



***BRITISH MODEL FLYING ASSOCIATION***

**THE RADIO CONTROL ACHIEVEMENT  
SCHEME**

**GENERAL GUIDANCE FOR CLUB  
EXAMINERS**

**FIXED WING    HELICOPTER    SILENT FLIGHT**

**ISSUE 4**

**FEBRUARY 2004**

The job of a Club Examiner is to "test applicants for 'A' and 'B' Certificates and to maintain the standards of the Achievement Scheme". This is normally done within a club environment and examiners are "appointed specifically to clubs". The only restrictions on club examiners are that they must be BMFA members and over 18 years old (i.e. senior members).

In addition they must have held a 'B' certificate in their chosen field (fixed wing, helicopter, silent flight or any combination of these) for a minimum of six months before they can be initially appointed.

The Achievement Scheme (AS) is a national scheme which is not just for BMFA members and it may be run by both BMFA affiliated and non-affiliated clubs. The only condition laid down for non-affiliated clubs is that the Club Examiners must be fully paid up senior members of BMFA.

The scheme is free to all applicants, whether BMFA members or not.

These notes are for the guidance of Examiners when taking such tests but they are also to be made freely available to 'A' and 'B' candidates. The need to even out the standards of testing between different examiners is extremely important and the notes should be followed closely.

A set of leaflets is available which sets out the standards you are expected to work to as an examiner. Those currently available cover Fixed Wing and Helicopter. It is anticipated that leaflets covering the Silent Flight tests will be available in the reasonably near future. Knowledge of these standards leaflets is **ESSENTIAL** for all Examiners and they can either be obtained from the BMFA Leicester office or downloaded from the BMFA website.

If local conditions are such that you need to deviate from the laid down standards in any way (geographical constraints on the flying area which might inhibit some manoeuvres for instance) you should make sure that you discuss this with the candidate before any testing takes place. Any such deviations must be sensible and within the spirit of the guidelines as laid down in the standards leaflets and in this booklet.

As an Examiner preparation is vital, not only to ensure that your paperwork is in order and that you know the procedures that you will be following but to give you some advance information on the candidate. You may have seen them fly before, you may have even taught them but, if possible, you should still talk to one or two other club members about how the candidate has been performing in the few days prior to the test. Don't ignore any information which may help you make your assessment.

You should also ensure before the test that the candidate is fully aware of what is expected of them so that misunderstandings do not occur when the model is in the air. A pre-flight briefing with you talking the candidate through the flight is a essential; both of you will then know what to expect.

It is also extremely useful if the candidate has read the 'Standards Leaflet' for the test he is about to take and, in fact you should always recommend that they do this at the first opportunity. It would help if you had a small stock of the leaflets that you could hand directly to potential candidates. Experience has shown that candidates who haven't studied these leaflets have a significantly higher failure rate than those who have briefed themselves on what you will be expecting to see during the test.

Some Examiners have the attitude that the flying tests in the Achievement Scheme are "aerobatics" and must be flown as a strict schedule with no deviations, very much like an FAI Aerobatics competition schedule. This is **ABSOLUTELY WRONG**.

In fact the flying tests in both the 'A' and 'B' certificates are to allow the candidate to demonstrate to you their ability to be in full and safe control of their model at all times during a flight in which they must fly a set of simple, specified manoeuvres competently and with reasonable accuracy.

Your decision on the candidate's flying abilities and safety standards will be based on an objective view of their performance both during and, perhaps as importantly, before and after the flying test.

You should be looking for evidence that the candidate has the appropriate standards from the moment you meet them on the flying site until the moment you finally sign their certificate. This is most important as anyone can pay 'lip service' to safety standards for a short period but if they are unsafe when they think you are not watching them, they should not pass.

The basic safety standards are laid down in the safety codes and you should not expect to compromise in this area.

It will be a point in the candidate's favour if they show a measure of common sense during their time with you on the flying site and an awareness of other flyer's problems could also be a positive indicator (checking and calling "all clear" when another pilot has called "landing" for instance). In fact, everything you see the candidate do on site will tell you something about their capabilities.

During the flying tests you should watch especially during those parts when the candidate is not performing any of the specified manoeuvres, i.e. when they are positioning for manoeuvres or when they are recovering from any errors they make.

The general level of performance expected, bearing in mind the relative difficulties of the manoeuvres, should be good, with few faults, and it is essential that throughout the flight the candidate should give you the firm impression that they are in complete control of the model at all times.

At the completion of a test and assuming that you have deemed the candidate to be successful, you should make sure that they understand their future responsibilities to fellow club members and to model flying as a whole. This applies especially to those who have passed the 'B' Certificate.

An examiner qualification is not just the 'next step up from the 'B' and you should not expect to just sit there and be admired by your fellow club members. It is expected that you will be actively promoting the raising of flying standards within your club. If you cannot do this on a whole club basis ("the committee won't listen to me") then you should be targeting likely members and working on them as individuals.

It may be a long job and you may have to co-ordinate your actions with other examiners in your club but if you succeed in getting enough of your club members through their 'A' or 'B' certificates then the club will have to take notice in the end. When they do and when the scheme is accepted as part of the club's normal procedures, even you might be surprised at how quickly the flying standards of your club members will rise.

## **ACHIEVEMENT SCHEME INFORMATION**

A booklet is available free of charge from the BMFA's Leicester office which contains extracts from the BMFA member's Handbook covering all aspects of the Achievement Scheme; fixed wing, helicopter and silent flight. It also sets out exactly which parts of the handbook the questions for each of the certificates are taken and full extracts are included covering these sections.

This booklet is constantly updated and will be extremely useful to both the candidate and the examiner as it is concise and it contains all you need to know whatever test you are working on. To contact the office for copies of the Achievement Scheme Booklet;

Telephone on 0116 2440028, Fax on 0116 2440645, E-Mail to [admin@bmfa.org](mailto:admin@bmfa.org)  
see the website at [www.bmfa.org](http://www.bmfa.org) or write to :

**BMFA, Chacksfield House, 31 St Andrews Road, Leicester, LE2 8RE.**

## **ADMINISTRATION**

In order that mistakes are not made in recording candidates achievements, examiners are asked to take great care in filling in the required paperwork. In particular:

- (1) Make sure that all the details are filled in on the test form and that both parts are fully completed.

This may seem to be a duplication of effort but it really is necessary as each of the parts finishes up in a different place (one with the candidate and one with the BMFA office). There have been cases of forms being lost in the post and in the only proof of the test being passed has then been a photocopy of the candidates part of the form so you can see that it is important to take the trouble to fill both parts in fully.

If you are not exactly sure of details such as BMFA number etc. a quick telephone call to the BMFA Leicester office (see number on previous page) will provide you with the information within seconds.

- (2) **Make sure that the candidates name and initials are very clear so that there are no mis-spellings on the certificate when it is issued.**
- (3) Saving up completed test forms and posting them in batches is the normal procedure but some examiners take this to extremes (two years late is the current record). Delays in examiners sending in the forms is by far the largest source of complaints in the system and BMFA Council have therefore specified that you should post forms off within 28 days of completing the test.
- (4) The achievement schemes are open to all model flyers, not just BMFA members. There is no charge for the test or the certificates.
- (5) 'A' and 'B' cloth wings badges are available for some of the schemes at a cost of £3.50 each and, although we do not make a large profit on them, what is made helps to defray some of the cost of running the scheme. They are available at any time from the BMFA Leicester office.

**Issue 1. Ratified by Areas Council, October, 1994.**

**Issue 2. Ratified by Areas Council, May 1997.**

**Issue 3. Ratified by Areas Council, February 2002.**

**Issue 4. Notes about the Standards Leaflets added, February 2004.**