



Personnel Licensing

FSS PEL 61-45

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 INSTRUCTOR RATING – FREE BALLOON

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 application:	Gr I	Gr II	Gr III	Revalidation:	Gr I	Gr II	Gr III	Penalty/ special purposes
----------------------	------	-------	--------	---------------	------	-------	--------	---------------------------

PART 2: TO BE COMPLETED BY DESIGNATED EXAMINER

DETAILS OF EXAMINER FOR SKILL TEST

Name of Aviation Training Organisation	Telephone No:	E-mail address:
Name of DE	Instructor Grade	DE's 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 CONDUCTING RE-ASSESSMENT (If different from above)

Name of DE	Instructor Grade	DE's 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		
Aerodrome/Strip	Main briefing subject	Main air exercise		

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.
4. 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. Aspects tagged with √ are mandatory for the initial skills test and the revalidation check unless otherwise instructed.
7. If a mandatory aspect is omitted, the Examiner must write "NOT ASSESSED" and motivate the decision in the observations sheet.
8. 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 Examiner 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 Examiner must write comments in the observation sheet whenever an aspect is marked as **1**.
- During a competency check, in the case of a grading of **2**, the Examiner 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 Examiner until a re-assessment is conducted.
- Should the candidate achieve a **1** in **5** or more aspects, the Examiner must send this form to the DCA licensing section.
- Should any aspect in section 14 (Airmanship) be assessed as "not yet competent" (NYC), the entire test or check must be repeated.

PART 3: TO BE COMPLETED BY DESIGNATED EXAMINER
SKILL TEST

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
1		Ground evaluation				
		Main briefing				
a	√	Knowledge of the subject	1	2	3	4
b	√	Lesson plan preparation and adherence (<i>introduction, development and conclusion</i>)	1	2	3	4
c	√	Teaching ability (method of conveying knowledge, effective communication)	1	2	3	4
d	√	Student involvement and knowledge evaluation	1	2	3	4
e	√	Effective use of media and instructional aids	1	2	3	4
		Knowledge and practical application of:				
f	√	Civil Aviation Regulations	1	2	3	4
g	√	Principles of Flight	1	2	3	4
h	√	Free Balloon used for the test	1	2	3	4
i	√	Theory of instruction / instructor responsibilities and professionalism / risk management	1	2	3	4
j	√	Air exercise briefing	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
2		Pre-flight procedures				
a	√	Pre-flight inspections	1	2	3	4
b	√	Performance calculations	1	2	3	4
c	√	Ground handling (Layout & assembly, Inflation, Ground Crew briefings & tasks)	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
3		Launch				
a	√	Pre launch checks and procedures	1	2	3	4
b	√	Normal Launch	1	2	3	4
c	√	Launch over obstacle	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
4		Flight Manoeuvres				
a	√	Ascending	1	2	3	4
b	√	Level flight	1	2	3	4
c	√	Effects of controls	1	2	3	4
d	√	Transitions	1	2	3	4
f	√	Descent	1	2	3	4
		Specify other				
g			1	2	3	4

h			1	2	3	4
i			1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
5		Contour flying				
a	√	Manoeuvring during contour flying	1	2	3	4
b	√	Control during wind gusts, wind shear, thermal activity and orographic conditions	1	2	3	4
c	√	Hazard and threat assessment and management	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
6		Thethering				
a	√	Thethering manoeuvres	1	2	3	4
b	√	Thethering procedures	1	2	3	4
c	√	Hazard and threat assessment and management	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
7		Winter flying				
a	√	Setting of scenario	1	2	3	4
b	√	Planning and execution of winter flying (fuel pressurization etc)	1	2	3	4
c	√	Hazard and threat assessment and management	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
8		Mountain flying				
A	√	Setting of scenario	1	2	3	4
B	√	Planning and execution of mountain flying (landing areas, survival gear)	1	2	3	4
C	√	Hazard and threat assessment and management	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
9		Thermal flying				
a	√	Setting of scenario	1	2	3	4
b	√	Planning and execution of thermal flying	1	2	3	4
c	√	Hazard and threat assessment and management	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
10		Navigation (Mandatory for Initial Grade III tests)				
a	√	Planning and preparation	1	2	3	4
b	√	Departure procedures	1	2	3	4
c	√	Basic navigation, map reading and fixing position	1	2	3	4
d	√	Maintenance of the flight log	1	2	3	4
e	√	Lost procedures	1	2	3	4
f	√	Flight management (fuel, etc.)	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
11		Landing				
a	√	Recognition of adverse conditions	1	2	3	4
b	√	Approach to land	1	2	3	4
c	√	Normal Landing	1	2	3	4
d	√	High wind landing	1	2	3	4
e	√	After landing procedures and after flight procedures	1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
12		Simulated Emergencies (Knowledge, actions and talk-through in the event of)				
a	√	System malfunctions (assess 3 and discuss rest)	1	2	3	4
		Light flameout or failure	1	2	3	4
		Envelope failure	1	2	3	4
		Blast valve failure				
		Fuel exhaustion				
		Propane leak				
b	√	Water landings				
		Specify other emergencies				
c			1	2	3	4
d			1	2	3	4
e			1	2	3	4

		SKILL TEST SUBJECT/SEQUENCE	GRADING SCALE			
13		Instructional skill				
a	√	Structure of the air-exercises (logical sequence, adherence to lesson plan, etc.)	1	2	3	4
b	√	Leadership and assertiveness	1	2	3	4
c	√	Consistent and correct terminology	1	2	3	4

