio navigation facilities must be available to complete the flight test.

Autopilots may be used during the flight test but at least one of the approaches must be hand-flown during the flight test for the initial qualification.

All of the required flight test items on the flight test report must be completed and the minimum pass mark for the Instrument Rating flight test of **39** (60%) must be achieved.

Ground flight test items are items **1A**, **1B** and **2**.

Air flight test items are those items, tasks or manoeuvres performed directly with the aircraft, including emergency procedures.

Ground flight test items will be assessed before the flight portion of the flight test.

Repeated Flight Test Item

A flight test item or manoeuvre will not be repeated unless one of the following conditions applies:

- (a) **Discontinuance:** Discontinuance of a manoeuvre for valid safety reasons; i.e., a go-around or other procedure necessary to modify the originally planned manoeuvre.
- (b) **Collision Avoidance:** Examiner intervention on the flight controls to avoid another aircraft, which the candidate could not have seen due to position or other factors.
- (c) **Misunderstood Requests:** Legitimate instances when candidates did not understand an examiner's request to perform a specific manoeuvre. A candidate's failure to understand the nature of a specified manoeuvre being requested does not justify repeating an item or manoeuvre.
- (d) **Other Factors:** Any condition under which the examiner was distracted to the point that he or she could not adequately observe the candidate's performance of the manoeuvre (radio calls, traffic, etc.).

Note: These provisions have been made in the interest of fairness and do not mean that instruction, practice or the repeating of an item or manoeuvre already unacceptably demonstrated is permitted during the flight test evaluation process.

Incomplete Flight Test

If the test is not completed due to valid circumstances beyond the candidate's control, (weather, mechanical, physiological reasons) the subsequent flight test will include the flight test items not completed on the original flight test. The test will be completed within the 30-day validity period of the original recommendation letter in an aircraft of the same instrument-rating group.

The following process will apply:

- (a) a copy of the Flight Test Report must be presented to the candidate;
- (b) the flight test may be completed at a later date;
- (c) the test may be completed by the same or another examiner;
- (d) the original recommendation must still be valid;
- (e) flight test items already assessed will not be re-tested, but items already demonstrated during the initial flight and repeated for the purpose of the second flight, may be re-assessed as "Below Standard"(1), if the aim of the exercise is not achieved or safety is compromised;
- (f) the original flight test report may be used to complete the test, or two separate reports may be submitted;
- (g) the candidate is permitted to complete additional training while awaiting completion of the test.

If the initial flight test included one failed air item, the partial flight test for that item may be conducted during the subsequent flight test flight, after the candidate has completed all of the required items, provided:

- (a) the minimum pass mark has been achieved;
- (b) no additional item was failed during the subsequent flight; and
- (c) a letter of recommendation for the partial flight test was received prior to the flight.

Failure of a Flight Test

Failure to achieve the minimum pass mark or the failure of any flight test item on the flight test report constitutes a failure of the flight test.

The failure of any ground item will require a complete re-test and will preclude the air portion of the flight test. Ground items are not eligible for a partial flight test.

If one air item is failed, the candidate will be eligible for a partial flight test on that item and the failure of a second air item will require a complete re-test.

If not satisfied with the outcome of the flight test, a candidate may wish to file a written complaint regarding the conduct of a flight test or the performance of an examiner with the Transport Canada Regional Office responsible for that examiner. In order to succeed with a complaint, the applicant will have to satisfy Transport Canada that the test was not properly conducted. Mere dissatisfaction with the flight test result is not enough. After due consideration of the individual case, the Regional Superintendent – Flight Training, may authorize a re-test to be conducted, without prejudice (with a clean record in regard to the disputed flight test), by a Civil Aviation Inspector or alternate pilot examiner. Should the complaint not be addressed to the candidate's satisfaction, the procedure to be followed is outlined in 'Civil Aviation Issues Reporting System (CAIRS). The document can be found at: <http://www.tc.gc.ca/CivilAviation/QualityAssurance/QA/cairs.htm>

Where the holder of a valid instrument rating fails a flight test required for the renewal of the rating, the examiner will initiate the suspension process by drawing a line through the rating privileges (both English and French) on the holder's licence and write "Instrument Rating Suspended" followed by the examiners signature and the date. The examiner will contact the Regional Office no later than the next working day to report the failure. The Regional Office will then issue a formal notice of suspension to the candidate.

A pilot licence, including any ratings or endorsements attached to that licence, is a *Canadian Aviation Document* (CAD). The powers to suspend, cancel or refuse to renew a CAD, or any of its additional privileges, are set out in the *Aeronautics Act*.

Where the CAD already includes Instrument Rating privileges, the document holder has the right to appeal the Minister's decision, to suspend, cancel, refuse to issue or renew a CAD, before the Transportation Appeal Tribunal of Canada (TATC). The TATC may be contacted at:

Transportation Appeal Tribunal of Canada,
333 Laurier Avenue West, 12th Floor, Room 1201
Ottawa, ON K1A 0N5
Tel.: (613) 990-6906
Fax: (613) 990-9153

Partial Flight Test

Provided the applicable pass mark has been achieved and there is no more than one failed air item, the skill requirement for the issuance of the instrument rating may be met by completing a partial flight test of that item assessed "Below Standard".

The candidate will be required to successfully perform the air item assessed as "Below Standard" on the previously failed complete flight test. Flight test items not associated with the failed item to be retested, but repeated for the purpose of the second flight, may be re-assessed as "Below Standard" (fail) if their aim is not achieved or safety is compromised.

The partial flight test will be completed within 30 days of the original complete flight test in an aircraft of the same instrument-rating group. No more than one partial flight test will be allowed for each complete flight test.

Complete Re-Test

A complete re-test will be required in the following situations:

- (a) the required pass mark is not obtained during a complete flight test;
- (b) failure of any ground item;
- (c) failure of more than one air items during a complete flight test;
- (d) failure of a flight test item during a partial flight test;
- (e) dangerous flying;
- (f) a demonstrated pattern of failing to use proper visual scanning techniques is displayed during the visual flight portions of the flight test; or
- (g) a partial flight test is not completed within 30 days of the original complete flight test.

Note: In the case of a complete re-test, the candidate should not show or submit a copy of the previously failed flight test report to the examiner to avoid a prejudgement of the test.

Instrument Rating Groups

The group of instrument rating issued must correspond to the aircraft or simulator or FTD used for the instrument rating flight test.

Subject to the privileges of the candidate's licence, an instrument rating may be issued valid for:

- Group 1** (all aeroplanes) when the flight test was conducted in a multi-engine aeroplane other than a center-thrust multi-engine aeroplane;
- Group 2** (all center-thrust multi-engine and single engine aeroplanes) when the flight test was conducted in a center-thrust multi-engine aeroplane;
- Group 3** (all single engine aeroplanes) when the flight test was conducted in a single engine aeroplane; or
- Group 4** (all helicopters) when the flight test was conducted in a helicopter.

Validity Periods

An instrument rating is valid for 24 months from the first day of the month following a flight test subject to the recency requirements of CAR 401.05. If a flight test for renewal of an instrument rating is passed within 90 days prior to its expiry, the renewed rating will be valid to the same date as if the test was done immediately prior to the expiry date.

Examiners are authorized to endorse pilot licences when renewing instrument rating privileges. These endorsements are valid for 90 days from the date of the endorsement or until a new updated licence is issued.

Pre-Test Briefing

Flight test examiners are required to brief test candidates on the following details:

- (a) **The sequence of test items to be covered.** There is no need for the candidate to memorize the sequence, as the examiner will give instructions for each item.
- (b) **If in doubt -- ask!** Candidates who do not clearly understand what they are being asked to do should feel free to ask. It may be that the examiner wasn't clear in giving instructions.
- (c) **Who is pilot-in-command?** The pilot-in-command should be the flight test candidate and, if the examiner is a Transport Canada employee, it will always be the flight test candidate.
- (d) **Who will do what in the event of an actual emergency?** Discuss
- (e) **How to transfer control.** There should never be any doubt as to who is flying the aircraft so proper transfer of control through the words "You have control" and "I have control" is expected during a flight test. A visual check is recommended to verify that the exchange has occurred.
- (f) **Method of simulating emergencies (aircraft only)** What method will be used? Verbal? Simulated zero thrust setting?

Note 1: For Groups 1, 2 and 4(multi) ratings, engine failures will only be simulated in accordance with the manufacturer's recommendations, or in their absence by closing the throttle or reducing power to flight idle. No simulated engine failure will be initiated below 500 feet AGL. Special care must be exercised to respect engine and airframe limitations when simulating an engine failure. The practice of closing fuel valves, shutting off magneto switches or pulling circuit breakers will not be used during a flight test.

Note 2: Failures of electronic flight or map displays may be simulated in accordance with the training and testing recommendations/handbooks supplied by the equipment manufacturer. In these cases, the examiner will apply discretion, as to the wisdom of creating a simulated failure, based on the existing flight conditions and on his/her familiarity with the specific equipment, in order to ensure safety of flight.

Flight Management

Flight management refers to the effective use of all available resources, including working with such groups as dispatchers, other crewmembers, maintenance personnel, and air traffic controllers. Poor performance of a manoeuvre or task can often be explained by weaknesses in flight management competencies.

Problem Solving and Decision Making

- (a) anticipates problems far enough in advance to avoid crisis reaction
- (b) uses effective decision-making process
- (c) makes appropriate inquiries
- (d) prioritizes tasks to gain maximum information input for decisions
- (e) makes effective use of all available resources to make decisions
- (f) considers “downstream” consequences of the decision being considered

Situational Awareness

- (a) actively monitors weather, aircraft systems, instruments, ATC communications
- (b) avoids “tunnel vision” - awareness that factors such as stress can reduce vigilance
- (c) stays “ahead of the aircraft” in preparing for expected or contingency situations
- (d) remains alert to detect subtle changes in the environment

Communication

- (a) provides thorough briefings
- (b) asks for information and advice
- (c) communicates decisions clearly
- (d) asserts one’s position appropriately (Multi-crew)

Workload Management

- (a) organizes cockpit resources well
- (b) recognizes overload in self
- (c) eliminates distractions during high workload situations
- (d) maintains ability to adapt during high workload situations

Airmanship

The candidate’s airmanship will be assessed along with other factors in determining the mark awarded for each item. Items such as looking out for other aircraft, use of checklists, consideration for other aircraft on the ground and in the air, choice of run-up areas and choice of runways will be assessed. The candidate will be expected to demonstrate good airmanship and complete accurate checks on a continuing basis.

Flight Test Results

The *Privacy Act* protects the privacy of individuals with respect to personal information about themselves held by a government institution. A flight test measures the performance of the candidate for the flight test, the examiner conducting the flight test, the instructor who recommended candidate and, through identification of the Flight Training Unit, the performance of the Chief Flight Instructor who is responsible for the training at that unit. All of these are identified on the flight test report.

Personal information may be disclosed in accordance with Section 8(2)(a) of the *Act*, which allows disclosure... "for the purpose for which the information was obtained or compiled by the institution or for a use consistent with that purpose". The purpose for which flight test information is obtained is to ensure the safety of aviation in Canada. The specific purposes are to measure whether the candidate meets the minimum skill standard for the licence or rating, whether the recommending instructor is performing competently as an instructor, whether the examiner is conducting the test in accordance with the standards and whether the Flight Training Unit is performing in accordance with the general conditions of the operator certificate.

In accordance with 8(2)(a) of the *Privacy Act*, a copy of the flight test report may be given to the candidate for a flight test and a copy will be retained by the examiner who conducted the flight test. A copy may also be given to the instructor who recommended the candidate for the flight test and to the chief flight instructor responsible for the quality of flight training at the Flight Training Unit where the training was conducted. Specific information about the results of a flight test will not be given by Transport Canada to anyone but the individuals named on the flight test report, except in accordance with the *Privacy Act*.

Assessment of Flight Test Performance

The "*Performance Criteria*" section of each flight test item prescribes the marking criteria. These criteria assume no unusual circumstances as well as operation of the aircraft in accordance with the owner/operator's SOP's and checklists, the manufacturer's specifications, recommended speeds and configurations in the POH/AFM or other approved data based on the certification standard of the aircraft used for the test.

Throughout the flight test, the candidate is evaluated on the use of an appropriate checklist. Proper use is dependent on the specific task being evaluated. The situation may be such that the use of the written checklist, while accomplishing the elements of an "*Aim*", would be either unsafe or impractical. In this case, a review of the checklist after the elements have been accomplished would be appropriate. Division of attention and proper visual scanning should be considered when using a checklist.

Consideration will be given to unavoidable deviations from the published criteria due to weather, traffic or other situations beyond the reasonable control of the candidate. To avoid the need to compensate for such situations, tests should be conducted under normal conditions whenever possible.

4-POINT MARKING SCALE

When applying the 4-point scale, award the mark that best describes the weakest element(s) applicable to the candidate's performance. Remarks to support mark awards of 1 or 2 must link to a safety issue, a qualification standard (performance criteria), or an approved technique or procedure.

4 Above Standard	<p>Performance remains well within the qualification standards and flight management skills are excellent.</p>	<ul style="list-style-type: none"> • Performance is ideal under existing conditions. • Aircraft handling is smooth and precise and generally well within limits. • Technical skills and knowledge consistently meet the required level of competency. • Behavior indicates continuous and highly accurate situational awareness. • Flight management skills are excellent. • Safety of flight is assured. Risk is well mitigated.
3 Standard	<p>Minor deviations occur from the qualification standards and performance remains within prescribed limits.</p>	<ul style="list-style-type: none"> • Performance meets the recognized standard yet may include deviations that do not detract from the overall performance. • Aircraft handling is positive and within specified limits. • Technical skills and knowledge meet the required level of competency. • Behavior indicates that situational awareness is maintained. • Flight management skills are effective. • Safety of flight is maintained. Risk is acceptably mitigated.
2 Basic Standard	<p>Major deviations from the qualification standards occur, which may include momentary excursions beyond prescribed limits but these are recognized and corrected in a timely manner.</p>	<ul style="list-style-type: none"> • Performance includes deviations that detract from the overall performance, but are recognized and corrected within an acceptable time frame. • Aircraft handling is performed with limited proficiency and/or includes momentary deviations from specified limits. • Technical skills and knowledge reveal limited technical proficiency and/or depth of knowledge. • Behavior indicates lapses in situational awareness that are identified and corrected. • Flight management skills are effective but at a basic level. • Safety of flight is not compromised. Risk is poorly mitigated.
1 Below Standard	<p>Unacceptable deviations from the qualification standards occur, which may include excursions beyond prescribed limits that are not recognized or corrected in a timely manner.</p>	<ul style="list-style-type: none"> • Performance includes deviations that adversely affect the overall performance, are repeated, have excessive amplitude, or for which recognition and correction are excessively slow or nonexistent, or the aim of the task was not achieved. • Aircraft handling is rough or includes uncorrected or excessive deviations from specified limits. • Technical skills and knowledge reveal unacceptable levels of technical proficiency and/or depth of knowledge. • Behavior indicates lapses in situational awareness that are not identified or corrected. • Flight management skills are ineffective. • Safety of flight is compromised. Risk is unacceptably mitigated.

FLIGHT TEST ITEMS

1. Pre-flight

1. A. Obtaining Weather Information (Ground item)

Aim

To determine the candidate's ability to retrieve and interpret the aviation weather information necessary for the safe conduct of a flight in accordance with the Instrument Flight Rules.

Description

The candidate will retrieve and interpret aviation weather information for the route of flight assigned for the flight test.

Performance Criteria

Assessment will be based on the candidate's ability to retrieve and interpret items such as:

- (a) weather reports and forecasts;
- (b) pilot and radar reports;
- (c) surface analysis charts;
- (d) significant weather prognostics;
- (e) winds and temperatures aloft;
- (f) freezing level charts; and
- (g) SIGMETs

1. B. Flight Planning (Ground Item)

Aim

To determine the candidate's ability to plan a flight utilizing performance charts, weight and balance calculations and retrieving and interpreting aviation weather information necessary for the safe conduct of a flight in accordance with Instrument Flight Rules (IFR).

Description

The candidate will plan a flight to an assigned destination. The candidate will prepare a flight log, weight and balance calculations and an IFR flight plan.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) describe the effects of meteorological conditions upon performance characteristics and correctly apply these factors to a specific chart, table, graph or other performance data;
- (b) demonstrate acceptable knowledge of procedures and planning while applying operational factors affecting aircraft performance;
- (c) select an appropriate route, altitude and alternate;
- (d) locate and apply information essential to the flight;
- (e) retrieve and interpret items such as weather reports and forecasts; pilot and radar reports; surface analysis charts; significant weather prognostics; winds and temperatures aloft; freezing level charts, NOTAMS and SIGMETs.
- (f) calculate the estimated time enroute and total fuel requirement based on factors such as power settings, operating altitude or flight level, wind and fuel reserve requirements;

- (g) determine that the required performance for the planned flight is within the aircraft's capability and operating limitations;
- (h) make a competent "GO/NO-GO" decision based on available information for the planned flight; and
- (i) complete a flight plan in a manner that reflects the conditions of the proposed flight;

1. C. Cockpit Checks

Aim

To determine the candidate's ability to complete the cockpit checks necessary for a safe flight under Instrument Flight Rules (IFR), including checks of aircraft systems related to IFR operations.

Description

The candidate will complete, all checks necessary for an IFR flight in accordance with published SOPs, or the POH/AFM.

Performance Criteria

Assessment will be based upon the candidate's ability to:

- (a) perform the pre-flight instrument, avionics and navigation equipment cockpit checks;
- (b) determine that the aircraft is properly equipped and serviceable for safe instrument flight;
- (c) take appropriate action with respect to unsatisfactory conditions identified; and
- (d) complete checks applicable to anti-icing, de-icing, or ice warning systems.

2. IFR Operational Knowledge (Ground Item)

Aim

To determine that the candidate has sufficient knowledge of IFR procedures to safely conduct the assigned flight under Instrument Flight Rules.

Description

The candidate will demonstrate a practical knowledge of IFR procedures by responding to a brief series of oral questions posed by the examiner that pertain to the planned flight.

Performance Criteria

Assessment will be based on the candidate's ability to demonstrate, prior to departure, sufficient practical knowledge of IFR procedures to ensure a safe flight.

3. Air Traffic Control Clearances

Aim

To determine the candidate's ability to obtain and read back clearances.

Description

Based on actual or simulated clearances, the candidate will obtain and read back clearances throughout the flight.

Performance Criteria

Assessment will be based upon the candidate's ability to:

- (a) establish two-way communications with the appropriate controlling agency/ radio station, using proper phraseology;
- (b) obtain and read back clearances received; and
- (c) when necessary, request clarification, verification, or change if unable to comply.

4. Departure

Aim

To determine the candidate's ability to safely depart while complying with departure procedures, as cleared.

Description

The candidate will complete the departure procedures and establish the aircraft on the enroute course, as cleared in accordance with the Instrument Flight Rules. The candidate will control the aircraft solely with reference to flight instruments once in flight and above 400 feet AAE, unless otherwise specified in a departure procedure.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) select and use the appropriate communications frequencies;
- (b) select and identify the navigation aids associated with the proposed departure phase;
- (c) perform an instrument check;
- (d) accomplish the applicable checklist items and perform recommended procedures;
- (e) maintain proper aircraft control and flight within operating configurations and limitations;
- (f) intercept, in a timely manner, all tracks, radials, and bearings appropriate to the procedure, route, or clearance;
- (g) adhere to departure, noise abatement and transition procedures or ATC instructions;
- (h) maintain assigned headings (± 10 degrees);
- (i) maintain assigned tracks and bearings (± 10 degrees); and
- (j) maintain assigned altitudes (± 100 feet).

5. Enroute

Aim

To determine the candidate's ability to comply with enroute procedures, as cleared.

Description

The candidate will maintain the aircraft on the enroute course and comply with enroute procedures, as cleared, in accordance with Instrument Flight Rules. The candidate will control the aircraft solely with reference to flight instruments.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) select and use the appropriate communications frequencies;
- (b) select and identify the navigation aids associated with the proposed enroute phase;
- (c) perform the aircraft checklist items relative to the phase of flight;
- (d) intercept, in a timely manner, all tracks, radials, and bearings appropriate to the route or clearance;
- (e) adhere to the enroute procedures;
- (f) maintain proper aircraft control and flight within operating configurations and limitations;
- (g) maintain assigned headings (± 10 degrees);
- (h) maintain assigned tracks and bearings (± 10 degrees); and
- (i) maintain assigned altitudes (± 100 feet).

6. Arrival

Aim

To determine the candidate's ability to comply with arrival procedures, as cleared.

Description

The candidate will complete the arrival procedures, as cleared, in accordance with the Instrument Flight Rules. The candidate will control the aircraft solely with reference to flight instruments.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) select and use the appropriate communications frequencies;
- (b) select and identify the navigation aids associated with the proposed arrival phase;
- (c) perform the aircraft checklist items relative to the phase of flight;
- (d) intercept, in a timely manner, all tracks, radials, and bearings appropriate to the procedure, route or clearance;
- (e) correctly adhere to the arrival procedures;
- (f) maintain proper aircraft control and flight within recommended configurations and operational limitations;
- (g) maintain assigned headings (± 10 degrees);
- (h) maintain assigned tracks and bearings (± 10 degrees); and
- (i) maintain assigned altitudes (± 100 feet).

7. Holding

Aim

To determine the candidate's ability to establish the aircraft in a holding pattern in accordance with an actual or simulated ATC clearance.

Description

Based on an actual or simulated clearance, the candidate will select a suitable entry procedure, enter and establish the aircraft in the holding pattern. The candidate will demonstrate adequate knowledge of holding endurance including, but not limited to, fuel on board, fuel available for holding and fuel required to the alternate destination.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) recognize arrival at the holding fix and to initiate entry into the holding pattern;
- (b) use a suitable entry procedure that assures manoeuvring within the protected airspace;
- (c) report entering and/or established in the hold, as required by ATC;
- (d) use the proper timing criteria, where applicable; or
- (e) comply with leg lengths when a DME distance is specified;
- (f) anticipate and further assess the effect of wind and apply effective drift and timing correction techniques;
- (g) maintain the designated track or course (± 10 degrees) or within $\frac{1}{2}$ scale deflection of the course deviation indicator, as applicable (Terminal Mode sensitivity if with GPS);
- (h) maintain the declared airspeed (± 10 knots);
- (i) maintain assigned altitudes (± 100 feet); and
- (j) maintain proper aircraft control and flight within operating configurations and limitations.
- (k) provide the examiner with a reasonably accurate estimate of the maximum holding time available based on the IFR flight plan and the fuel on board.

8. Approaches

The candidate will perform two (2) instrument approaches. Except where limited by aircraft equipment or lack of approach facilities, these approaches will be done on different types of facilities. On an initial Instrument Rating flight test, a precision approach is mandatory. One approach should be demonstrated with a simulated failed engine for Groups 1 and 2 instrument rating qualifications and for Group 4 qualification, if conducted on a multi-engine helicopter.

Approaches may be flown with vectors from ATC, where available, or by flying a full-procedure approach.

When aerodrome temperatures are 0°C or colder, altitude corrections will be applied to all minimum altitudes depicted on the approach chart used. In spite of the fact that the CAP – General Pages state, “should add”, flight test candidates “**will add**” the altitude correction values.

Where a major deviation has occurred during the approach but safety has not been compromised, the candidate may initiate a missed approach for one additional attempt at the approach. The subsequent approach would be evaluated as a 2 or less; **and**

Where safety has been compromised or unacceptable performance has been demonstrated, including but not limited to, descent below a published minimum descent altitude due to pilot error or poor technique, the approach will be evaluated as a “1” (Below Standard) despite the initiation of a missed approach by the candidate.

The candidate is allowed one (1) second attempt only for Item 8 - Approaches.

8. VOR, LOC, LOC/BC or NDB Instrument Approach

Aim

To determine the candidate's ability to safely fly a successful VOR, LOC, LOC/BC or NDB approach.

Description

After transitioning to the approach facility or after receiving vectors from ATC, the candidate will fly the approach depicted on the approach chart to the missed approach point or to a landing. The candidate will control the aircraft solely with reference to flight instruments. The candidate will make clear to the examiner whether the intent is to fly a straight-in or a circling approach to landing.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) establish two-way communications with ATC using the proper communications phraseology and techniques, as required for the phase of flight or approach segment;
- (b) comply in a timely manner, with all clearances, instructions, and procedures issued by ATC and advise accordingly if unable to comply;
- (c) select and comply with the VOR, LOC, LOC/BC or NDB instrument approach procedure to be performed;
- (d) select, tune, identify, confirm and monitor the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (e) establish the appropriate aircraft configuration and airspeed considering turbulence, wind shear, microburst conditions or other meteorological and operating conditions;
- (f) complete the aircraft check list items appropriate to the phase of flight or approach segment, including engine-out approach and landing checklist, as appropriate;
- (g) apply necessary adjustment to the published Minimum Descent Altitude (MDA) and visibility criteria for the aircraft approach category when required, because of NOTAMS, inoperative aircraft and/or ground navigation equipment or inoperative visual aids associated with the landing environment;
- (h) prior to final approach course, maintain altitudes, as cleared or as declared, (± 100 feet) and maintain headings (± 10 degrees);
- (i) on the intermediate and final segments of the final approach course:
 - (i) maintain VOR, LOC, LOC/BC tracking within $\frac{1}{2}$ scale deflection of the course deviation indicator or within 5 degrees of the specified track in the case of an NDB approach;
 - (ii) fly the approach in a stabilized manner without descending below the applicable minimum altitudes depicted on the approach chart (+as required/ -0 feet);
 - (iii) descend to and accurately maintain the Minimum Descent Altitude (MDA) and track to the Missed Approach Point (MAP) or to the recommended minimum visibility that would permit safe completion of the visual portion of the approach with a normal rate of descent and minimal manoeuvring.
- (j) maintain declared approach airspeeds (+10/-5 knots);
- (k) initiate the missed approach procedure, if the required visual references for the intended runway are not obtained at the MAP; or
- (l) execute a normal landing from a straight-in or circling approach as required.

8. ILS Instrument Approach

Aim

To determine the candidate's ability to safely fly a successful ILS approach.

Description

After transitioning to the approach facility or after receiving vectors from ATC, the candidate will intercept the localizer and glideslope and descend to the decision height (DH) as specified on the approach chart. The candidate will control the aircraft solely with reference to flight instruments. The candidate will make clear to the examiner whether the intent is to fly a straight-in or a circling approach to landing.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) establish two-way communications with ATC using the proper communications phraseology and techniques, as required for the phase of flight or approach segment;
- (b) comply in a timely manner, with all clearances, instructions, and procedures issued by ATC and advise accordingly if unable to comply;
- (c) select and comply with the ILS instrument approach procedure to be performed;
- (d) select, tune, identify and confirm the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (e) establish the appropriate aircraft configuration and airspeed considering turbulence, wind shear, microburst conditions, or other meteorological and operating conditions;
- (f) complete the aircraft check list items appropriate to the phase of flight or approach segment, including engine out approach and landing checklist, as appropriate;
- (g) apply necessary adjustment to the published Decision Height (DH) and visibility criteria for the aircraft approach category when required, because of NOTAMS, inoperative aircraft and/or ground navigation equipment or inoperative visual aids associated with the landing environment;
- (h) prior to final approach course, maintain altitudes, as cleared or as declared, (± 100 feet) and maintain headings (± 10 degrees);
- (i) on final approach course, allow no more than $\frac{1}{2}$ scale deflection of the localizer and/or glideslope indications;
- (j) maintain declared approach airspeeds within $+10/-5$ knots;
- (k) maintain a stabilized descent to the Decision Height (DH) to permit completion of the visual portion of the approach and landing with minimal manoeuvring; and
- (l) initiate the missed approach procedure, upon reaching the DH, when the required visual references for the intended runway are not obtained; or
- (m) execute a transition to a landing.

8. RNAV (GNSS) Instrument Approach

Aim

To determine the candidate's ability to safely fly a successful RNAV (GNSS) approach.

Description

The candidate will fly the approach tracks depicted on the approach chart and fly the approach to the MAWP or to a landing. The candidate will control the aircraft solely with reference to flight instruments. The candidate will make clear to the examiner whether the intent is to fly a straight-in or a circling approach to landing.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) establish two-way communications with ATC using the proper communications phraseology and techniques, as required for the phase of flight or approach segment;
- (b) comply in a timely manner, with all clearances, instructions, and procedures issued by ATC and advise accordingly if unable to comply;
- (c) select and comply with the RNAV instrument approach procedure to be performed;
- (d) retrieve the RNAV approach from the database and verify the approach waypoints used for the approach procedure;
- (e) establish the appropriate aircraft configuration and airspeed considering turbulence, wind shear, microburst conditions or other meteorological and operating conditions
- (f) complete the aircraft check list items appropriate to the phase of flight or approach segment, including engine-out approach and landing checklist, when applicable;
- (g) apply necessary adjustment to the published Minimum Descent Altitude (MDA) and visibility criteria for the aircraft approach category when required, because of NOTAMS, inoperative aircraft equipment and/or inoperative visual aids associated with the landing environment.
- (h) prior to final approach course, maintain altitudes, as cleared or as declared, (± 100 feet) and maintain headings (± 10 degrees);
- (i) take appropriate action in the event that a RAIM alert is displayed when the aircraft is established on the final approach course;
- (j) on the intermediate and final segments of the final approach course:
 - (i) maintain GPS track bar within $\frac{1}{2}$ scale deflection;
 - (ii) fly the approach in a stabilized manner without descending below the applicable minimum altitudes depicted on the approach chart (+as required/ -0 feet);
 - (iii) confirm the approach active mode within 2 nm prior to reaching the Final Approach Waypoint (FAWP) inbound;
 - (iv) descend to and accurately maintain the Minimum Descent Altitude (MDA) and track to the Missed Approach Waypoint (MAWP) or to the recommended minimum visibility that would permit safe completion of the visual portion of the approach with a normal rate of descent and minimal manoeuvring.
- (k) maintain the declared approach airspeeds within +10/-5 knots;
- (l) initiate the missed approach procedure when the required visual references for the intended runway are not obtained at the MAWP; or
- (m) execute a normal landing from a straight-in or circling approach as required.

9. Missed Approach

Aim

To determine the candidate's ability to safely carry out a missed approach, as published or as modified by ATC.

Description

Following a VOR, LOC, LOC/BC, NDB, GPS/RNAV or ILS approach, the candidate will carry out a missed approach. The candidate will control the aircraft solely with reference to flight instruments.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) promptly initiate the missed approach at the MAP/MAWP or the DH/DA;
- (b) report beginning the missed approach procedure;
- (c) comply with the published missed approach procedure or missed approach instructions from ATC;
- (d) notify ATC or the examiner anytime there is an inability to comply with a clearance, restriction, or climb gradient;
- (e) perform the check list items appropriate to the go-around procedure;
- (f) request another approach clearance, a clearance to an alternate airport or as directed by the examiner;
- (g) maintain recommended airspeeds (+10/-5 knots);
- (h) maintain heading, track or bearing (± 10 degrees); and
- (i) climb to and maintain the published missed approach altitude, or as cleared by ATC or the examiner (± 100 feet).

10. Transition to Landing

Aim

To determine the candidate's ability to safely carry out a visual descent to landing from an approach MDA or DH/DA or, if required, complete a successful circling approach.

Description

The candidate will carry out a visual descent and landing from an approach MDA or DH/DA without excessive manoeuvring and/or, after completion of an instrument approach to circling minima, carry out a circling approach to landing.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) execute a landing from an approach MDA or DH/DA when the required visual references for the intended runway are obtained;
- (b) take into consideration weather factors such as turbulence, wind shear, wind and visibility;
- (c) take action respecting NOTAMs, wake turbulence, runway surface, braking conditions and other operational considerations;
- (d) confirm the direction of traffic and adhere to all restrictions and instructions issued by ATC or the examiner; and
- (e) where the clear intent is to complete a circling approach:
 - (i) select and comply with the appropriate circling approach procedure considering the approach category and manoeuvring capabilities of the aircraft;

- (ii) manoeuvre the aircraft, after reaching the authorized circling approach altitude, by visual references to maintain a flight path that permits a normal landing on a runway not aligned with the final approach course flown;
- (iii) use the appropriate procedure and aircraft configuration for normal or abnormal situations;
- (iv) perform the procedure without excessive manoeuvring and without exceeding the normal operating limits of the aircraft (the angle of bank should not exceed 30°);
- (v) accurately maintain the authorized circling approach altitude and maintain the recommended airspeed within +10/-5 knots, until in a position from which a descent to a normal landing can be safely made;
- (vi) when a missed approach is dictated during the circling approach, turn in the appropriate direction, and use the correct procedure and aircraft configuration for the transition to the missed approach; and
- (vii) perform all procedures required for the circling approach and aircraft control in a smooth, positive, and timely manner.

11. Emergency Procedures

Note: The examiner will test the candidate on three emergency procedures or system malfunctions. At least one engine failure exercise will be tested for the Group 1, Group 2 and Group 4 (Multi) Instrument Rating qualifications. Group 3 candidates will be evaluated on items 11B, 11C and 11D only.

11. A. Engine Failure

Aim

To determine the candidate's ability to safely maintain control of the aircraft and carry out the appropriate engine failure drill after an engine failure on a multi-engine aircraft during any phase of flight and complete a safe landing with one engine inoperative.

Description

At a safe altitude of 500 feet AGL or higher, the examiner will simulate an engine failure. The candidate will identify the failed engine, complete the engine failure drill in accordance with the emergency checklist, and subsequently execute an approach during one of the Item 8 approaches to a safe landing with the power setting of one engine at flight idle or zero thrust. The candidate will control the aircraft solely with reference to flight instruments.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) recognize an engine failure or the need to shut down an engine, as simulated by the examiner;
- (b) maintain control of the aircraft;
- (c) set the power controls and reduce drag by using control application, in the proper sequence;
- (d) identify and verify the inoperative engine;
- (e) establish the best one-engine inoperative airspeed as appropriate to the aircraft and trim the aircraft;
- (f) verify the completion of prescribed check list procedures for restoring power and for securing the inoperative engine, if necessary;
- (g) establish and maintain the recommended flight attitude and configuration for the best performance for all manoeuvring necessary for the phase of flight;
- (h) maintain, where applicable, the specified altitude (± 100 feet) and desired heading (± 10 degrees); and
- (i) monitor all functions of the operating engine, make necessary adjustments and adhere to the engine inoperative operating limitations for the aircraft.

11. B. C. D. System Malfunctions and Emergency Procedures

Aim

To determine the candidate's ability to complete recommended checks and procedures in accordance with SOP's, the POH, AFM, or other applicable publications in the event of system malfunctions or other emergency situations.

Description

The candidate will complete the recommended checks and procedures based on simulated malfunctions or emergency scenarios pertaining to flight in IFR/IMC that are presented by the examiner.

These situations will be applicable to the aircraft being used for the test. These items may be tested on the ground or in flight, however at least one item will be tested in flight. Nevertheless, the examiner will determine if aircraft performance, weather conditions and other factors permit their safe conduct in flight.

The following lists some of the system malfunctions that may be assessed:

- (a) radio and navigation equipment;
- (b) electrical system;
- (c) vacuum system;
- (d) anti-ice and de-icing systems;
- (e) any other installed system required for IFR flight.

Performance Criteria

Assessment will be based on the candidate's ability to:

- (a) promptly identify the malfunction;
- (b) perform applicable memory items, as appropriate;
- (c) promptly apply correct checks and procedures in accordance with the applicable checklist, POH/AFM, or other approved data;
- (d) consider and apply any restrictions or limitations to the operation of a system(s) and procedures in order to continue the flight; and
- (e) develop a reasonable course of action for the remainder of the flight.

RECOMMENDATION FOR INITIAL FLIGHT TEST INSTRUMENT RATING

Name of Candidate (Print)	Licence Number
Name of Flight Training Unit	Flight Training Unit ID
Flight Experience Total Instrument Time; Dual Instrument Flight Time with the holder of a Flight instructor Rating; Instrument Ground Time; Hours in Aircraft Category:	Cross-Country Experience Total Cross Country Flight Time – Hours (PIC): Dual Cross-Country IFR Flight - Miles: Cross Country Time in Aircraft Category:

I, the undersigned, certify that the above named candidate meets the minimum experience requirements of section 421.14 of the *Personnel Licensing*.

I consider the candidate to have reached a sufficient level of competency to complete the flight test required for the issuance of an Instrument Rating and hereby recommend the candidate for the flight test.

I further certify that I am qualified through the privileges of my pilot licence to make this recommendation.

Name of the Qualified Person Recommending the Test (Print)	Licence Number
Signature	Date
Flight Training Unit	

RECOMMENDATION FOR PARTIAL FLIGHT TEST INSTRUMENT RATING

Name of Candidate (Print)	Licence Number
Flight Training Unit Flight Training Unit ID	Additional Flight Experience in Review Dual

I have conducted a review of the test item _____ and have completed additional training with this candidate.

I consider the candidate to have reached a sufficient level of competency to successfully complete the flight test for the issuance of an Instrument Rating and hereby recommend the candidate for the partial flight test.

I further certify that I am qualified through the privileges of my pilot licence to make this recommendation.

Name of the Qualified Person Recommending the Test (Print)	Licence Number
Signature	Date
Flight Training Unit	