

ORS4 no 1378

Coaches Briefing to Pilots for UK Class Rating revalidations

Application

- SEP, TMG, SLMG or SSEA Class ratings
- Expiry dates between 16 March and 31 October 2020

Requirements

- Licence and Rating must have been valid on 31 March 2020
 - Check from a scan / photocopy if original is not available
- Pilot must have received a refresher briefing from an instructor
 - qualified to teach for the applicable rating(s).
 - with PART.945 privileges
 - can be done “remotely” = Skype or even telephone
- Instructor can then sign the licence rating form with a new validity date of 22 November 2020
 - under the ‘Date of Rating Test’, enter ‘CAA ORS4 No. 1374’
 - at ‘valid to’ enter “22/11/2020”
- If the original licence is not available, sign ‘remotely’.

Remote signing – Ratings in UK licences (UK PPL, NPPL)

- Download form SRG 1100F www.caa.co.uk/srg1100F
- Complete Part 2 for the pilot, if he has not scanned & sent it to you.
 - Ignore ATO details
- Part 3 of the form
 - Tick box for “aeroplane”
 - Write ‘SEP’ and/or ‘TMG’ or ‘SSEA’ and/or SLMG’ as appropriate in the “Class Ratings” box with the date it expires
- Date and sign the first “Part 4” of the form
- Second “Part 4” of the form
 - Delete “examiner” and write ‘instructor’.
 - Complete with your name and CAA number and sign it. UK CAA is the competent authority.
- Sign and send the certificate to the pilot. Keep a copy.
- The pilot must download a copy of the ORS 4 No 1378 exemption.
- The pilot must keep the certificate and the exemption with the licence.

Temporary Certificate Extending Validity of Licence Privileges

Valid for UK CAA Part-FCL Aircrew **ONLY**

Please complete this form online (preferred method) then print, sign and submit as instructed



False Reprerentation Statement & Competent Authority Declaration

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and on conviction on indictment with an unlimited fine or imprisonment or both.

Pursuant to Article 1(3)(c) of the Basic Regulation (EC) No 2018/1139 and Article 71 of the Basic Regulation (EC) No 2018/1139 (ORS4 1374 - COVID-19 FCL temporary protocol) the Civil Aviation Authority of the UK allows the privileges specified in Section 3 to be exercised by the named licence holder from the date entered on this Certificate until the expiry of this Certificate subject to the instructor/examiner's certification (by signature below) confirming successful completion by the licence holder of the applicable conditions of ORS4 1374.

1. Instructions to Instructor/Examiner

The instructor/examiner is responsible for ensuring that the required briefing (if applicable) has been completed in accordance with the conditions of ORS4 1374.

Only an appropriately qualified instructor/examiner may sign this Temporary Certificate Extending Validity of Licence Privileges after verifying the licence holder has fulfilled all the applicable conditions set out in ORS4 1374.

The pilot must carry this signed copy of Temporary Certificate Extending Validity of Licence Privileges whenever exercising any of the privileges contained within it.

2. Personal Particulars of Licence Holder and ATO (if applicable) (To be completed by the Instructor/Examiner)

CAA personal reference / licence number:

Title: Forename: Surname: Date of birth:

ATO Name (if applicable): ATO Approval Number (if applicable):

3. Temporary Extension of Licence Privileges (To be completed by the Instructor/Examiner)

I declare that the licence holder has fulfilled **all** the applicable conditions of ORS4 1374 and may continue to exercise the privileges below until the expiry of this Temporary Certificate (select only item(s) applicable to **this** certificate).

Aeroplane	Helicopter	Rating / Certificate	Current Expiry Date
Current Class Ratings (including variants):			
Current Type Ratings (including variants):			
Current Instrument Rating:			
Current Instructor Certificate:			
Current Examiner Certificate:			

Additional Privileges/Restrictions/Remarks:

4. Confirmation of Briefing (if applicable) (To be completed by the Instructor/Examiner)

I confirm that the required briefing has been completed:

Date of Briefing: Signature:

4. Declaration of CAA Inspector or Examiner (To be completed by the CAA Inspector or Senior Examiner)

I declare that the information provided on this form is true and, to the best of my knowledge and belief, the licence holder has satisfied all the necessary conditions of ORS4 1374 for the issue of this Temporary Certificate Extending Validity of Licence Privileges, which will be valid from: until:

Examiner's Name:

Examiner's Number: Examiner's Signature:

Competent Authority issuing Examiner's Certificate: Date:

**Initial Examiner Assessment of Competence may only be completed by a CAA Inspector.
Original document to be retained by the Applicant. One copy to be retained by the Examiner. One copy, together with the licence application documents, to be submitted to the UK CAA. All copies to be affixed with an original signature or signed digitally.*

Original document to be retained by the instructor/examiner. One copy to be retained by the Licence holder. One copy to be submitted to licenceapplications@caa.co.uk in accordance with conditions of ORS4 1374.

2. Personal particulars of Licence holder and ATO (if applicable) (To be completed by the Instructor/Examiner)

CAA personal reference / licence number:

Title: Forename: Surname: Date of birth:

ATO Name (if applicable): ATO Approval Number (if applicable):

3. Temporary Extension of Licence Privileges (To be completed by the Instructor/Examiner)

I declare that the licence holder has fulfilled all the applicable conditions of ORS4 1374 and may continue to exercise the privileges below until the expiry of this Temporary Certificate (select only item(s) applicable to this certificate).

Aeroplane	Helicopter	Rating / Certificate	Current Expiry Date
Current Class Ratings (including variants):			
Current Type Ratings (including variants):			
Current Instrument Rating:			
Current Instructor Certificate:			
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Additional Privileges/Restrictions/Remarks:

4. Confirmation of Briefing (if applicable) (To be completed by the Instructor/Examiner)

I confirm that the required briefing has been completed:

Date of Briefing: Signature:

4. Declaration of CAA Inspector or Examiner (To be completed by the CAA Inspector or Senior Examiner)

I declare that the information provided on this form is true and, to the best of my knowledge and belief, the licence holder has satisfied all the necessary conditions of ORS4 1374 for the issue of this Temporary Certificate Extending Validity of Licence Privileges, which will be valid from: until:

Examiner's Name:

Examiner's Number: Examiner's Signature:

Competent Authority issuing Examiner's Certificate: Date:

However

- You're signing that the briefing has been completed.
- So here's the requirement and a suggestion.
- For PART-FCL licences, see the appropriate presentation.

Briefing for UK PPL SEP/TMG or NPPL SSEA/SLMG

- Reduced requirements as ORS4 No 1378 Note 4(a).
- As with the instructional flight, ask the pilot what he/she wants to discuss.
- Follow your own thoughts and specific items you consider necessary.

OR

- Use this presentation to guide you through.

Note 1. – The time spent on briefing should be between 20 - 30 minutes. Going through everything may take longer so be ready to skip bits you're happy the pilot understands

Note 2. – You need to understand all you're going to talk about, so prepare yourself .

Briefing for UK Licence Class Ratings

- Pre-flight
- En-route concerns
- Arrival procedures
- Emergency procedures

Pre-flight

- Discuss / suggest loading route into moving map device
- Discuss NOTAMs
- Discuss weather
- Discuss weight and balance
- Discuss performance figures

Detail for pre-flight

- *Check what moving map device the pilot possesses, and that they understand its use and limitations. Encourage:*
 - *reading the instructions while they have the opportunity, and*
 - *loading the route before takeoff.*
- *Check the pilot has access to NOTAMs and weather at home*
- *Suggest a check of performance on the take-off run*
 - *$\frac{2}{3}$ of the liftoff speed by $\frac{1}{3}$ of the runway, or $\frac{3}{4}$ of the speed by halfway*

Departure

- Discuss taxiing in strong winds
- Discuss / suggest cross-wind take-off technique
- Discuss / suggest pre-take-off emergency brief
- Discuss EFATO procedure
- Discuss partial engine failure

Detail for departure

- *Taxiing – Strong wind effects on taxi and power checks. Consider limits*
- *Crosswind – Aileron into wind until lift-off. Tricycles nose off a bit later than usual?*
- *Brief – anything wrong on the runway, close throttle and brake to a halt. Engine power loss after take-off, achieve glide speed and land into wind ahead.*
- *EFATO – dodging obstacles, danger of turnback*
- *Partial EFATO – human tendency to turn early –consider full failure*

En route procedures

- Discuss bad weather recognition and avoidance
- Discuss ATC liaison outside controlled airspace
- Discuss controlled airspace avoidance
- Discuss RMZs and TMZs

Detail for en-route

- *Look well ahead - Hazy bit of horizon = precipitation / cloud*
 - *Alter to get round, think restrictions first*
 - *Turn back?*
- *Traffic service helps when spotting difficult. Basic service gives nothing.*
- *CAS –*
 - *Listening squawks – where to find them and use*
 - *Uncertain of position? 121.5*
- *RMZ & TMZ – identify and check procedures*

Arrival procedures

- Discuss circuit joining procedures, including overhead join
- Discuss approach control and speeds, including gusty conditions

Detail for arrival

- *Join - overhead but consider problems/options*
- *Lookout - to likely hazard points, listen for calls early*
- *Approach – correct speed for aircraft / conditions (add for strength & gusts)*
- *Crosswind – approach speed normal, wing down/crab?, go-around option*

Emergency procedures

- Discuss fire drill
- Discuss engine instrument & warning indications and actions
- Discuss forced landing procedures
- Discuss attempted restart
- Discuss securing engine and passenger safety
- Discuss precautionary landings

Detail for emergencies

- *Fire – engine and cockpit drills from memory, check PoH later*
- *Warning indications*
 - *Priorities – safe airfield, select fields en route,*
 - *Check list, Air Traffic assistance (PAN PAN?)*
- *Forced landing –*
 - *Wind?*
 - *concentrate on pattern & approach, ideally from at least a “low key”*
- *Restart drill only when pattern assured*
- *Secure*
 - *engine in case of temporary surge on approach*
 - *Passengers for their safety – brace position?*
- *Precautionary landing – reasons, wind, size several approaches to get it right*

Now you can sign the paperwork!