



Flight Test Management User Guide

Version 1.0 FINAL

CASA Self Service Portal

Date	29/05/2017
Approver	Director of Aviation Safety
Review Date	29/5/2017

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This document contains guidance material intended to assist CASA officers, delegates and the aviation industry in understanding the operation of the aviation legislation. However, you should not rely on this document as a legal reference. Refer to the civil aviation legislation including the Civil Aviation Act 1988 (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

Preface

As a Commonwealth government authority, CASA must ensure that the decisions we make, and the processes by which we make them, are effective, efficient, fair, timely, transparent, properly documented and otherwise comply with the requirements of the law. At the same time, we are committed to ensuring that all of our actions are consistent with the principles reflected in our Regulatory Philosophy.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will lead to the achievement of these outcomes. Frequently, however, CASA decision-makers will encounter situations in which the strict application of policy may not be appropriate. In such cases, striking a proper balance between the need for consistency and a corresponding need for flexibility, the responsible exercise of discretion is required.

In conjunction with a clear understanding of the considerations mentioned above, and a thorough knowledge of the relevant provisions of the civil aviation legislation, adherence to the procedures described in this manual will help to guide and inform the decisions you make, with a view to better ensuring the achievement of optimal outcomes in the interest of safety and fairness alike.

Shane Carmody
A/g Chief Executive Officer and
Director of Aviation Safety

Table of contents

Preface	3
Table of contents	4
Glossary	5
Acronyms and abbreviations	5
Definitions	5
1. Introduction	6
1.1 Requirements	6
1.2 Flight Examiner Tasks	6
1.2 Flight Examiner Responsibilities	6
2. Logging into CASA Self Service	7
2.1 Login Assistance	7
2.1.1 No Username or Password?	7
2.1.1 Forgotten your Username or Password?	7
2.1.1 Need further help and information with CASA Self Service?	7
3. Navigate to Flight Test Management	8
3.1 The Flight Test Management screen	8
3.2 FTM table descriptions	8
3.3 Sorting tests	9
3.4 Navigating to the previous screen	9
4. Notify Flight Tests and Proficiency Checks	10
4.1 How do I notify a Flight Test without Internet Access?	10
4.2 Initial Issue of Flight Test	10
4.2.1 Validation messages	13
4.2.2 Ratings/Endorsements to be granted	14
4.3 Test Notification email	14
4.4 Need to make changes to the Flight Test?	14
4.4.1 What if a flight test is started by one examiner but completed by another?	15
4.5 Proficiency Checks	16
5. Edit a Notification	19
6. Verify a Notification	20
6.1 Aeronautical Experience	20
7. Report Flight Test Results	22
8. Cancel Flight Test	24
9. Discontinue a Flight Test	25
10. Search for Flight Test or Proficiency Checks	27

Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
ATO	Approved Testing Officers
CASA	Civil Aviation Safety Authority
CSC	Clients Service Centre (CASA)
FE	Flight examiners
FTNS	Flight Test Notification System
FTO	Flight Test Office

Definitions

Term	Definition
ELP	English Language Proficiency
FTNS	The pre existing system Flight Test Notification System now replaced by Flight Test Management
HOO	Head of Operations

1. Introduction

The purpose of this User Guide is to provide information on how to use the new Flight Test Management (FTM) system.

1.1 Requirements

The Requirements for the issuance of licenses is detailed on the CASA.gov.au website in the Flight Crew Licensing Manual. The Flight Test Office (FTO) within CASA manages the examiner's requirements.

1.2 Flight Examiner Tasks

This user guide will cover the following flight examiner tasks:

- Logging into CASA Self Service Portal
- Navigate to Flight Test Management
- Notify Flight Tests and Proficiency Checks
- Edit a Notification
- Verify a Notification
- Report Flight Test Results
- Cancel Flight Test
- Discontinue a Flight Test
- Search for Flight Test or Proficiency Checks

1.2 Flight Examiner Responsibilities

It is the responsibility of the examiner to ensure your delegations are up to date and to check all pre-requisite requirements.

Important note:

To prevent any login and notification issues, check that your details at :

<https://www.casa.gov.au/publications-and-resources/standard-page/casa-self-service>.

The examiner rating needs to be correctly annotated with:

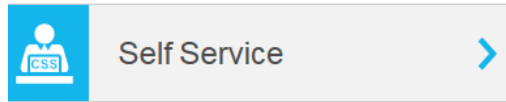
- The correct expiry date* of your examiner rating: and
- All testing endorsements that have been granted to you.

*The expiry date has been set based off either your examiner proficiency check (EPC) conducted post 1 September 2014 or the date mentioned in the EPC exemption, CASA EX133/16.

2. Logging into CASA Self Service

Access the CASA Self Service by going to the <https://www.casa.gov.au>.

- a) Select Self Service



- b) Select Login to CASA Self Service

Login to CASA Self Service

Username	<input type="text"/>
Password	<input type="password"/>
Language	English <input type="button" value="v"/>

[You are new? Register here.](#)

[Forgot your password?](#)

[Forgot your Username?](#)

Figure 1: Self Service login

2.1 Login Assistance

2.1.1 No Username or Password?

If you do not have a username or password for CASA Self Service click on the link '[You are new? Register here](#)' and follow the instructions.

2.1.1 Forgotten your Username or Password?

If you have forgotten your password or username follow the links '[Forgot your password?](#)' or '[Forgot your Username?](#)'

2.1.1 Need further help and information with CASA Self Service?

Further help and information about tasks that can be performed on CASA Self Service are found by following the '[CASA Self Service Help](#)' link at the bottom of the webpage. This will take you to the CASA website.

3. Navigate to Flight Test Management

1. Select **Licence Notification** after logging in
2. Select **Flight Test Management**

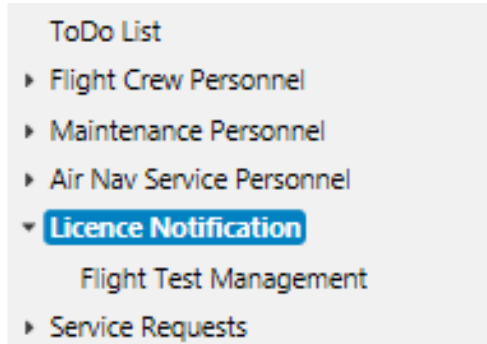


Figure 2: Flight Test Management

3.1 The Flight Test Management screen

All flight tests are displayed for which you are listed as the examiner.


Licence Notification

Flight Test Management

											Proficiency Check	Initial Issue	Search	
Overdue	Examiner	ARN	First Name	Family Name	Flight Test No.	Scheduled Date	Aircraft Type	Status	Test Date	Result	Flying Activity			
No records found														

Figure 3: Flight Test Management main screen

3.2 FTM table descriptions

Clicking the selection arrow icon  next to each column heading allows you to view options available for that flight test such as View, Edit Verify and Cancel.

The FTM table headings are described below:

- **Overdue:** This column marks those flight tests which are past the required 28 day period from notification to completion of the flight test.
- **Examiner:** this lists the flight examiner, ATO or the regulation 61.040 approval holders that will conduct the flight test. This field also lists the ARN of the Examiner.
- **Examiner ARN** – Should be applicant ARN – Lists the Aviation Registration number (ARN) of the applicant pilot.
- **First Name:** Applicant pilot first and middle names are list in this field.

- **Last Name:** Last name of the applicant pilot
- **Flight Test No. :** Unique identifying number for each flight test.
- **Test type:** Flight examination type for the notified test.
- **Scheduled date:** Date the flight test is planned to be undertaken.
- **Aircraft Type:** Type of aircraft or class of aircraft the flight test will be undertaken in.
- **Status:** Indicates the stage at which the flight test has progressed. The options include Notified, Verified, Performed, Cancelled, and Discontinued.
- **Test Date:** the date a performed flight test was undertaken. If the flight test has not been performed this field will remain blank.
- **Test Device:** Indicate if the flight test was undertaken in an Aircraft, Simulator (FSTD), or both.

3.3 Sorting tests

Tests are initially listed by scheduled date order.

Clicking the small arrows in each column header allows you to sort your tests by grouping results for that particular field. For example, clicking the *Status* column will group your tests as: performed, verified, notified, cancelled, and discontinued. Clicking again, reverses the order in which the results are listed.

3.4 Navigating to the previous screen

Use the '**Back**' button in the bottom right hand corner of the screen, if you wish to navigate back to the previous screen in FTM.

Using the back arrow function on your browser will result in an error message

If this does occur, from your browser press the 'Forward' button to return to the original screen and then use the portal Back button.

4. Notify Flight Tests and Proficiency Checks

An examiner can notify CASA of upcoming flight tests and proficiency checks.

- To notify a flight test, click either **Initial Issue** or,
- To notify a proficiency check, click **Proficiency Check**

Note: The applicant must have a valid ARN in order for the flight test to be notified. In the case of an initial flight test for an applicant who does not hold an ARN, direct the applicant to apply for an ARN through CASA (see support contact details at the end of this document).

4.1 How do I notify a Flight Test without Internet Access?

Flight examiners that do not have internet access should call the CASA Client Services Centre on 131 757. Select the option to contact the Flight Testing Office to make arrangements for notifying flight tests.

4.2 Initial Issue of Flight Test

1. Click **Initial Issue** from the Flight Test Management screen.
2. On the **Notify Flight Test** page, your name and ARN will prefill and be read-only.
3. Click **Next**. The Applicant section will now display

Licence Notification

Notify Flight Test

Flight Examiner

ARN	Name
1025007	Westwood V

Applicant

ARN	<input type="text"/>
Surname	<input type="text"/>

Figure 4: Notify

4. Enter the **ARN** and **Surname** of the applicant. The system validates the applicant.
5. Click **Next**. The Flight School / Examiner Section will now display.

Licence Notification

Notify Flight Test

Flight Examiner

ARN	Name
<input type="text" value="1025158"/>	<input type="text" value="Westwood Victoria"/>

Applicant

ARN	Name
<input type="text" value="1025171"/>	<input type="text" value="Smith Charlie"/>

Flight School / Examiner ARN

ARN	<input type="text" value="1025158"/>
-----	--------------------------------------

Figure 5: ARN

6. Enter the **ARN**.
 - If you are performing the flight test on behalf of a Flight School, enter the School's ARN. If you are not conducting the flight test on behalf of a Flight School but as an individual examiner, enter your own ARN.
7. Click **Next**, the Notify Flight Test screen displays.

Licence Notification

Notify Flight Test

Flight Examiner

ARN 1025007	Name Westwood V
----------------	--------------------

Applicant

ARN 9748	Name SMITH Craig Mark
-------------	--------------------------

Flight School / Examiner ARN

ARN 1025007	Name Westwood, V
----------------	---------------------

Flight Test

Flight Test
Please select an entry.

Device * Please select an entry.	Scheduled for *
Aircraft Type * Please select an entry.	Registration
Test Location * (Aerodrome code, eg YSBK)	State (select Other for overseas) * Please select an entry.

Additional Info
(Eg. simulator centre / overseas location)

Examiner Comment

Figure 6: Notify Flight test

8. Enter the relevant information into the Notify Flight Test screen.

Note: You must have the appropriate qualifications up to date on the CASA Self Service portal in order to allow the flight test to proceed past the notification stage.

Examiners encountering problems booking a particular type of flight test should first check that their qualifications are up to date on the portal.

If the qualifications displayed on the portal are incorrect please contact CASA.

- **Flight Test.** Select an entry from the drop down list.
- **Device.** The test will be performed on an: Aircraft, simulator (FSTD) or, both Aircraft and FSTD.

- **Scheduled for.** Select a date and time in the Scheduled for field. The date can be selected by clicking on the relevant calendar button. The time can be selected by sliding first the hour button, then the minute button along the slide to the appropriate position.

Note: If a flight test is to be done within the 24* hour notification period please contact CASA to arrange.

*Except where a notification exemption has been approved by CASA.

- **Aircraft Type.** Select the aircraft the test will be performed in
 - **Registration.** Enter the registration mark of the Aircraft (the VH mark), the simulator, or both aircraft and simulator approval code in the case of both being used for the test. This is not mandatory.
 - **Test Location.** Enter or select the location where the test is to take place. This should be entered as an aerodrome code (eg, YCCY for Cloncurry). If the test is not performed at an aerodrome enter a description such as the name of the simulator centre. This is a free text field.
 - **State.** Select the appropriate state. If the location is overseas select 'Other'.
 - **Additional Info:** Where "Other" has been selected as State, the *Additional Info* field is mandatory. Enter the details in this field. If 'Other' has not been selected this field will remain greyed out and not accessible.
 - **Examiner Comment.** This field is optional and allows you to enter a comment about the planned test.
9. Click **Validate** to check your entries.

At this point the system will display validation error messages if the requirements are not met.

4.2.1 Validation messages

Examiner qualification

If the examiner does not hold the appropriate qualifications to conduct the selected flight tests the following error messages will display in the top right hand corner of the screen when attempting to validate the flight test.

Validation messages will display for any aircraft or which you are not endorsed.

Notification period

If the scheduled time and date for the flight test is not within the notification period the following error message will display.

Other validation checks.

- The applicant and examiner are the same person
- The applicant or the examiner is suspended
- The same flight test type has already been notified for the applicant

- A message will display about any previous failed attempts by the applicant. This does not stop you from proceeding with the flight test but is provided as information.

4.2.2 Ratings/Endorsements to be granted

1. **Select** the ratings/endorsements that you may assess as part of the flight test.

Ratings/Endorsements to be granted

Aerial Application Rating

Figure 7: Granting Ratings and Endorsements

Note: Granting of ratings/endorsements is not carried over between tests.

2. Click **Next**. When the data has validated successfully, click **Confirm**.

The test is added to the Flight Test Management screen with a status of “**Notified**”.

Licence Notification

Flight Test Management

	Overdue	Examiner ⇅	ARN ⇅	First Name ⇅	Family Name ⇅	Flight Test No. ⇅	Scheduled Date ⇅	Aircraft Type ⇅	Status ⇅	Test Date ⇅	Result ⇅	Flying Activity ⇅
●		Westwood, Victoria - 1025158	9748	Charles George	SMITH	201700064	27/05/17	SA226/227	Notified			

Figure 8: FTM Overview screen

4.3 Test Notification email

An e-mail is sent to the applicant and the examiner, informing both about the detailed of the test.

Dear Mr SMITH,

Your flight test/proficiency check Private Instrument Rating - Aeroplane has been notified with CASA and will be conducted at Y NSW on 20/05/2017 13:00 with V Westwood.

If you have any concerns in regards to this flight test please contact your examiner, V Westwood.

Yours sincerely,
CASA Flight Testing Office

Note: Please do not reply to this email as this is a system generated confirmation.

CASA - Civil Aviation Safety Authority

Figure 9: Sample Notification email

4.4 Need to make changes to the Flight Test?

You can only make changes to a flight test when the Status is still in Notified. For example, you can change the date of the test, the aircraft type and the location but you cannot change the examiner or the applicant.

Please contact CASA if you need to change the examiner or the applicant.

To change details in the Flight Test, **click** on the appropriate test in the Flight Test Management screen.

The following options will display:

- View, Edit, Verify and Cancel Test.

Scheduled Date ▾		Aircraft Type ▾	Status ▾	Test Date ▾	Result ▾	Flying Activity ▾
4/17		SEA	Notified			

Figure 10: Options

1. Click **Edit**
2. Click **Validate**
3. Amend Flight Test displays, select the information you want to amend.
4. Click **Validate**, when complete.
5. Click **Next** and amend any Privileges to grant.
6. Click **Confirm**.
7. A new notification will be emailed to the applicant and the examiner.

4.4.1 What if a flight test is started by one examiner but completed by another?

Once notified, the flight examiner for the flight test cannot be edited in CASA Self Service.

The flight test must be cancelled and renotified with the correct examiner.

In the circumstances of a flight test being confirmed by one examiner who is unable to continue with the test, please contact CASA Email: clarc@casa.gov.au

Phone: 1300 737 032 (CASA Licensing and Registration Centre - CLARC)

The CASA Self Service team are also contactable by regular mail:

CASA Self Service Team

GPO Box 2005

Canberra ACT 2601

Hours of service

Monday to Friday, 9.00am to 5.00pm Australian Eastern Standard Time (AEST)

4.5 Proficiency Checks

1. Proficiency checks are entered by clicking on the **Proficiency Check** button



Figure 11: Proficiency checks

Licence Notification

Notify Proficiency Check

Flight Examiner

ARN

Surname

Figure 12: Figure 12: Enter ARN

1. Enter **ARN** of **Applicant**
2. Click **Next**
3. Enter **ARN** of **Flight School or Examiner**
4. Click **Next**

Notify Proficiency Check

Flight Examiner

ARN 1025007	Name Westwood V
----------------	--------------------

Applicant

ARN 9748	Name SMITH Craig Mark
-------------	--------------------------

Flight School / Examiner ARN

ARN 1025007	Name Westwood, V
----------------	---------------------

Proficiency Check

Proficiency Check
Please select an entry.

Device * Please select an entry.	Scheduled for * <input type="text"/>
Aircraft Type * Please select an entry.	Registration <input type="text"/>
Test Location * <small>(Aerodrome code, eg YSBK)</small>	State (select Other for overseas) * Please select an entry.
Additional Info <input type="text"/> <small>(Eg. simulator centre / overseas location)</small>	
Examiner Comment <input type="text"/>	

Figure 13: Notify Proficiency Check screen

Enter the following information into the Notify Proficiency Check.

- **Proficiency Check**, Select from the drop down list of aircraft.
- **Device**. Select from the drop down list if the test will be performed on an: Aircraft, a FSTD – simulator, or using both Aircraft and FSTD.
- **Scheduled for**. Click this field to enter the planned test date and time.
 - The date can be selected by clicking on the relevant calendar button. The time can be selected by sliding first the hour button, then the minute button along the slide to the appropriate position.

Note: A test has to be notified at least 24 hours* before it is scheduled to take place. If a flight test will occur within the 24 hour notification period examiners should contact CASA.

*Except where a notification exemption has been approved by the authority

- **Aircraft Type**. Select the aircraft type the test applies to.
- **Registration**. Enter the registration mark of the Aircraft (the VH mark), the simulator, or both aircraft and simulator approval code in the case of both being used for the test. This field is not mandatory.
- **Test Location**. Enter or select the location where the test takes place. This should be entered as an aerodrome code (eg, YCCY for Cloncurry). If the test is not

performed at an aerodrome enter a description such as the name of the simulator centre.

- **State.** Select the state to match the location. If the location of the test is not one of the Australian states or territories listed in the drop down menu, please select 'Other'.
- **Additional Info** (*if relevant*): Where "Other" has been selected as State, the Additional Info field is mandatory. Enter the country, state, or city of flight test in this field if it was not performed in Australia. If 'Other' has not been selected this field will remain greyed out and not accessible.
- **Examiner Comment.** This field is optional and allows the examiner to enter a comment about the planned test. The comment will be added to the pilot's record on the Results tab of the flight test.

5. Click **Validate** to check your entries.

Validation messages?

At this point the system validates the check and will display error messages if the prerequisite requirements are not met.

Privileges to grant

6. If it is applicable to the proficiency check, privileges to grant will display.

Privileges to grant

Aerial Application Rating

Figure 14: Example of privilege to grant

Select the **privileges** to grant that you may assess as part of the flight test.

Note: Granting of endorsements is not carried over between tests.

7. Click **Next**. When the data has been validated successfully, click **Confirm**.

The flight test is added to the examiners FTM list and marked with a status of "**Notified**."

5. Edit a Notification

When a flight test still has a status of 'notified' the information can be changed. See section *4.4 Need to make changes to the Flight Test?*

If you want to change the applicant or flight examiner undertaking the test, the flight test must be cancelled and a new flight test initiated.

1. **Select** the Flight Test overview table, all tests in status notified and verified are listed.
2. Click on a “**notified**” test.
3. Click **Edit**, then next.
4. Click **Validate**.
5. Amend the test information where necessary, click **Validate**.
 - The system validates the data as described in “Notify Flight Tests and Proficiency Checks.
6. Edit **Ratings/Endorsements to be granted**, where necessary.
7. Click **Next**.
8. Click **Confirm**.
9. An e-mail with the updated notification is sent to the applicant and the examiner.

The next step in creating a flight test is to *verify a notification*.

6. Verify a Notification

The examiner has to verify the applicant has met all necessary pre-requisites for the flight test before it can be conducted. To verify a notification for a flight test or a proficiency check:

1. In the Flight Test overview table, click on a **Notified** test.
2. From the drop-down section for the selected test.
3. Click **Verify**.

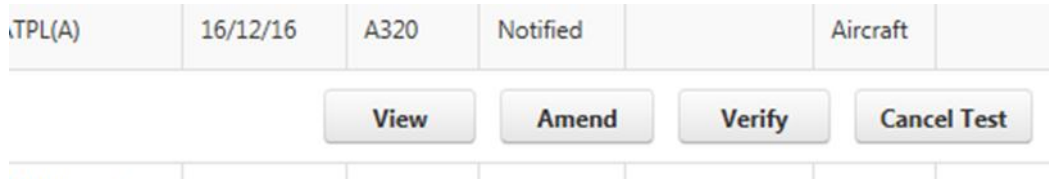


Figure 15: Verify

6.1 Aeronautical Experience

Some flight tests will have one set of requirements to be met, other are more complex and may have several sets of experience that can be chosen to meet the regulatory requirements for that test, such as the example below.

Aircraft Type <input type="text" value="SEA"/>	Registration <input type="text"/>
Test Location <input type="text" value="YBKE"/>	State <input type="text" value="NSW"/>
Additional Info <input type="text"/>	
Examiner Comment <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	

Ratings/Endorsements to be granted

- Manual Propeller Pitch Control
- Retractable Undercarriage
- Tail Wheel Undercarriage

Aeronautical Experience

Name ↕	Status ↕	Action
RPL(A)	Missing	<input type="button" value="Add Aeronautical Experience"/>

Figure 16: Aeronautical experience

Where the Aeronautical Experience requirements are missing and need to be entered by the examiner, the status will indicate 'Missing'.

For the relevant Aeronautical Experience section:

1. Click **Add Aeronautical Experience**.
2. Enter the actual values in the **Conditions** section.
3. Select the date that you have confirmed the **Aeronautical Experience** information.
4. Select **OK**.
5. Select **Verify**,

A message displays advising Aeronautical Experience has been added.

7. Report Flight Test Results

To report test results of Passed or Failed, a test must have a status of “Verified”.

To report a passed test result:

4. In the FTM panel, **click** on a ‘**Verified**’ test.

The following buttons are displayed.

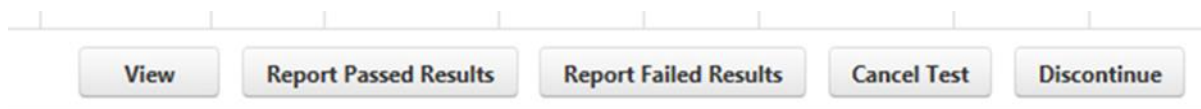


Figure 17: Verified test

1. Click **Report Passed Results**.

On the **Report Passed Flight Test** page, enter the required data:

- **Performed on:** Select the date and time when the test has been conducted. The date can be selected by clicking on the relevant calendar button. The time can be selected by sliding first the hour button, then the minute button along the slide to the appropriate position.
 - The date for a conducted test cannot be in the future.
- **Result:** The result, “Passed” is automatically set and cannot be amended.
- **Test Type:** Select the appropriate type of test. Options are Rating, IR (Instrument Rating), or Rating / IR
- **Pilot Function:** Select the appropriate function. Options are PIC (Pilot in Command), or CRCP (Cruise Relief Co Pilot).
 - Time has to be entered in decimal values. For example, 1 hour 15 minutes is entered as “1.25”, 2 hours 20 minutes equals “2.33”, etc.
- **Ground Component:** Enter the duration of the ground component. Where the test has been performed on an aircraft, this field is mandatory.
- **Flight:** Enter the duration of the flight component. Where the test has been performed on an aircraft, this field is mandatory.
- **Simulation Time:** Enter the duration of the simulator component. Where the test has been performed on a simulator, this field is mandatory.
- **Post Flight:** Enter the duration of the post flight component. Where the test has been performed on an aircraft, this field is mandatory.
- **Examiner Comment:** The Examiner should enter a comment about the flight test. This field is not mandatory for passed flight tests.

2. Select **Confirm**

Licence Notification

Grant Endorsements

Flight Test Overview

ARN 9748	Applicant's Name Craig Mark SMITH
Proficiency Check APC - Aeroplane	Performed on 24/05/2017 00:00
Aircraft Type SA226/227	Test Location YMER

Examiner Comment

Ratings/Endorsements to be granted

Aerial Application Rating

Attach application form here

[+ Select File](#)

or drop attachment files here.

[Finish](#)

Flight Test Details

[+](#)

[Back](#)

Figure 18: Passed flight test

3. Add **Examiner Comments**, if needed
4. Click on the **Rating/Endorsements to be granted**, if needed.
5. Attach documentation in the **Attach application form here**, by clicking **+Select File**
6. Click on **Finish**

Grant Endorsements Result List

		Result Message	Result
	1	The applicant is now endorsed on SA226/227.	

[Back](#)

Figure 19: Results message

8. Cancel Flight Test

When a flight test (Initial or Proficiency) has a status of “Notified” or “Verified” and has not been completed, it can be cancelled.

To cancel a flight test:

1. **Click** on the flight test to be cancelled.
2. Click **Cancel Test**.
3. Edit the details in the **Report Cancelled Flight Test** screen.

Licence Notification

Report Cancelled Flight Test

The screenshot shows a web form for reporting a cancelled flight test. It contains the following elements:

- Performed on ***: A text input field for the date and time.
- Status**: A dropdown menu currently showing 'Cancelled'.
- Reason**: A dropdown menu currently showing 'Accident/incident closing a runway'.
- Examiner Comment ***: A large text area for providing details.
- Test Details**: A section header with a plus sign icon on the right.
- Buttons**: 'Cancel' and 'Next' buttons at the bottom right.

Figure 20: Cancelling a flight test

Cancelled Flight Test Fields

The following information is required:

- **Performed on:** Select the time and date when the test was, or was to be performed
 - **Status:** Is automatically set to “Cancelled”.
 - **Reason:** Select the reason for cancellation from the drop down list. If the reason for the cancelled test does not fit into one of these categories, select ‘other’ and type the reason in the Examiner comment field.
 - **Examiner Comment:** Optionally, enter a comment.
3. By clicking on the **plus sign +** on the right hand side of the screen, all flight information will display.
 5. Click **Confirm**

The entry is now removed from the examiners overview list and a notification e-mail is sent to the applicant and the examiner.

9. Discontinue a Flight Test

In case a flight test has been conducted, but had to be aborted (e.g. because of bad weather), it can be discontinued:

1. In the FTM panel, select a **Verified** test.
2. Click **Discontinue** from the options which now display.

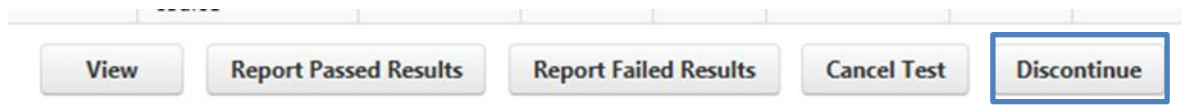


Figure 21: Discontinue

Please be aware that for the following fields, time has to be entered in decimal values. For example, 1 hour 15 minutes is entered as "1.25", 2 hours 20 minutes equals "2.33", etc

- **Performed on:** Select the date and time when the test has been conducted. The date can be selected by clicking on the relevant calendar button. The time can be selected by sliding first the hour button, then the minute button along the slide to the appropriate position. *The date for a conducted test cannot be in the future.*
- **Result:** The result, "**Discontinued**" is automatically set and cannot be amended.
- **Test Type:** Select the appropriate type of test. Options are **Rating**, **IR** (Instrument Rating), or **Rating / IR**
- **Pilot Function:** Select the appropriate function. Options are **PIC** (Pilot in Command), or **CRCP** (Cruise Relief Co Pilot).
- **Ground Component:** Enter the duration of the ground component. Where the test has been performed on an aircraft, this field is mandatory.
- **Flight Time:** Enter the duration of the flight component. Where the test has been performed on an aircraft, this field is mandatory.
- **Simulation Time:** Enter the duration of the simulator component. Where the test has been performed on a simulator, this field is mandatory.
- **Post Flight:** Enter the duration of the post flight component. Where the test has been performed on an aircraft, this field is mandatory.
- **Reason:** Enter the reason the flight test was discontinued. Select from the following options.
 - Accident / incident closing runway
 - Aircraft unserviceability
 - Applicant / examiner illness
 - Knowledge deficiency
 - Weather conditions
 - Other



The image shows a web form with a dropdown menu labeled 'Reason'. The dropdown is open, showing a list of options. The first option, 'accident /incident closing a runway', is highlighted in blue. The other options are 'aircraft unserviceability', 'applicant/examiner illness', 'knowledge deficiency', 'weather conditions', and 'other'. The dropdown menu is positioned over a text input field that contains the same text as the selected option.

Figure 22: Reasons for discontinuing

Examiner Comment: The examiner can enter a comment about the flight test.

The next section details the Flight Examination Standards which were tested as part of the flight test, even if it was discontinued. See section *Report Passed Flight Test Results* for further information on this process.

3. Click '**Confirm**', when all data is entered.

The FTM panel displays and the test is removed from the overview list.

To view the data of the performed test, use the **search** function. The record is marked with a status of "discontinued".

An automatic notification e-mail is sent to the applicant and the examiner.

10. Search for Flight Test or Proficiency Checks

An examiner can search for any flight test or proficiency check they have been listed as the examiner.

To search for a record from Flight Test Management.

Licence Notification

Manage Flight Tests and Proficiency Checks

Date from

Date to

Status

Result

Overdue	Examiner	ARN	First Name	Surname	Flight Test No.	Scheduled Date	Aircraft Type	Status	Test Date	Result	Flying Activity
No records found											

Figure 23: Searching

1. Click **Search**
2. Enter the search criteria.
 - **Date from / Date to:** Enter a time range for the scheduled date. The date can be selected by clicking on the relevant calendar button.
 - **Status:** The status of a test includes: Cancelled, Discontinued, Notified, Performed, and Verified.
 - **Result:** You can search for the test result. Options include 'Passed' and 'Failed'
3. Authority staff or examiners working on behalf of an organisation may additionally search for records assigned to a certain examiner (and must enter the examiner ARN and the examiners last name).
4. A search executed without stating any criteria might effectively bring up thousands of records. Such a procedure would take a long time and cannot be aborted. The system will always fetch the 50 most recent entries from the database.
5. Click on an entry to display the actions available for this record. Depending on the status of the record, the data can be edited or viewed.
 - Data of records in status "cancelled", "discontinued", or "performed" can only be viewed.
 - Records in status "notified" can be edited, verified, or cancelled.
 - Records in status "verified" can be reported, cancelled, or discontinued.

For an explanation of each column field heading see section '*Navigate to Flight Test Management*'

11. Documentation

Flight Test Report document

The Flight Test Report document is no longer required to be sent to CASA but can be kept by examiners for their own records.

Mailing/Emailing

Other documentation (application forms, etc) should continue to be mailed/mailed to CLARC processing unit.

CASA Email: clarc@casa.gov.au

Phone: 1300 737 032 (CASA Licensing and Registration Centre - CLARC)

The CASA Self Service team are also contactable by regular mail:

CASA Self Service Team

GPO Box 2005

Canberra ACT 2601

Hours of service

Monday to Friday, 9.00am to 5.00pm Australian Eastern Standard Time (AEST)

Examiners also have the option of attaching Flight Test paperwork to the record in FTM.

The examiner uploads flight test documents through the CASA.gov web portal and these are archived with the corresponding rating record.

The attachment limit is 10mb per attachment there is no limit to the number of attachments.. File types are jpg, jpeg, Png, . txt, pdf, tif, doc, docx.

If required the examiner can **delete attached files** by selecting the **rubbish bin icon**.