



WingMentor Checklist



ALWAYS brief and obtain crew consent before recording according to your operator procedures.

Step 0 Before you start

- Confirm trainees, aircraft, scenario, flight, date.
- Check battery, storage, microphone/intercom cable.
- Confirm network access (faster post-processing).
- Brief crew. Recording is for training support only.

Step 1 Record Briefing

- Tap red mic. Run briefing. Pause as required. Tap again to stop.
- Confirm "Briefing recording complete", then Next.
- Skip only if no briefing is given.

Step 2 Record Session

- Tap mic at start cue. Pause as required. Add notes in Session Notes.
- Tap stop at end of last exercise.
- Optional: Capture Handwritten Notes photographs paper notes.
- Do not close the app during recording. Pause recording as required.

Step 3 Speaker Labels

- If required; play audio snippets per speaker to confirm voice.
- Verify role (Capt, F/O, Instructor, etc.). Leave Unknown only if voice cannot be identified.

Step 4 Debriefing Guide

- Choose Short or Full guide.
 - 1) Opening - crew self-assessment, guided discovery.
 - 2) UAS root cause - let crew discover, facilitate, guided discussion for Root Cause Analysis.
 - 3) Event exploration - one per event; discuss Primary competency.
 - 4) Takeaways - BTC test: Behavioural, Transferable, Competency-linked, crew-owned.

Step 5 Assessment Status

- Confirm "Pilot Assessment Ready". If not ready: wait, confirm network. Do not advance.

Step 6 Pilot Assessment

- Tap competency to expand. Read every evidence item.
- Tap EDIT (pencil icon) to amend; green disc to save.
- Assessment score 1-5. Switch Capt / F/O tabs. Approve both pilots.

Step 7 Instructor Assessment (self-reflection)

- IEC criteria. Read evidence and Development Analysis.
- Edit, save, Next. Does not affect pilot scores. This is only for your own reference.

Step 8 Report View

- Confirm session ID. Review summary, scores, RCA. Verify before agreeing with any score
- Read Instructor Effectiveness (not exported).
- Share icon to export. Tap Finish. Status stays Draft until submitted.
- Respect GDPR and the operator data policy. No sharing outside agreed channels.

The instructor is the sole authority for every score on the final report.



Competencies

Code	Competency
PRO	Application of Procedures
COM	Communication
LTW	Leadership and Teamwork
PSD	Problem Solving and Decision Making
SAW	Situational Awareness
WLM	Workload Management
KNO	Application of Knowledge
FPA	Flight Path Management, Automation
FPM	Flight Path Management, Manual

Scoring scale (1-5)

Score	Label	Meaning
1	Unsatisfactory	Unacceptable risk. Action required.
2	Below Standard	Falls short of required standard.
3	Standard	Meets required standard. Default target.
4	Above Standard	Exceeds required standard.
5	Excellent	Consistently superior across session.

Score 3 is on-standard, not a deficiency.

Tag reference

Tag	Meaning
VERBATIM	Quote is word-for-word from transcript.
+ positive	Behaviour supports competency or IEC.
- deficiency	Behaviour falls short.
tier-aligned	Matches trainee experience tier.
tier-mismatched	Does not match trainee tier - review.
UAS	Undesired Aircraft State (ICAO Doc 9995, TEM).
RCA	Root Cause Analysis.
TEM	Threat and Error Management.
OB	Observable Behaviour.
IEC	Instructor Effectiveness Criterion.

Troubleshooting

Symptom	Action
"Briefing recording complete" not shown at Step 1	Confirm recording stopped. Replace with instructor notes if audio is empty.
Speaker count wrong at Step 3	Listen for cross-talk. Re-label any Unknown segments.
Detected events = 0 at Step 4	Confirm session audio captured. Add Instructor Notes if incomplete.
Assessment not ready at Step 5	Wait. Confirm network. Do not advance.
Evidence quote does not match audio	Tap timestamp to replay. Adjust score and notify the WingMentor team.
AI-suggested event did not occur	Open event, tap Reject Event. Rejections are audited.
Upload failed (red banner)	Reconnect network. Open session, tap Retry Upload. Do not delete session.
Report stuck on Draft	Tap Finish on Step 8. Draft is default until instructor confirms.