



Personnel Licensing

FSS PEL 61-39

| | | | |
|-------------------|---|-------------|--------------------------|
| Telephone number: | +264 61 702240/1 | Fax Number: | +264 61 702244 |
| Physical address: | No.12 Rudolph Hertzog Street, Windhoek, NAMIBIA | | |
| Postal address: | Private Bag X12003, Ausspanplatz, Windhoek, NAMIBIA | E-mail | Chrissymeroro@dca.com.na |

SKILL TEST FOR FREE BALLOON & COMMERCIAL FREE BALLOON PILOT LICENCE & TYPE RATING

- NOTES:
1. Requirements for the relevant skill tests are contained in the Appendixes of NAMCATS 61.
 2. This form must be completed in full as applicable.
 3. Each page of the test form must be initiated by the examiner and the student.

PART 1: TO BE COMPLETED BY APPLICANT

APPLICANT DETAILS

| | | |
|---|-------------|-------------------------------|
| Surname(Mr/Mrs/Miss) (Block letters) | First names | DCA reference/ licence no: |
| Telephone number: | Email: | Cellphone number: |

PURPOSE OF SKILL TEST

| | | | |
|----------------------------------|----------------------------------|--|--|
| Initial FBPL application | FBPL proficiency/revalidation | Validation of foreign FBPL | Penalty/special purposes |
| Initial CFBL application | CFBL proficiency/revalidation | Validation of foreign CFBL | |
| FB (≤ 3400m ³) Class | FB (> 3400m ³) Class | FB (≤ 3400m ³) Type rating | FB (> 3400m ³) Type rating |

PART 2: TO BE COMPLETED BY INSTRUCTOR OR DESIGNATED EXAMINER

DETAILS OF EXAMINER OR INSTRUCTOR FOR SKILL TEST

| | | |
|--|------------------|------------------------|
| Name of Aviation Training Organisation | Telephone No: | E-mail address: |
| Name of Flight Instructor/DE | Instructor Grade | Instructor License no: |
| We herewith certify that the information on this skill test report is in all respects correct and that the applicant meets the theoretical knowledge and skill requirements prescribed in the NAMCAR 61. | | |
| Signature of Examiner | Date: | |

DETAILS OF EXAMINER OR INSTRUCTOR CONDUCTING RE-ASSESSMENT (If different from above)

| | | |
|--|------------------|------------------------|
| Name of Flight Instructor/DE | Instructor Grade | Instructor License no: |
| We herewith certify that the information on this skill test report is in all respects correct and that the applicant meets the theoretical knowledge and skill requirements prescribed in the NAMCAR 61. | | |
| Signature of Examiner | Date: | |

GENERAL DETAILS OF SKILL TEST

| | | | | |
|-----------------------|---|--------------------|--------|-------------|
| Date of skill test | Duration of skill test | Briefing | Flying | De-briefing |
| Aircraft Registration | Type of aircraft used (make & model) | Weather conditions | | |

SKILL TEST RESULT

COMPETENT

NOT YET
COMPETENT

Tolerances: FREE BALLOON

| | | | |
|------------------|-------------------------|-------------------|------------------------|
| Launch | Within clearance height | Altitude / height | ± 100 ft |
| Ascends/descends | ± 100 ft/min | Touch down | Within designated area |

Instructions to Examiners:

1. The correct use of appropriate checklists must be applied at all times.
2. A high level of RT must be exhibited at all times
3. The candidate must be assessed as competent in the ground evaluation section prior to the practical skills test or competency check being carried out.
It is recommended that the ground evaluation be conducted according to the DCA recommended format (available on the DCA website).
5. All flight manoeuvres must be conducted in compliance with the POH and certification of the aircraft used for the skills test or the competency check.
6. If a mandatory aspect is omitted, the Testing Officer (Examiner or appropriately rated instructor) must write "NOT ASSESSED" and motivate the decision in the observations sheet.
7. The column (I) tagged with a √ means a mandatory aspect for the initial skills test for both FB and CFB licences.
8. The column (R) tagged with a √ means a mandatory aspect for the revalidation check for both FB and CFB licences.
9. 4-point scale
When applying the 4-point scale, award the mark that best describes the weakest element(s) applicable to the candidate's performance.

4. Excellent standard

Performance remains well within the qualification standards and flight management skills are excellent.

- Aircraft handling is smooth and precise.
- Technical skills and knowledge exceed the required level of competency.
- Behaviour indicates continuous and highly accurate situational awareness.
- Flight management skills are excellent.
- Safety of flight is assured. Risk is well managed.

3. Meets DCA expected standards

Minor deviations occur from the qualification standards and performance remains within prescribed limits.

- Performance meets the recognised 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.
- Behaviour indicates that situational awareness is maintained.
- Flight management skills are effective.
- Safety of flight is maintained. Risk is acceptably managed.

2. Below DCA expected standards

Occasionally, 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.

- 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.
- Behaviour indicates lapses in situational awareness that are identified and corrected.
- Flight management skills are effective but slightly below standard.
- Safety of flight is not compromised. Risk is poorly managed.

1. Not yet competent

Unacceptable deviations from the qualification standards occur, which may include excursions beyond prescribed limits that are not recognized or corrected in a timely manner.

- 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.
 - Behaviour indicates lapses in situational awareness that are not identified or corrected.
 - Flight management skills are ineffective.
 - Safety of flight is compromised. Risk is unacceptably managed.
- Should the candidate achieve a 2 in any aspect, he or she must be re-assessed in that ASPECT and the Testing Officer must indicate a new grading (1,3 or 4).
 - This form becomes invalid if an aspect graded with a 2 is not re-assessed and re-graded.
 - Should the candidate achieve a 1 in fewer than 5 aspects, he or she must undergo further training in compliance with Regulation 61.01.5 (9)(a)(b) and (c) and must be re-assessed in those aspects using the same form.
 - Should the candidate achieve a 1 in 5 or more aspects, the entire test or check must be repeated using a new form.
 - The Testing Officer must write comments in the observation sheet whenever an aspect is marked as 1.
 - In the case of an initial skills test where section 8 (Navigation) was successfully completed, this section may be omitted during a re-assessment.
 - During a competency check, in the case of a grading of 2, the Testing Officer may teach in a particular aspect and then immediately re-assess such aspect.
 - Should the candidate achieve a 1 in fewer than 5 aspects in an initial skills test, this form must remain in the possession of the ATO until a re-assessment is conducted.
 - Should the candidate achieve a 1 in fewer than 5 aspects in a competency check, this form must remain in the possession of the Testing Officer until a re-assessment is conducted.
 - Should the candidate achieve a 1 in 5 or more aspects, the Testing Officer must send this form to the DCA licensing section.
 - Should any aspect in section 9 (Airmanship) be assessed as "not yet competent" (NYC), the entire test or check must be repeated.

PART 3: TO BE COMPLETED BY INSTRUCTOR OR DESIGNATED EXAMINER

SKILL TEST

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|---|---------------|---|---|---|
| 1 | | | Ground evaluation | | | | |
| a | √ | √ | CAR, CATS, AIP and NOTAM | 1 | 2 | 3 | 4 |
| b | √ | √ | ATC procedures | 1 | 2 | 3 | 4 |
| c | √ | | POH of the aircraft used for the skills test for Operating limitations, Operational data (performance) and Mass and balance | 1 | 2 | 3 | 4 |
| d | √ | √ | Interpretation of weather reports and forecasts and minima. | 1 | 2 | 3 | 4 |
| e | √ | | Preparation of navigation | 1 | 2 | 3 | 4 |
| f | √ | √ | Local Operating Procedures | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|---|---------------|---|---|---|
| 2 | | | Pre-flight procedures | | | | |
| a | √ | √ | Layout and Assembly in accordance with POH | | | | |
| b | √ | √ | Balloon Inflation in accordance with POH | 1 | 2 | 3 | 4 |
| c | √ | √ | Performance calculations (i.e. take-off launch and landing, etc) | 1 | 2 | 3 | 4 |
| d | √ | √ | Pre-launch inspection, basket inspection, crew and passenger briefing | 1 | 2 | 3 | 4 |
| e | √ | √ | Cargo securing and briefing | 1 | 2 | 3 | 4 |
| f | √ | √ | Communication & navigation equipment checks | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|--|---------------|---|---|---|
| 3 | | | Launch procedures | | | | |
| a | √ | √ | Normal launch | 1 | 2 | 3 | 4 |
| b | √ | √ | Launch over obstacles | 1 | 2 | 3 | 4 |
| c | √ | √ | Initial climb-out and after launch checks | 1 | 2 | 3 | 4 |
| d | √ | √ | Compliance with ATC clearance or unmanned aerodrome procedures | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|---|---------------|---|---|---|
| 4 | | | Flight Manoeuvres and Procedures | | | | |
| a | √ | √ | Ascending and descending | 1 | 2 | 3 | 4 |

| | | | | | | | |
|---|---|---|--|---|---|---|---|
| b | √ | √ | Transition from ascend to level flight | 1 | 2 | 3 | 4 |
| c | √ | √ | Transition from descend to level flight | 1 | 2 | 3 | 4 |
| d | √ | √ | Identify and avoid obstructions/obstacles | 1 | 2 | 3 | 4 |
| e | √ | √ | Maintains nominated equilibrium and altitude | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|--|---------------|---|---|---|
| 5 | | | Advanced Manoeuvres | | | | |
| a | √ | √ | Contour flying | 1 | 2 | 3 | 4 |
| b | √ | √ | Thethering | 1 | 2 | 3 | 4 |
| c | √ | √ | Winter flying | 1 | 2 | 3 | 4 |
| d | √ | √ | Mountain flying | 1 | 2 | 3 | 4 |
| e | √ | √ | Thermal flights | 1 | 2 | 3 | 4 |
| f | √ | √ | Technique and recognition of threats | 1 | 2 | 3 | 4 |
| g | √ | √ | Control of height, direction and speed | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|---|---------------|---|---|---|
| 6 | | | Abnormal/Emergency procedures | | | | |
| a | √ | √ | System malfunctions: (simulate at least 3 malfunctions) | 1 | 2 | 3 | 4 |
| b | | | a) pilot light flameout or failure | 1 | 2 | 3 | 4 |
| | | | b) envelope failure | 1 | 2 | 3 | 4 |
| | | | c) blast valve failure | 1 | 2 | 3 | 4 |
| | | | d) fuel exhaustion | 1 | 2 | 3 | 4 |
| | | | e) propane leak | 1 | 2 | 3 | 4 |
| c | √ | √ | Perform water landing | 1 | 2 | 3 | 4 |
| | | | Specify other emergency procedures | | | | |
| d | | | | 1 | 2 | 3 | 4 |
| e | | | | 1 | 2 | 3 | 4 |
| f | | | | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|---|---------------|---|---|---|
| 7 | | | Landing Procedures | | | | |
| b | √ | √ | Recognition of adverse landing conditions | 1 | 2 | 3 | 4 |
| c | √ | √ | Approach to land | 1 | 2 | 3 | 4 |
| d | √ | √ | Normal landing | 1 | 2 | 3 | 4 |
| e | √ | √ | High wind landing | 1 | 2 | 3 | 4 |
| f | √ | √ | Post flight checks | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|---|---------------|---|---|---|
| 8 | | | Navigation | | | | |
| a | √ | | Setting course after departure | 1 | 2 | 3 | 4 |
| b | √ | | Basic navigation skills | 1 | 2 | 3 | 4 |
| c | √ | | Maintenance of the flight log | 1 | 2 | 3 | 4 |
| d | √ | | Adherence to the planned altitude/level, track and TAS | 1 | 2 | 3 | 4 |
| e | √ | | Flight management (fuel, etc.) | 1 | 2 | 3 | 4 |
| f | √ | | Perform Lost procedures | 1 | 2 | 3 | 4 |
| g | √ | | ATC/FIS liaison, compliance and R/T procedures | 1 | 2 | 3 | 4 |
| h | √ | | Appropriate use of navigational aids (including GPS if available) | 1 | 2 | 3 | 4 |

| | I | R | SKILL TEST SUBJECT/SEQUENCE | GRADING SCALE | | | |
|----------|---|---|--|---------------|---|---|---|
| 9 | | | Airmanship | | | | |
| a | √ | √ | Situational awareness | 1 | 2 | 3 | 4 |
| b | √ | √ | Aeronautical decision making (threat and error management) | 1 | 2 | 3 | 4 |
| c | √ | √ | Safety consciousness (Lookout, safety checks etc.) | 1 | 2 | 3 | 4 |
| d | √ | √ | Flying accuracy and smoothness | 1 | 2 | 3 | 4 |
| e | √ | √ | RT procedures and proficiency, ATC liaison / compliance | 1 | 2 | 3 | 4 |
| f | √ | √ | Compliance with regulations | 1 | 2 | 3 | 4 |
| g | √ | √ | Flight management (fuel considerations, etc.) | 1 | 2 | 3 | 4 |

| Sequence | GENERAL OBSERVATION DURING SKILL TEST |
|----------|---------------------------------------|
| | |
| | |
| | |
| | |
| | |

