



FOCA GM/INFO

Guidance Material / Information

RTF examiners



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List of Abbreviations

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The following abbreviations are within this GM/INFO:

Abbreviation	Definition	Abbreviation	Definition
AMC	Acceptable Means of Compliance		
ARA	Authority Requirements for Aircrew		
BFCL	Balloon Flight Crew Licensing		
DETEC	Federal Department of the Environment, Transport, Energy and Communications		
EASA	European Aviation Safety Agency		
ED	European Directive		
FCL	Flight Crew Licensing		
EU	European Union		
FOCA	Federal Office of Civil Aviation		
GebV	Fee ordinance		
GM/INFO	Guidance Material / Information		
GSPRM	Jeppesen General Student Pilot Route Manual		
IFR	Instrument Flight Rules		
LAPL	Light Aircraft Pilot Licence		
LPC	Language Proficiency Check		
PPL(A)	Private Pilot Licence Aeroplane		
PPL(H)	Private Pilot Licence Helicopter		
RFP	DETEC Regulations on Flight Crew Licences		
RTF	Radiotelephony		
SBFP	Flight Personnel Section		
SFCL	Sailplane Flight Crew Licensing		
VFR	Visual Flight Rules		
VABFP	Verordnung des UVEK über die nicht europaweit geregelten Ausweise und Berechtigungen des Flugpersonals		

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0 Introduction

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The Federal Office of Civil Aviation (FOCA) is responsible for conducting radiotelephony and language proficiency examinations. For this task, FOCA relies on external examiners. The present GM/INFO is intended to provide RTF examiners with an overview of administrative and organisational matters relevant to conducting examinations and to assist in standardising the training of new examiners.

0.1 Terms and Conditions

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The most frequent **abbreviations** used by the **EASA** are listed here: easa.europa.eu/abbreviations.

When used in the GM/INFO, the following terms shall have the meaning as defined below:

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	EC English Style Guide
<i>may</i>	This term expresses a positive permission.	EC English Style Guide
<i>shall not, will not</i>	These terms express an obligation, a negative command.	EC English Style Guide
<i>may not, must not</i>	These terms express a prohibition.	EC English Style Guide
<i>need not</i>	This term expresses a negative permission.	EC English Style Guide
<i>should</i>	This term expresses an obligation when an acceptable means of compliance should be applied.	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	http://oxforddictionaries.com/definition/english/could
<i>ideally</i>	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation

0.2 Legal References

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- Verordnung über die Nutzung des Funkfrequenzspektrums (VNF; SR 784.102.1) (Art.42 und Art.43)
- Annex I (Part-FCL) Commission Regulation (EU) No 1178/2011
- Verordnung des UVEK über die europaweit geregelten Ausweise und Berechtigungen für Flugpersonal (VEAF; SR 748.222.0)

0.3 Purpose of this GM/INFO

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This document provides guidance on the organisation, tasks and responsibilities of examiners conducting RTF and LPC examinations on behalf of FOCA. It describes the procedures related to obtaining and revalidate an examiner authorisation issued by the competent Swiss authority.

The aim of this document is to support:

- a lean but efficient examiner system
- a qualified examiner corps
- a collegial and trustworthy relationship between FOCA and the examiners
- the examiner
- the harmonisation of examiner training and procedures

1 General

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All persons certified by FOCA as RTF examiners shall adhere, in their related duties and activities, to the applicable documents and guidance material, such as EASA Part-FCL, FOCA GM/INFO «RTF/LPC exam», GM/INFO «Handbook for English language assessors» official FOCA forms and any other documentation required to carry out their tasks.

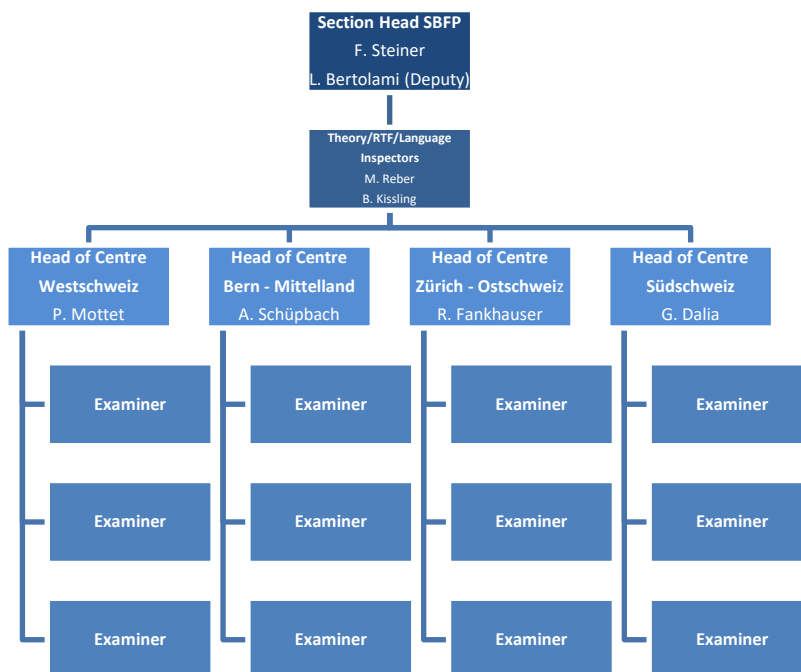
2 Organisation

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FOCA is responsible for the operational management of the four regional RTF centres. FOCA appoints the examiners and heads of centres and supervises their activities within the framework of the RTF examinations.

2.1 Management structure

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2.2 Head of centre

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A head of centre shall be assigned by FOCA.

2.2.1 Prerequisites

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A head of centre:

- shall have a minimum of 2 years of experience as an examiner in an RTF centre
- must have or have had an ATCO licence
- must hold an language assessor authorisation in English and/or a Swiss national language
- is ideally the holder of a pilot's licence
- must be respected within the aviation community
- shall cooperate closely with the SBFP inspectors based on mutual trust and respect
- should not examine persons whom they have trained
- must have the time available to fulfil the tasks

- shall be loyal to the task and to FOCA

2.2.2 Training

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After nomination, the head of centre shall attend a course by the SBFP inspector. The course includes the following topics. In addition, the former head of centre should conduct a handover.

1	<ul style="list-style-type: none"> • Welcome • Introduction to the inspector team • Introduction to FOCA and the SBFP
2	<ul style="list-style-type: none"> • Duties and tasks of a head of centre
3	<ul style="list-style-type: none"> • GM/INFO RTF/LPC exam • GM/INFO RTF examiners • GM/INFO Handbook for English language assessors
4	<ul style="list-style-type: none"> • Legal matters
5	<ul style="list-style-type: none"> • Hints & tips, discussion of experiences
6	<ul style="list-style-type: none"> • Administration and forms

2.2.3 Tasks

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- Setting the examination dates
- Reserving the venues
- Organising the co-examiners
- Planning and inviting the candidates
- Conducting the examination
- Post-processing the examination
- Delivering documents to FOCA after the examination
- Heads are responsible for their examiner teams. If required, the head of centre can propose a new RTF examiner. The candidate must send an application dossier (letter of motivation and CV) to FOCA.

2.3 Examiners

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2.3.1 Prerequisites

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An examiner:

- shall be recommended by the head of centre or FOCA
- must have or have had an ATCO licence (FOCA may approve exceptions)
- must hold an language assessor authorisation in English and/or a Swiss national language
- is ideally the holder of a pilot's licence
- must be respected within the aviation community
- shall cooperate closely with the SBFP inspectors based on mutual trust and respect
- should not examine persons whom they have trained
- must have the time available to fulfil the tasks
- shall be loyal to the task and to FOCA

2.3.2 Training

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The training of a new examiner takes place under the supervision of the head of centre. The examiner shall take a theory course given by the head of centre. The course includes the following topics.

1	<ul style="list-style-type: none"> • Welcome • Introduction to the centre (e.g. team, infrastructure) • Introduction to FOCA and the SBFP
2	<ul style="list-style-type: none"> • Duties and tasks of an examiner • Exam procedure (e.g. runs, workflow, teamwork, RTF/LPC) • Relationship between examiner and candidate (e.g. atmosphere, stress) • How to perform a briefing
3	<ul style="list-style-type: none"> • GM/INFO RTF/LPC exam • GM/INFO RTF examiners • GM/INFO Handbook for English language assessors
4	<ul style="list-style-type: none"> • Legal matters • Confidentiality and discretion • Contract
5	<ul style="list-style-type: none"> • Hints & tips, discussion of experiences
6	<ul style="list-style-type: none"> • Administration • Forms and documentation

Following the theory part of the standardisation course, the candidate examiner shall practise conducting an RTF examination session under the supervision of the head of centre. After the candidate examiner successfully completes the theory course and practical instruction, the head of centre must inform the SBFP inspectors.

2.3.3 Tasks

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- Conducting the examination
- Post-processing the examination
- Delivering documents to FOCA after the examination

2.4 Contract and authorisation

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After successfully completing their training, the examiner receives the following documents:

- Contract
- Authorisation

The RTF examiner authorisation is valid indefinitely.

3 Conducting an examination

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The examiners shall conduct combined radiotelephony and language proficiency examinations or radiotelephony examinations only in accordance with EASA Part FCL, the national regulations and the GM INFO «RTF/LPC exam». The examination is conducted by two examiners and is recorded. The examiners shall ensure the orderly conduct of the examination; in particular, they shall ensure the standardisation of the requirements set and inform FOCA of any irregularities they detect during the examination. If a candidate indicates that they are unable to take the examination, the examination should not be continued.

3.1 Examination procedure

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3.1.1 Part I: Simulated flight with additional LPC tasks

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First of all the candidates receive the information concerning the simulated flight (run) from the examiners, depending on the licence level. After clarification of the task, the candidates are given time by the examiners to prepare. The examiners select 3 additional LPC tasks in the case of a combined RTF/LPC exam. This part of the examination takes about one hour for four candidates.

The recording device is switched on and the examiners inform the candidates about the procedure for the examination. All examiners keep their own handwritten notes.

VFR radiotelephony in English or Swiss national languages

The VFR radiotelephony exam can be taken in English, German, French or Italian. The examination may include the following items:

- Flight in a control zone (start-up permission, taxi-ing, take-off, landing)
- Confirmation of ATIS information
- Information about other traffic, work and obstacles on the airfield
- Position reports
- Operational problems
- Special VFR flight (SVFR), VFR flight at night (NVFR)
- QDM
- Go around
- Procedures in the event of radio failure (blind transmission)
- Contact with INFORMATION (flight in airspaces Echo and Golf)
- Flight in airspaces where air traffic control must be used, such as crossing control areas, airways, entry into Delta and Charlie airspaces
- Radar procedures and phrases
- Weather reports (METAR, SIGMET, simple runway condition reports)
- Take-off and landing at aerodromes with or without aerodrome flight information service (AFIS)
- Distress and urgency messages

The interpretation of aeronautical publications concerning the RTF will be included in the examination. For the examination, candidates must use their own VFR manual (hardcopy or electronically) and the ICAO Aeronautical Chart of Switzerland.

IFR radiotelephony in English

The IFR radiotelephony examination can be taken in English. The examination may include the following items:

- Callsign formation for aircraft
- ATIS information
- Confirmation of clearances, instructions and information
- Frequency change
- First call on a new frequency
- Start clearance, taxi clearance, take-off clearance
- ATC route clearance
- Position report
- Altitude change
- Initial approach fix clearance
- Holding pattern and procedure curve
- Approach procedures
- Approach clearances
- Mandatory messages on approach
- Standard reporting procedures for position reports and altitude changes

- Reporting procedures for VFR-IFR and IFR-VFR changes
- Important weather information
- Multiple call-up
- SSR procedures
- Communication failure procedures, communication procedures, flight procedures
- Distress and urgency message

The interpretation of aeronautical publications concerning the RTF will be included in the examination. The examination is based on the Jeppesen General Student Pilot Route Manual (GSPRM). The documents required for the examination flight will be provided to the candidates.

Additional LPC tasks (voice-only interaction) and listening comprehension

The examiners set the tasks in such a way that a realistic interaction is achieved. If necessary, they may also deviate from the task. This may be necessary if a candidate does not complete a task, misinterprets the task or is not sure what to do. No actual control by the examiners is required, but they must be alert to incorrect feedback from the candidate and correct it.

- If a candidate omits an entire task during the examination, an examiner should refer the candidate to the omitted task by saying:
"[call signs] refer to task number [X]" (x = the omitted task).
- If a candidate shows during the examination that they are unable to continue or remains silent for more than one minute, an examiner should first intervene and ask:
"[call sign] do you need help?"
- If the candidate is not sure or signals that they have forgotten which task they are working on, an examiner should refer the candidate to the task by saying:
"[call signs] refer to task [X]" (X = the task to be done).
- If the candidate is still unable to answer, the examiner should intervene and ask:
"Do you need help?" and answer accordingly, but not complete the task on behalf of the candidate.

3.1.2 Part II: LPC face-to-face interaction and listening comprehension

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In this part of the examination, the candidate interacts with an examiner in the role of an interlocutor. The candidate is given a photo and has 20 seconds to look at it before being asked to describe it fully. They are allowed to keep the material while talking about it and should describe the content and any related issues as fully as possible and not simply give a list of objects in the photo. The examiner may ask the candidate to give more descriptive information if only short answers are given.

After making sure that the candidate has given sufficient information on the prompt materials, the examiner asks the candidate questions associated with the picture. Once these questions have been answered, the examiner should take the picture back from the candidate. The examiner then asks the candidate a series of questions from the database that relate to the candidate's role in aviation. The examiner should vary the subject area for all questions and also avoid repeating questions related to the photograph. During Part I and II, listening comprehension is also assessed.

Examiners should refer to Chapter 3 of the GM INFO «Handbook for English language assessors» for the full spoken language assessment procedure.

3.1.3 Exam result

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After the examination the examiners inform the candidates of the result and give the result sheet to them. The result is either «passed», «partially passed» or «failed». It is possible to pass radiotelephony alone, but not the language examination. If only radiotelephony is passed, a "partially passed" is given.

3.2 Post-processing of the examination

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A copy of the result sheet must be sent by e-mail to sb_lizenzen@bazl.admin.ch with the subject «RTF Surname First name of candidate» and an e-mail with a list of all the candidates. The original form is given to the candidate. The examiners' invoices for fees/expenses are sent to theory-examination@bazl.admin.ch