



# WingMentor Guide

## Instructor Handbook

*8-step Recording Wizard, methodology, governance*

**VERSION 2.0**

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*Not for commercial release. For beta testing review only.*



## Start here

WingMentor is a debrief and assessment support tool for qualified instructors working to Competency-Based Training and Assessment (CBTA) and Evidence-Based Training (EBT) standards. It records the session, separates the speakers, organises the key events, and prepares draft assessment support - while you keep full control of the judgement, feedback and final report.

**When to use it.** Use WingMentor when you record a training session, review the evidence, run a guided debrief, approve competency scores, and export the session report. It runs on a tablet, smartphone or PC.

**Instructor decision:** WingMentor suggests; you decide. You verify every quote, edit anything that is wrong, and approve every score. The instructor signs the final report and is solely responsible for it.

### The three things that matter most:

- **Audio quality.** Good microphone placement drives transcription accuracy. Invest two minutes before every session.
- **Correct speaker labels.** The right labels keep evidence attributed to the right person.
- **Verify the scores.** Every score is a suggestion until you check the evidence and approve it.

**What is new in this Handbook V2.0:** clearer step-by-step layout, quick-use callouts, a plain-language privacy summary, a visual scoring strip and an expanded troubleshooting guide. The full change log is now at the back.

## Why instructors use WingMentor

WingMentor helps you spend less time reconstructing what happened and more time facilitating a high-quality debrief. It captures evidence, organises key events, and prepares draft assessment support, while you remain fully in control of the judgement, feedback and final report.

### What it helps with

- Remembering exactly what was said and when, through timestamped evidence.
- Turning a complex session into a concise, evidence-based debrief.
- Keeping feedback anchored in observable behaviour rather than impression.
- Less admin after a long simulator or aircraft session.
- Staying consistent with CBTA and EBT expectations across instructors and sessions.
- Protecting your professional judgement while using AI support.

### Before and after

Without WingMentor	With WingMentor
Reconstruct events from memory and notes	Review timestamped events and transcript evidence
Build the debrief structure manually	Start from a prepared guided-discovery structure
Search for evidence after the session	Evidence is grouped by competency
Write the report from scratch	Review, edit and export a structured report
Development relies on memory or observation	Private IEC prompts support reflection

### Using it is low-risk

- You can edit or reject any AI-suggested event.
- You verify every score before approval.
- Your self-reflection stays private and is never exported to the trainee report.
- The transcript and evidence are aids; the final judgement is yours.
- The session stays Draft until you finalise it.
- Every edit is logged, so the record stays transparent.

**Think of WingMentor this way:** an evidence organiser and debrief-preparation assistant. It listens, structures and suggests. You decide.

### Briefing the crew

You can introduce the recording in a few words. For example:

**Crew briefing script:** “I will record the session so WingMentor can help us organise the debrief and assessment evidence. It does not assess you by itself. I will review the evidence, adjust anything that is wrong, and make the final judgement. If we need a private conversation, I can pause the recording.”

## The 8-step session map

Every session follows the same eight steps. The Recording Wizard guides you through them in order; the progress bar at the top of every screen shows where you are. The full procedure is in section 4, and a screen-by-screen walkthrough is in Annex C.

Step	Stage	What you do	What you get back
1	Record briefing	Capture the pre-flight briefing	An evidence trail, without interrupting the session
2	Record session	Record the simulator or aircraft session; mark events live	Timestamped session audio and notes
3	Speaker labels	Confirm a role for every voice	Evidence attributed to the right person
4	Debriefing guide	Work the four guided-discovery sections	A structured debrief while the session is fresh
5	Assessment status	Wait for the analysis to complete	Confirmation the assessments are ready
6	Pilot assessment	Review, edit and approve every score	Organised evidence and draft scores to review and edit as desired.
7	Self-reflection	Review private development prompts	Private prompts for your own development
8	Report view	Check, export and finalise the report	A cleaner report and less reconstruction afterwards

### How to read the callouts in this handbook

Callout	Meaning
Instructor decision	A point where you must verify evidence and decide.
Watch out	A common pitfall or exception to avoid.
Done when	The confirmation state before you move on.
Do not proceed	An irreversible action - check first.

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## 1. Purpose and scope

*WingMentor* is a debrief and assessment support tool for qualified instructors to use in a Competency-Based Training and Assessment (CBTA) and Evidence-Based Training (EBT) program. See [www.wingmentor.net](http://www.wingmentor.net).

It runs on a tablet, smartphone or PC and audio-records the training session.

*WingMentor* separates speakers, generates a structured debriefing guide, and produces a session assessment report aligned to the ICAO 9 core competencies and the 5 Instructor Effectiveness Criteria (IEC). Content can be tailored to the airline or ATO; default reference is ICAO/IATA.

**Always brief the complete crew and obtain consent that the training session will be recorded and used for training support.**

### Decision rights and accountability

*WingMentor* is a decision support tool. The instructor is the sole authority for every score, every recommendation, and the final report. *WingMentor* does not certify or assess a trainee. It can only be used to support a duly qualified instructor in doing so. *WingMentor* LLM systems do not carry operational accountability.

### Who this handbook is for

- Qualified Instructors using *WingMentor* in a simulator, training device, classroom or aircraft.
- Training managers and standards staff who supervise *WingMentor*.

### Companion document

This handbook is paired with the *WingMentor Instructor Checklist* (laminated card). The *Checklist* contains the 8-step Wizard, scoring scale, tag table, troubleshooting table, and competency codes for use at the briefing table. The *Handbook* expands on methodology, audio setup, governance, and edge cases.

## 2. Glossary and acronyms

Defined on first use. See also the Tag reference in Annex A.

Term	Definition
ATO	Approved Training Organisation.
CBTA	Competency-Based Training and Assessment.
EBT	Evidence-Based Training.
IEC	Instructor Effectiveness Criterion (1 of 5).
OB	Observable Behaviour - used to classify competencies.
Primary competency	The dominant ICAO competency attached to an event for assessment.
RCA	Root Cause Analysis.
TEM	Threat and Error Management (ICAO Doc 9995).
Trainee tier	Experience band of the trainee (Beginner, Intermediate, Advanced). Drives whether instructor coaching is tier-aligned.
UAS	Undesired Aircraft State (ICAO Doc 9995, TEM).

Term	Definition
UPRT	Upset Prevention and Recovery Training.
VERBATIM	Tag confirming a quote is taken word-for-word from the transcript.

## 3. Audio recording

**Audio quality is the single biggest driver of transcription accuracy. Invest two minutes in microphone placement before every session.**

### 3.1 Device placement

During briefing, debriefing and in a simulator, audio can be recorded using a tablet or smartphone. Most modern devices meet minimum microphone requirements. Place the device as close as possible to the centre of all speakers so that every voice is captured. The briefing table and the pedestal of a simulator are ideal locations.

### 3.2 Multitasking and interruptions

During recording, the WingMentor app runs in the background. WingMentor continues recording if you receive a telephone call. WingMentor is designed to filter out off-topic, non-aviation conversations, but instructors should pause recording during private calls or conversations.

On a tablet, WingMentor has been tested alongside PDF readers used for training programmes and charting apps. These do not typically interfere. Do not close the WingMentor app during recording; closing the app will result in lost data.

### 3.3 Aircraft intercom connection

In most aircraft, a wired connection from the phone or tablet to the intercom or audio system is required. Cables compatible with common aviation headsets are available from various vendors; amongst them is <https://www.nflightcam.com/>; check your operator's approved accessory list before purchase. Avoid bespoke connections that have not been tested with your device.

### 3.4 Dedicated audio recorders

Dedicated audio recorders such as those from TASCAM or ZOOM provide high audio fidelity. Lower-cost dictation recorders have also tested positively. Whichever device is used, set it to continuous recording mode. If the recorder stops recording when no audio is detected, the timestamps in the transcript become invalid.

The disadvantage of a dedicated recorder is that audio must be transferred to a laptop or PC and uploaded manually. A phone or tablet uploads automatically when an internet connection is available.

### 3.5 Pre-flight checks

- Confirm device battery and storage cover the full session including briefing and debriefing.
- Confirm network access. WingMentor transcription, guidance and assessment need an active connection. A simulator-side network is preferred; otherwise post-processing takes a few extra minutes after the session. Training sessions (such as in real aircraft) **do not need internet connection during the session**. But if internet is available during the training session, we strongly recommend using it.
- Confirm crew briefing and consent before pressing the recording button.

### 3.6 Connectivity loss

If the device loses connectivity during the session, recording continues locally. The app uploads automatically when connectivity is restored. Do not delete the session from the device until the report has been generated and exported.

If upload fails (red banner in the app): reconnect to a stable network, open the session, and tap **Retry Upload**. If the failure persists, capture the session ID and notify the WingMentor team. Do not start a new session over the failed one to avoid data loss.

## 4. The 8-step Recording Wizard (Visual guide in Annex C)

The interface guides the instructor through each step. The progress bar at the top of every screen shows the current step. Use Back, Skip and Next at the bottom. Skip is only enabled where the step is optional.

The Checklist card summarises the same eight steps in card form. This section gives the full procedure including rationale, edge cases and quality gates.

### Step 1 - Record Briefing

Capture the pre-flight briefing between instructor and trainee.

1. Tap the red microphone (**Tap to Record**) to start.
2. Run the briefing as planned. Tap **Pause** as required.
3. Tap the microphone again to stop. The screen shows **Briefing recording complete**.
4. Tap Next. Use Skip only if no briefing is required.

**Done when:** the screen shows Briefing recording complete and Upload complete, then tap Next.

**Watch out:** use Skip only if no briefing actually took place. Do not skip a briefing you ran.

### Step 2 - Record Session (simulator or aircraft)

Capture the aircraft or simulator session audio.

1. Tap **Tap to Record** at the start of the session or at the agreed start cue.
2. Run the training profile. Add observations in the Session Notes field.
3. Tap Stop at the end of the last exercise. The screen shows **Simulator recording complete**.
4. Add observations in Session Notes, or tap **Capture Handwritten Notes** to photograph your paper notes. Accuracy depends on handwriting legibility; review captured notes before relying on them.
5. Tap Next.

**Notes captured here are linked to the timeline and are visible to WingMentor when the debriefing guide is generated.**

**Done when:** the screen shows Simulator recording complete with Upload complete, then tap Next.

**Watch out:** keep live event-marking to a minimum. WingMentor is designed to capture events automatically. Time on the Add event form is time not teaching - a few spoken words to the crew are enough to flag an event, and WingMentor captures them.

### Step 3 - Speaker Labels

Confirm or assign a role to every voice WingMentor has identified. The screen shows the number of segments per speaker and three audio snippets to confirm voice.

1. Tap the play icons (for example 0:00, 26:04, 1:01:55) to confirm the voice.
2. Tap a role: Instructor, Captain, Captain 2, F/O, F/O 2, Trainee, Examiner, Check Airman, LOSA Obs, Observer, Other, Unknown. Captain 2 and F/O 2 are used for augmented crew.
3. Repeat for every speaker block on the screen.
4. If a voice cannot be identified, leave it Unknown - it will be excluded from competency evidence. Do not assign a random role to clear the label.
5. Tap Next when every identifiable speaker has a role.

**Speaker labels drive the pilot competency assessment support in Step 6 and the instructor assessment in Step 7. Mis-labelling here mis-attributes evidence.**

**Done when:** every identifiable speaker has a role and you tap Next.

### Step 4 - Debriefing Guide

WingMentor presents a structured debrief guide based on detected events. The yellow **Detected events** badge shows the event count (for example, 12).

#### Procedure

1. Choose **Short Guide** for an overview or **Full Guide** for a detailed guide.
2. Open **Click to view or edit instructor notes** to add notes.
3. Work the four sections in order: Opening (Self-Assessment), UAS-Focused Root Cause Analysis, Event-Focused Exploration, Takeaways and Future Strategies.
4. Open the linked panels for facilitator prompts, the question ladder, the 5-Why template, and the TEM barrier layer view.
5. Tap the share icon to export debrief notes if needed. Tap Next.

#### The four sections

- Opening (Self-Assessment): use guided discovery, not lecture. Open with crew self-assessment.
- UAS-Focused Root Cause Analysis: let the crew discover the Undesired Aircraft State and the root cause. Validate or redirect; do not reveal. Classify at least one Primary competency and discuss TEM barrier layers.
- Event-Focused Exploration: one block per event. The crew recommends countermeasures. Verify or classify at least one Primary competency per event.
- Takeaways and Future Strategies: confirm a behavioural, transferable, competency-linked strategy with the crew; verify their ownership.

#### Handling AI-suggested events

- If a suggested event did not occur, tap the event header and select **Reject Event**. Rejected events are logged in the audit trail and removed from the debrief and report.
- If two events are duplicates, merge them via the event menu.

- If an event is real but mis-categorised, use **Edit** to amend the category before debriefing the crew.

### Quality gate (Takeaways)

**The strategy must be Behavioural, Transferable, Competency-linked, and owned by the crew. Reject checklist-only outputs.**

**Watch out:** use guided discovery - do not reveal the root cause analysis to the crew. Reject any suggested event that did not occur; rejections are logged.

**Done when:** each takeaway is behavioural, transferable, competency-linked and owned by the crew.

### Step 5 - Assessment Status

WingMentor confirms that the competency assessment support is ready. Assessment is based on what happened during the session and on the briefing or debriefing. WingMentor uses what was said, especially by the instructor, to prepare the assessment. WingMentor does not decide on pilot competencies; the instructor does.

1. Confirm the screen shows **Pilot Assessment Ready**.
2. Tap **View Pilot Assessment** to preview, or tap Next.

If the assessment is not ready: wait for processing to finish (typically under five minutes with a good connection; longer when uploading on cellular). Confirm network access. Do not advance until the status changes.

**Done when:** the screen shows Pilot Assessment Ready. If it is not ready, wait for processing and confirm network access before advancing.

### Step 6 - Pilot Assessment

WingMentor prepares score suggestions for instructor review. Switch between the Capt and F/O (or other) tabs near the top of the screen.

#### Competencies shown

- 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

#### Procedure

1. Tap a competency to expand it. Each competency shows a proposed 1-5 score and an evidence list with timestamps and verbatim quotes.
2. Read every evidence item. The **VERBATIM** tag confirms the quote is from the transcript.

3. To change an assessment, tap the **EDIT** icon (square with a pencil) at the bottom right. After your edits, press the green disc icon to save.
4. Confirm or change the score. Use the Score row to tap 1 Unsatisfactory, 2 Below Standard, 3 Standard, 4 Above Standard, or 5 Excellent.
5. Repeat for every competency, then switch tabs and repeat for every pilot tab.
6. Tap Next when all pilots have been reviewed and approved.

**WingMentor is not qualified to assess a trainee. Only the instructor is qualified to do so. Every edit is logged in the audit trail.**

**Done when:** every pilot tab has been reviewed and approved, then tap Next.

## Step 7 - Instructor Assessment (self-reflection)

For self-reflection, WingMentor assists the instructor using the 5 IEC criteria.

### The 5 IEC criteria

- IEC1 - CBTA/EBT Principles
- IEC2 - Learning Environment
- IEC3 - Instruction and Facilitation
- IEC4 - Interaction with Trainees
- IEC5 - Assessment and Evaluation

### Procedure

1. Tap a criterion to expand it.
2. Read each evidence item. Items are tagged + positive or - deficiency, and tier-aligned or tier-mismatched relative to the trainee tier (for example, Beginner).
3. Read the **Development Analysis** block at the bottom of the criterion. It summarises possible strengths and areas for development.
4. To change an assessment, tap the **EDIT** icon, then the green disc icon to save.
5. Confirm or change, save, then tap Next.

**Tier matters: a coaching style appropriate for an experienced trainee may be tier-mismatched for a Beginner. Verify the tier tag during self-reflection. The trainee's score does not influence the self-reflection of the instructor.**

**Done when:** you have reviewed each criterion and tapped Next. Your self-reflection is private and is not exported to the trainee report.

## Step 8 - Report View

The Session Assessment Report consolidates all scores and recommendations for the trainees.

1. Confirm Session Identification: Aircraft, Scenario, Phase, Date, Status.
2. Review the summary panel: Avg Score, Competencies, Focus Areas.
3. Review pilot competency scores under the Capt and F/O tabs.
4. Read RCA and Recommendations. WingMentor may flag score-3 competencies for continued development focus and scores 1-2 as below-standard concerns. Each block lists the root cause category, a facilitator question, and a development action.
5. Read the Instructor Effectiveness summary for self-reflection. This part is not exported to PDF or Word.

6. Tap the share icon to export the report.
7. Tap **Finish**. The session status remains **Draft** until you confirm and submit.

**Do not proceed unless the report is complete and approved:** Finalize Session cannot be undone. A finalised report can be consulted but not changed.

**Done when:** you have exported the report and tapped Finish. The session stays Draft until you finalise it.

## 5. Scoring scale

WingMentor uses a 5-point CBTA scale for both pilot competencies and instructor effectiveness. It can be adapted to your company.

1	2	3	4	5
Unsatisfactory	Below Standard	Standard	Above Standard	Excellent

Scores 1-2 indicate a concern; 3 is the standard target; 4-5 indicate a strength. A flagged 3 is informational, not a finding.

Score	Label	Meaning
1	Unsatisfactory	Performance creates an unacceptable risk. Action required.
2	Below Standard	Performance falls short of the required standard.
3	Standard	Performance meets the required standard. Default target.
4	Above Standard	Performance exceeds the required standard.
5	Excellent	Performance is consistently superior across the session.

### How to read a flagged 3

WingMentor flags scores 1-2 as below-standard concerns. Score 3 may be highlighted as a development focus where useful, but a flagged 3 is informational only. A flagged 3 does not appear on the trainee report as a finding. Treat 3 as the on-standard line, not a deficiency.

## 6. Operating principles (rules for safe use)

- Verify the evidence before agreeing with any proposed score.
- Edit any text that is not accurate or not appropriate. The instructor signs the final report and is solely responsible for it.
- Use guided discovery in the debrief. Do not reveal the root cause analysis (which WingMentor prepared to assist you) to the crew - use a facilitated approach.
- Keep the crew in ownership of the takeaway strategy. Reject checklist-only outputs.
- Respect GDPR and the operator data policy. Do not share data, recordings, transcripts or reports outside the agreed channels.
- Use the **Reject Event** action for any AI-suggested event that did not occur. Rejections are logged.

## 7. Troubleshooting

This table covers the most common in-session issues. The Checklist card carries an abbreviated version for use at the briefing table.

Symptom	Likely cause	What to do now	Prevention next time	Escalate when
Briefing recording complete not shown at Step 1	Recording did not stop, or the audio is empty	Confirm recording has stopped; replace with instructor notes if the audio is empty	Confirm the microphone is live before you start	Audio is empty and notes cannot cover the briefing
Speaker count seems wrong at Step 3	Cross-talk, or two voices merged	Listen for cross-talk; re-label any Unknown segments	Position the device centrally; reduce overlapping speech	Two voices have merged - contact the team with the session ID
Detected events count is zero at Step 4	Session audio incomplete or low quality	Confirm the full session was captured; add Instructor Notes if incomplete	Check microphone placement before the next session	Audio was captured well but no events appear
Assessment not ready at Step 5	Processing not finished, or no connection	Wait for processing; confirm network access; do not advance until the status changes	Use a stable simulator-side network where possible	Status does not change after a reasonable wait on a good connection
Evidence quote does not match audio	Transcription or attribution error	Tap the timestamp to play the segment; adjust the score and edit the evidence	Verify quotes against the audio before approving	A pattern of mismatches across the session
AI-suggested event did not occur	Model over-detection	Open the event and tap Reject Event (rejections are audited)	None needed - rejection is normal use	Repeated incorrect events of the same type
Upload failed (red banner)	Connectivity dropped during upload	Reconnect to a stable network; open the session and tap Retry Upload	Confirm connectivity before and during the session	Retry Upload keeps failing - capture the session ID and notify the team
Report stuck on Draft	Session not yet finalised	Tap Finish on Step 8; Draft is the default until you confirm	Finalise only when the report is complete and approved	Finalise fails or the status will not update

## 8. Data, privacy and consent

**Use the operator's approved written consent process before WingMentor records a crew.**

**In plain language:** WingMentor records the session audio to produce a transcript, a debrief guide and draft assessments.

The operator is responsible for the lawful basis, rooted in GDPR for EU countries; you are responsible for briefing the crew and obtaining consent.

Data is kept for a set retention period, and access is limited to authorized people. De-identified data is used for WingMentor program improvement.

Your instructor self-reflection is private and is not exported to the trainee report.

### Who can access what

Role	What they can access
Instructor (session owner)	The session, its evidence, the draft and final report, and their own self-reflection.
Operator training and standards staff	Sessions and reports per the operator's policy, and the audit trail.
Trainee	Their own assessment, where the operator's policy allows.
WingMentor support and engineering	No access to operator session data, except on the operator's written request for support, or where required by law.

### Retention defaults

Item	Default (absent operator instruction)
Session report	24 months.
Recording and transcript	Per the operator's configuration at on-boarding.
Audit trail	Retained with the session.
All defaults	Set per operator at on-boarding and can be overridden.

**Consent briefing:** Before recording, brief the crew: that the session will be recorded, the purpose (training support and assessment evidence), who can access it, how long it is kept, and that they can ask to pause the recording for a private conversation.

### 8.1 Lawful basis

Under GDPR Article 6, the operator (data controller) must establish a lawful basis for recording crew voice and producing transcripts and assessments. In a training context this is typically the operator's legitimate interest in safety-critical instruction, supported by the applicable contractual arrangement (employment, contractor, ATO training agreement, or equivalent) and the approved training programme. Operators should document the lawful basis in their internal privacy notice and inform crews.

## 8.2 Consent and crew briefing

In addition to the lawful basis, instructors must brief the crew before every recording. The briefing covers: that the session will be recorded, the purpose (training support), who has access, the retention period, and how to raise a concern. The instructor must offer to pause recording for private conversations.

## 8.3 Retention

Default retention is configured per operator at on-boarding. In the absence of operator instruction, WingMentor's default is 24 months for the session report and 90 days for raw audio and transcripts. After the retention window, the affected data is permanently deleted. Operators may shorten or extend either window by written agreement.

## 8.4 Access

Access to a session is restricted to the instructor, the operator's authorised training staff, and (where applicable) the trainee under the operator's policy. Sharing outside the agreed channels is prohibited.

WingMentor support and engineering staff do not access operator session data except (a) on the operator's written request for support, or (b) where required for security incident response. All such access is logged and disclosed to the operator. WingMentor does not use operator session data to train or improve the WingMentor models without separate written consent.

## 8.5 Audit trail

Every instructor edit (score change, evidence amendment, event rejection, comment) is logged with timestamp and user. The audit trail is available to operator standards staff for quality and compliance review.

## 8.6 EASA NPA2025-07 and GDPR Article 35

For governance purposes, WingMentor is being managed conservatively as potentially in-scope high-risk AI pending formal SME and legal review under EASA NPA2025-07. The Operating principles, instructor accountability statement, audit trail, and the human-in-the-loop scoring procedure in Step 6 are designed in line with the draft requirements. Operators considering deployment should consult their legal and safety functions and review WingMentor's compliance pack before commencing a pilot.

Operators should also assess whether a Data Protection Impact Assessment under GDPR Article 35 is required for their deployment, given the processing of voice data and automated assessment outputs.

## 9. Limits and disclaimer

**This handbook is Version 2.0, issued for beta-test review only. Not for commercial release.**

WingMentor is decision support for trained instructors. It does not replace operator standardisation, regulator-approved training programmes, or instructor judgement. All generated content is provisional until the instructor confirms it.

WingMentor LLM systems may produce factual errors or mis-attribute speakers. The instructor must verify every quote, evidence item and score before approving the report. Reported flaws should be raised with the WingMentor team via the agreed support channel.

**In short:** WingMentor supports instructor judgement. The approved report is the instructor's decision.

## Annex A - Tag reference

Tag	Meaning
VERBATIM	Quote is taken word-for-word from the recording transcript.
+ positive	Behaviour supports the competency or IEC criterion.
- deficiency	Behaviour falls short of the competency or IEC criterion.
tier-aligned	Instructor behaviour matches the trainee's experience tier.
tier-mismatched	Instructor behaviour does not match the trainee tier (review the development analysis).
UAS	Undesired Aircraft State, per ICAO Doc 9995 (TEM).
RCA	Root Cause Analysis.
TEM	Threat and Error Management.
OB	Observable Behaviour, used to classify competencies.
IEC	Instructor Effectiveness Criterion.

## Annex B - Companion document

This handbook is paired with the *WingMentor Instructor Checklist*, a two-page laminate card containing the 8-step Wizard, scoring scale, tag reference, competencies, troubleshooting summary and decision-rights statement. The Checklist is intended for use at the briefing table and in the simulator. This Handbook is the authoritative source for methodology, governance and procedure.

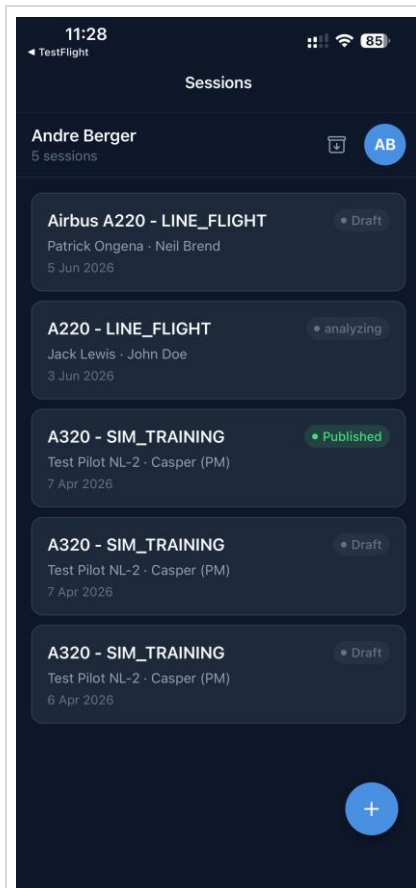
## Annex C - Visual Walkthrough

Screen-by-screen guide to the 8-step Recording Wizard

Based on build 58

### Session setup (before the wizard)

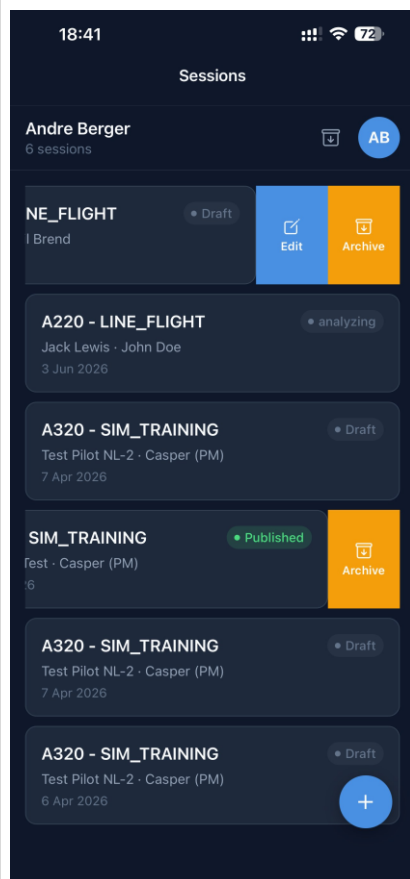
*Every walkthrough begins outside the eight-step wizard, where the instructor creates the session and opens the Recording Wizard.*



#### Sessions list

The **Sessions** screen lists every training session for the signed-in instructor. Each card shows the aircraft, scenario, trainees, date and a status pill (**Published**, **Completed** or **Draft**). Tap a card to reopen a session, or tap the blue **+** button (lower right) to create a new one.

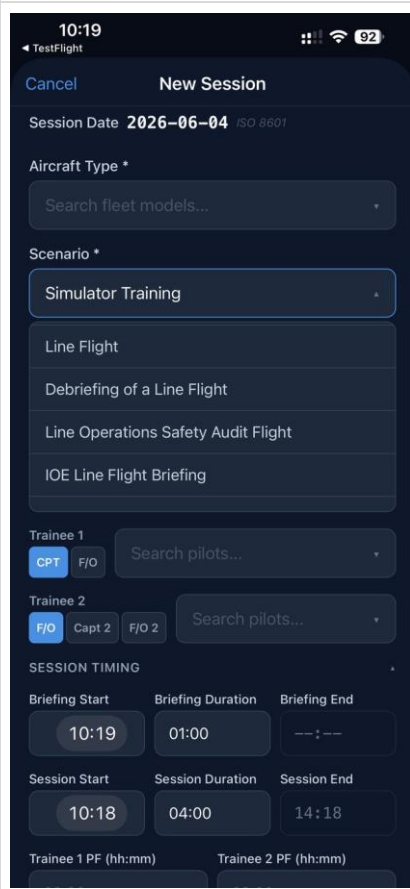
Each session card responds to two gestures: it can either be **clicked** or **swiped to the left**. When clicked, the Recorder workflow starts, or continues where it was left off. When swiped left, options appear to **Edit** or **Archive** the session (see the next screen).



### Session actions (swipe left)

Swiping a session card to the left reveals two actions. **Edit** opens the session's identification and details for changes; **Archive** removes the session from the main list and moves it to the Archived view, where it can later be restored.

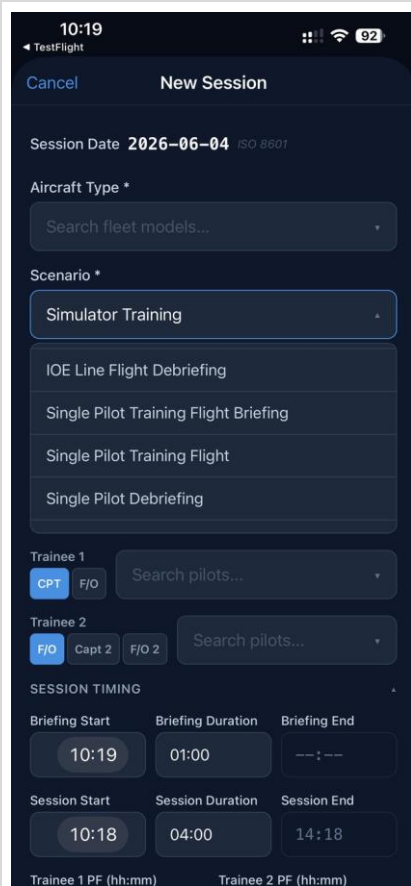
**Edit** is not available for Published (Finalized) sessions.



### New Session - header

The **New Session** form captures the session header. Set the **Session Date**, **Aircraft Type** and **Scenario**, then assign each crew member a Role (CPT, F/O, CPT 2, F/O 2) and search for the pilot or enter a new name. Enter **Session Timing**; briefing, session and debriefing are treated as a single time block. Fields marked \* are mandatory.

The **Scenario** selector covers more than simulator training. Opening the list shows the line-operations options: **Line Flight**, **Debriefing of a Line Flight**, **Line Operations Safety Audit Flight** and **IOE Line Flight Briefing**. Select the scenario that matches the activity being recorded - it sets the context WingMentor uses for event detection and assessment.



10:19  
TestFlight

Cancel **New Session**

Session Date 2026-06-04 ISO 8601

Aircraft Type \*  
Search fleet models...

Scenario \*  
 Simulator Training  
 IOE Line Flight Debriefing  
 Single Pilot Training Flight Briefing  
 Single Pilot Training Flight  
 Single Pilot Debriefing

Trainee 1  
 CPT F/O Search pilots...

Trainee 2  
 F/O Capt 2 F/O 2 Search pilots...

SESSION TIMING

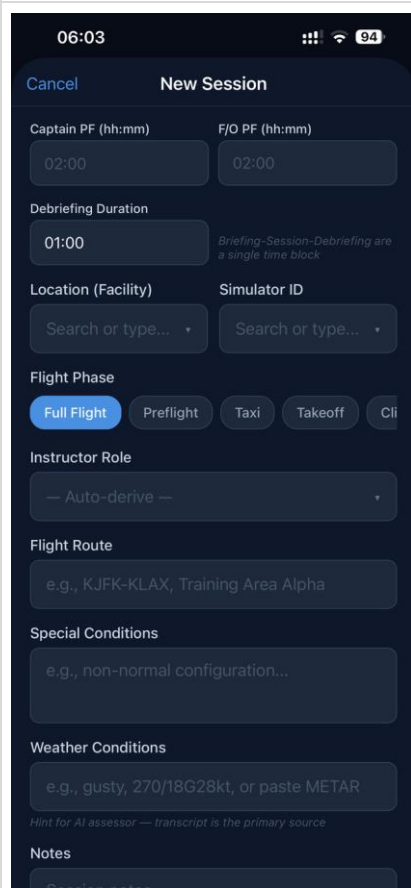
Briefing Start	Briefing Duration	Briefing End
10:19	01:00	--:--

Session Start	Session Duration	Session End
10:18	04:00	14:18

Trainee 1 PF (hh:mm) Trainee 2 PF (hh:mm)

### New Session - scenario options (ab initio training)

Scrolling the scenario list shows all kinds of single pilot, single engine piston training, UPRT and Classroom briefing that are also possible.



06:03

Cancel **New Session**

Captain PF (hh:mm) F/O PF (hh:mm)  
 02:00 02:00

Debriefing Duration  
 01:00 Briefing-Session-Debriefing are a single time block

Location (Facility) Simulator ID  
 Search or type... Search or type...

Flight Phase  
 Full Flight Preflight Taxi Takeoff Cli

Instructor Role  
 — Auto-derive —

Flight Route  
 e.g., KJFK-KLAX, Training Area Alpha

Special Conditions  
 e.g., non-normal configuration...

Weather Conditions  
 e.g., gusty, 270/18G28kt, or paste METAR

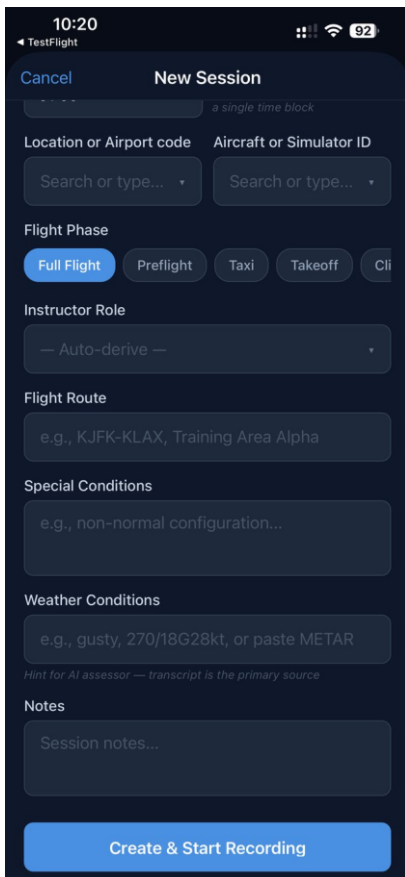
Hint for AI assessor — transcript is the primary source

Notes

### New Session - conditions

Scrolling down, complete the context fields: **Location or Airport, Simulator or Aircraft ID, Flight Phase, Instructor Role (Auto-derive by default), Flight Route, Special Conditions and Weather Conditions**. These give the AI assessor context, but the transcript remains the primary source.

**Flight Route** can detailed (e.g. FMC Route) or just Departure and Destination.



### New Session - context and conditions

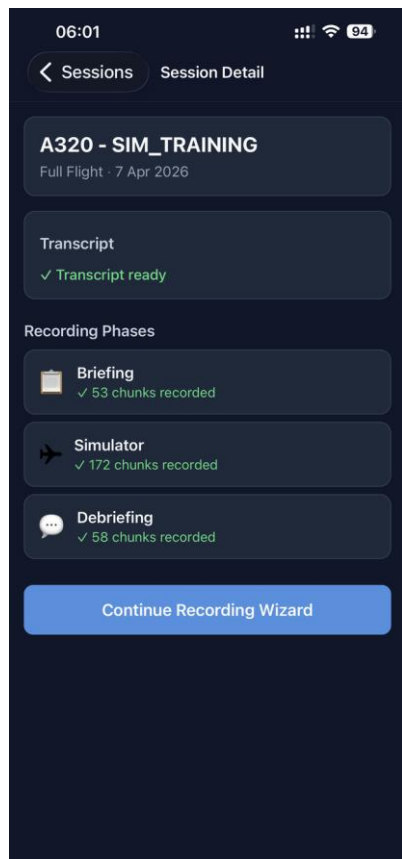
Below the timing block, complete **Location or Airport code**, **Aircraft or Simulator ID** and **Flight Phase** (here **Full Flight**). The **Flight Phase** selector continues with Descent, Approach, Landing and Go-Around. When the header is complete, tap **Create & Start Recording** at the bottom to open the Recording Wizard.

**Instructor Role** may be left on Auto-derive.

**Special Conditions** and **Weather Conditions** are hints WingMentor uses to interpret the session context. The transcript remains the primary evidence. For example: Turbulent conditions may trigger remarks on speed accuracy that are normal and not a sign of poor speed management.

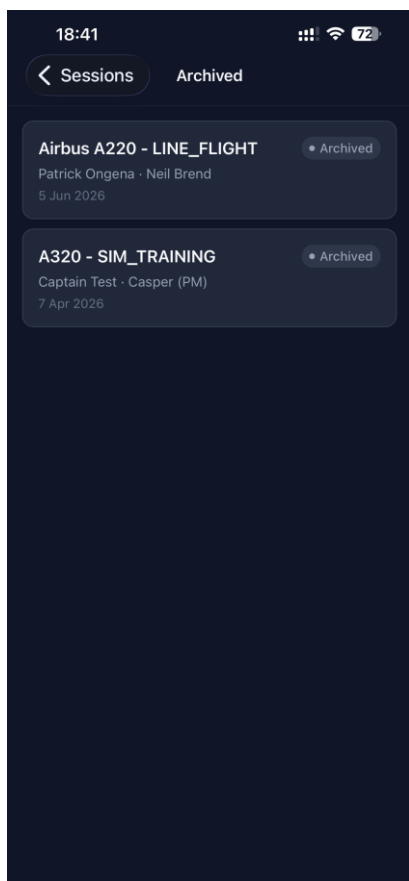
**Flight Route**, **Special Conditions** and **Weather Conditions** are hints for the AI assessor - the transcript remains the primary source. Tap **Create & Start Recording** when the form is complete.

**Session Notes** is information WingMentor uses to better understand how and why the programme will deviate from the standard training programme that may be in its memory (if shared by your organisation). For Example: 'Reduced session due to limited aircraft availability'. In that case, WingMentor will not expect to see the full session.



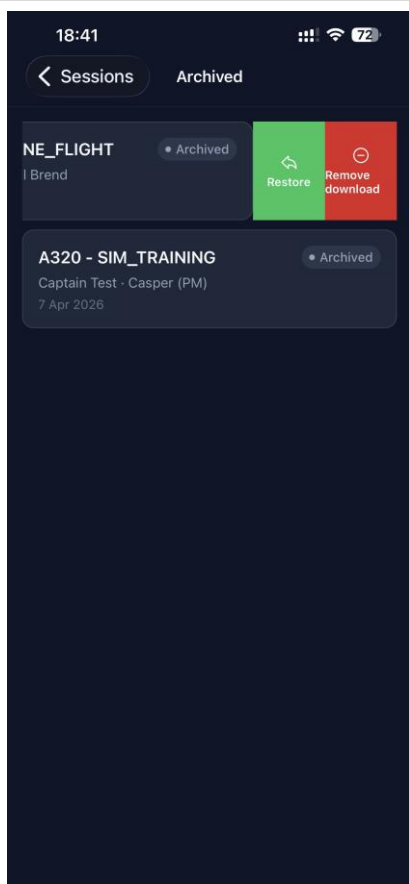
### Session Detail

The **Session Detail** screen summarises a session already under way. It confirms **Transcript ready** and shows the chunks recorded for each **Recording Phase** (Briefing, Simulator, Debriefing). Tap **Continue Recording Wizard** to resume at the correct step.



### Archived sessions

The **Archived** view keeps sessions that have been archived from the main Sessions list, so the working list stays uncluttered without deleting any data. Open it from the archive icon in the header. Each card retains its aircraft, scenario, participants and date, marked with an **Archived** status pill.

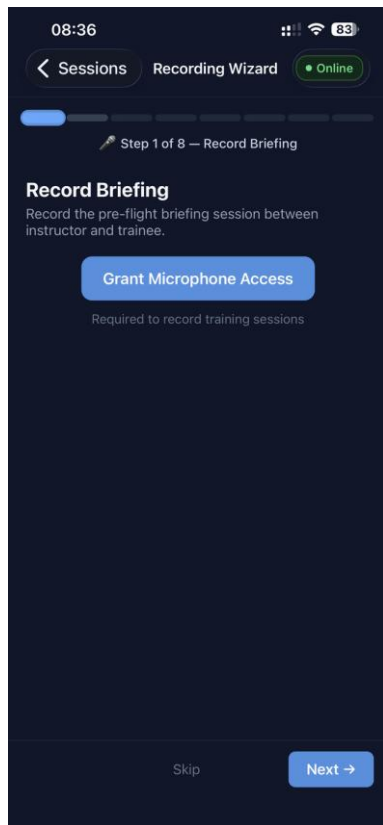


### Archived session actions (swipe left)

Swiping an archived session to the left reveals two actions. **Restore** returns the session to the active Sessions list; **Remove download** clears the locally downloaded copy from the device to free up space, while the session stays archived in the cloud.

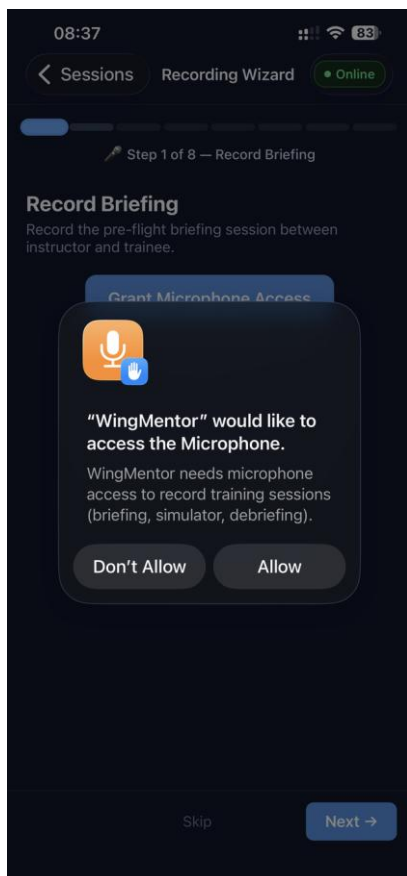
## Step 1 - Record Briefing

Capture the pre-flight briefing between instructor and trainee.



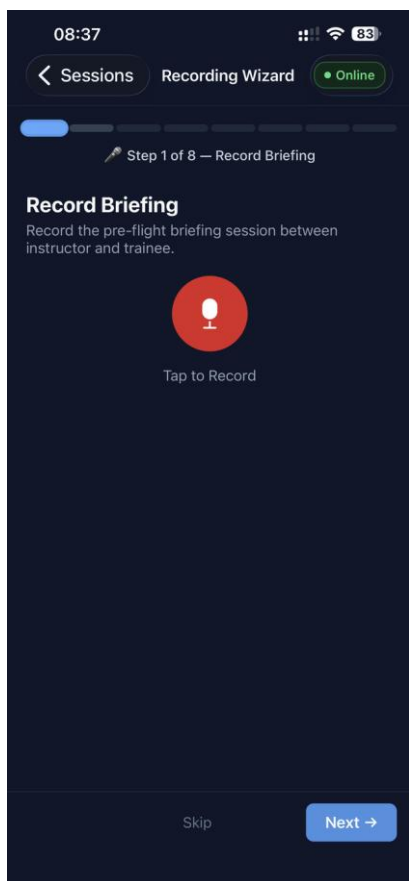
### Grant microphone access

**Step 1 of 8 - Record Briefing.** The progress bar (top) shows the current step and the **Online** badge confirms connectivity. On first use, tap **Grant Microphone Access**; recording cannot start without it. Use **Skip** only if no briefing is required.



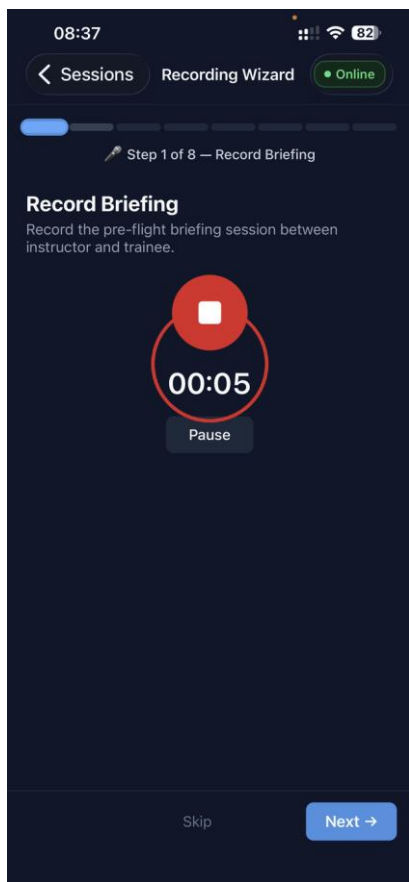
### Microphone permission

The device prompts to allow microphone access for WingMentor. Tap **Allow** - the app needs the microphone to record the briefing, simulator and debriefing audio.



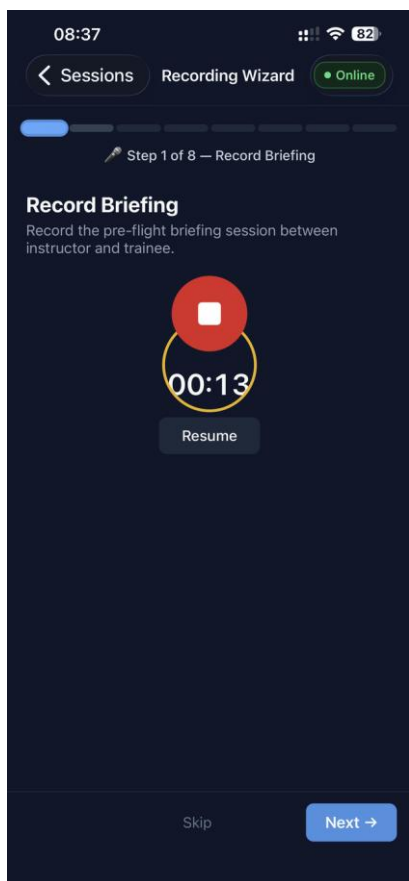
### Tap to record

Once permission is granted, the red **Tap to Record** button appears. Position the device near the centre of the briefing table, then tap to begin capturing the briefing.



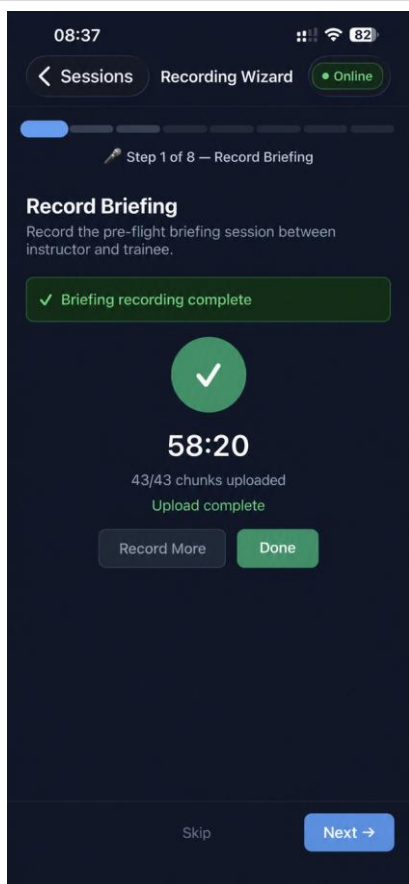
### Recording in progress

Recording is live: the running timer is ringed in red and a **Pause** button is shown. Tap **Pause** for any private conversation, then resume to continue the same recording.



### Recording paused

When paused, the timer ring turns amber and the button changes to **Resume**. Recording is held - no audio is captured until you resume.

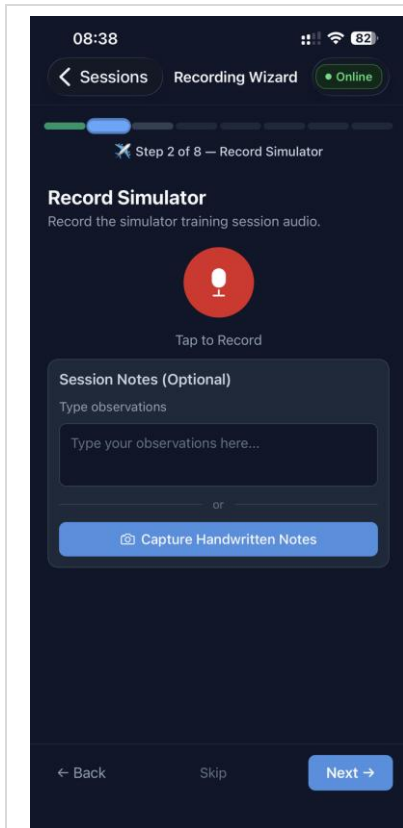


### Briefing complete

Tapping stop ends the briefing. **Briefing recording complete** confirms the audio is captured and **Upload complete** confirms all chunks have uploaded. Tap **Done**, then **Next**; use **Record More** if the briefing continued after you stopped.

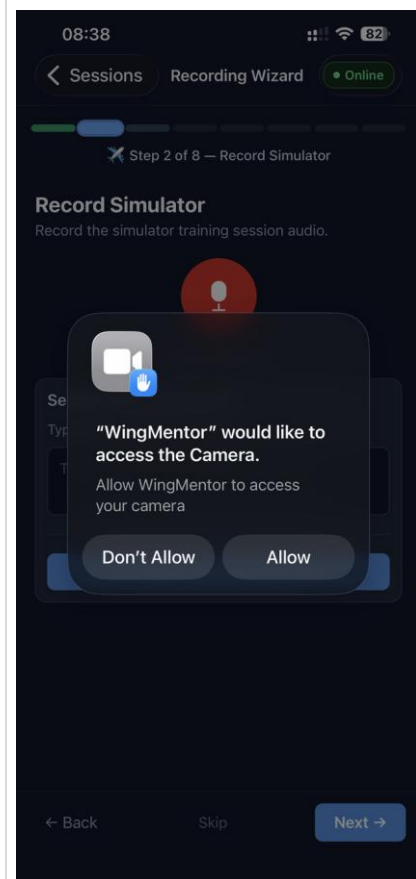
## Step 2 - Record Session (simulator or aircraft)

Capture the simulator or aircraft session audio, with optional notes and in-session event markers.



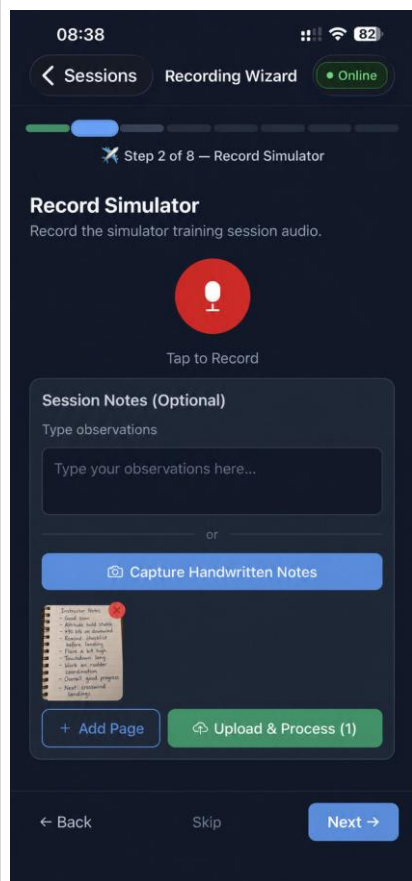
### Start the session recording

**Step 2 of 8 - Record Simulator.** Tap **Tap to Record** at the agreed start cue. During the session you can type observations into **Session Notes (Optional)** or photograph paper notes with **Capture Handwritten Notes**.



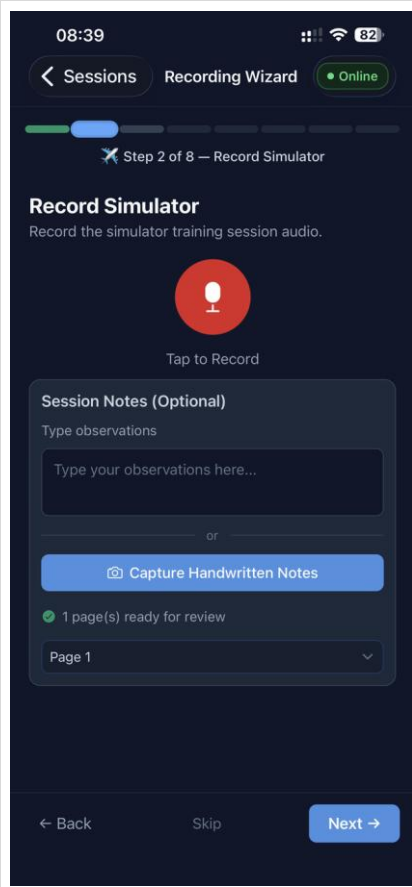
### Camera permission

If you choose to photograph notes, the device requests camera access. Tap **Allow** to enable **Capture Handwritten Notes**.



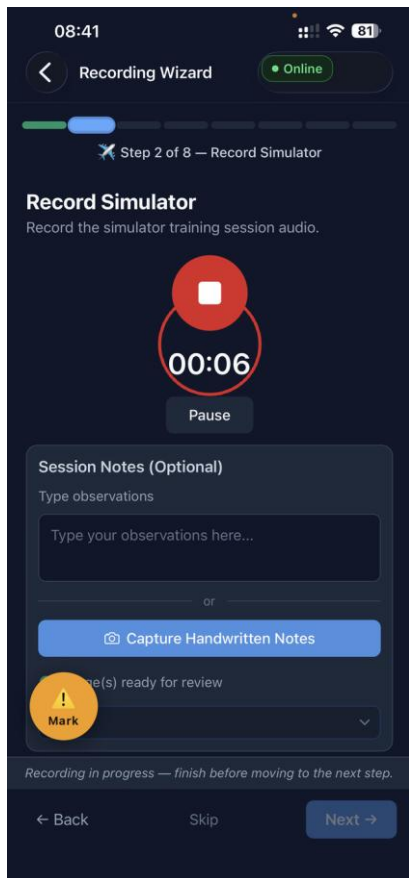
### Capture handwritten notes

A captured note page appears as a thumbnail. Add more pages with **Add Page**, then tap **Upload & Process** to attach them. Legibility drives accuracy - review captured notes before relying on them.



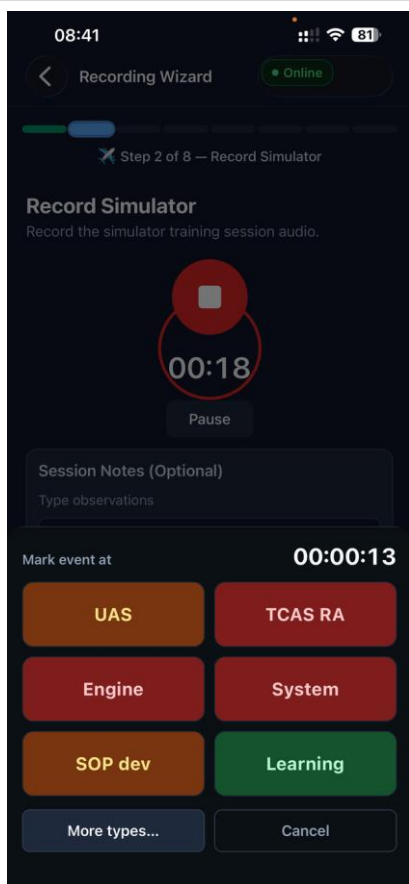
### Notes ready for review

After processing, **1 page(s) ready for review** confirms the note is attached and selectable. Captured notes are linked to the session timeline and are visible to WingMentor when the debriefing guide is generated.



### Mark an event live

While the session records, a yellow **Mark** button appears (lower left). Tap it at any moment you want flagged - a startle, a CRM moment, a learning point - to drop a timestamped marker without interrupting the recording. The banner reminds you to finish recording before moving on.

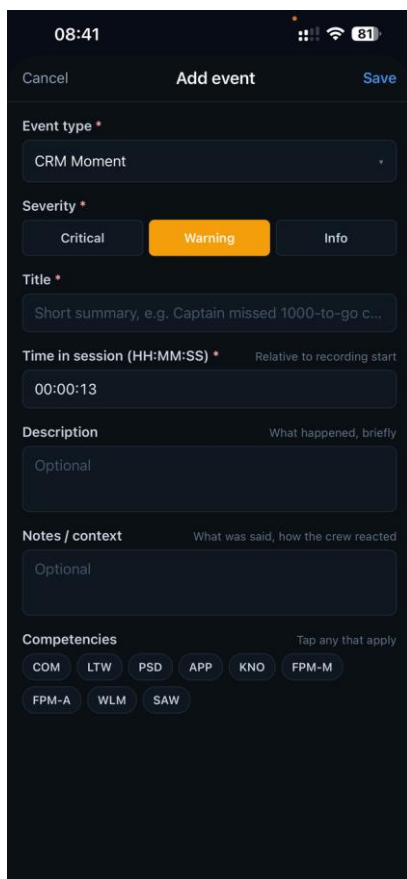


### Mark event quick picker

The **Mark event** picker captures the marker against the current session time. Choose a type - **UAS, TCAS RA, Engine, System, SOP dev** or **Learning** - or open **More types...** to create a custom event. Tap **Cancel** to dismiss without marking.

In nearly all cases, using a quick picker will do the job.

For anything that is not on the list, tap "**Learning**". Based on the audio file and on what you said, WingMentor will be able to classify the event in accordance with your needs.

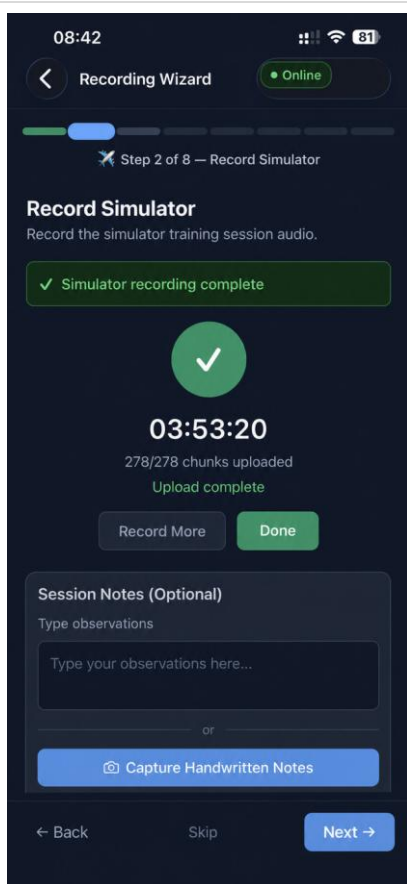


### Add event details

The **Add event** form lets you describe a custom marker in full: **Event type**, **Severity** (Critical / Warning / Info), **Title**, **Time in session**, **Description**, **Notes / context**, and any **Competencies** that apply. Tap **Save** to store the event against the timeline.

All the time you spend on this screen tapping in the details, you are not actively teaching. We recommend you use it sparingly or not at all. In most cases, WingMentor will figure out the details without you having to fill out this screen.

A better way to handle marked events: Instructors can explain ad hoc to the trainee (in a few words) what happened, WingMentor will record and use that.



### Session complete

**Simulator recording complete**, with **Upload complete**, confirms the full session audio is captured and uploaded.

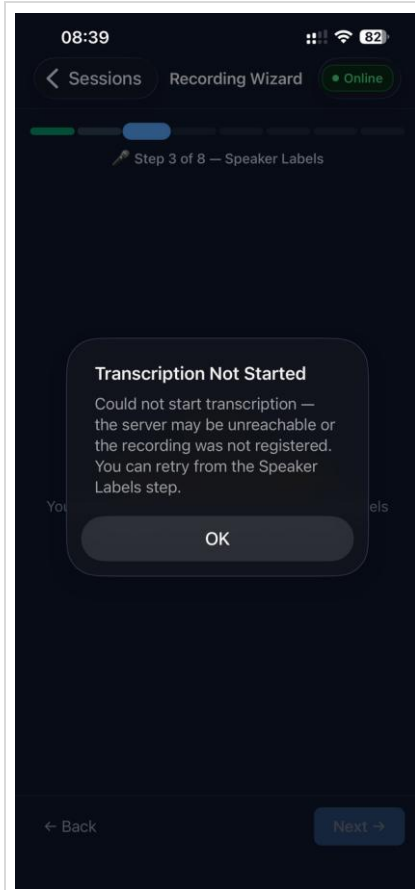
When connected to the internet during the session, upload will take place during the session. Towards the end of the session, WingMentor will already start to analyze what it has.

If not connected to the internet during the session, upload will take place once internet connection is available and this can take a couple of extra minutes.

Tap **Done**, then **Next**. Use **Record More** only if the exercise continued after you stopped.

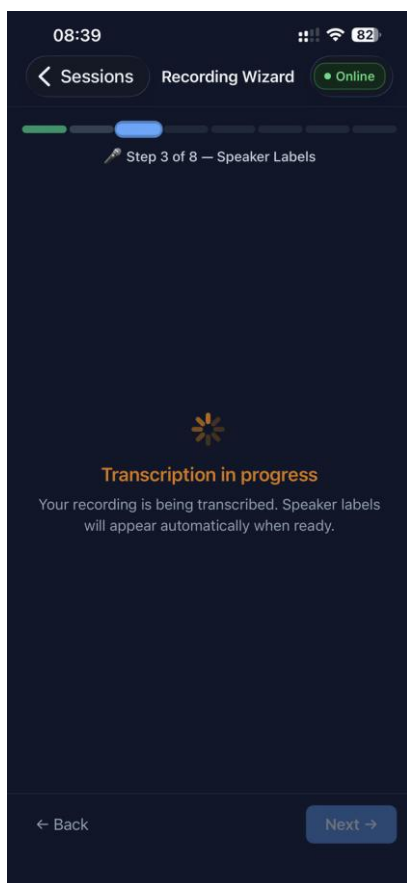
## Step 3 - Speaker Labels

Speaker separation depends on the transcript. These screens show the transcription states you may see while WingMentor prepares the labels, followed by the successful labelling path: assigning a role to each detected voice, confirming the roles, and reviewing the detected events before the debrief.



### Transcription not started

**Step 3 of 8 - Speaker Labels.** If transcription cannot start (server unreachable or recording not registered), this notice appears - tap **OK** and retry from the Speaker Labels step.



### Transcription in progress

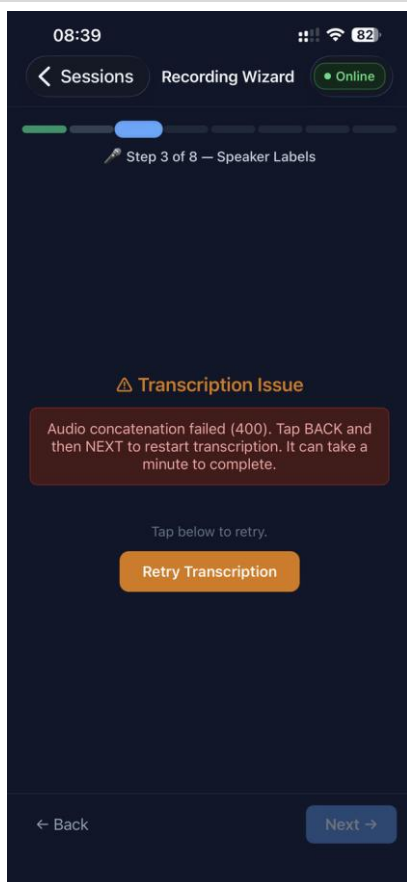
**Transcription in progress.** The recording is being transcribed; speaker labels appear automatically when it is ready. With a good connection this is usually under five minutes, longer when uploading on cellular.

Transcription translates the audio file in a written document. It uses a dedicated aviation glossary and is designed to filter out off-topic discussions. However, if off-topic discussions are detected during critical phases of flight, WingMentor will take this into account to flag the fact that such a conversation took place, without further details.

Other languages (non-English) will be detected and auto-translated to English.

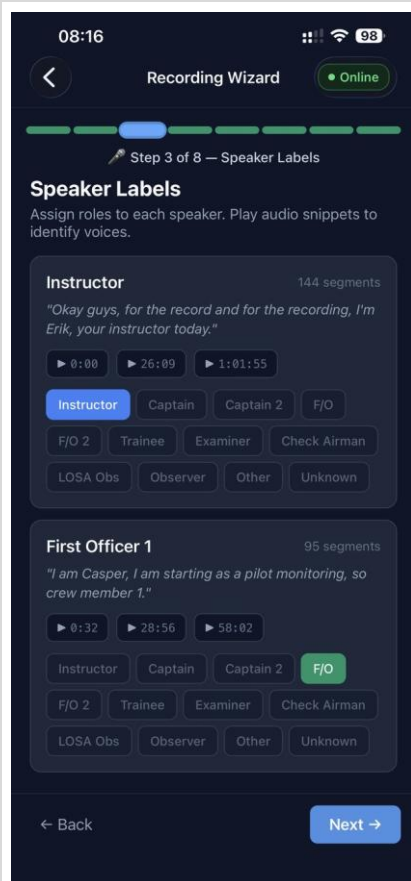
Depending length, complexity and languages used, transcription time varies. Three to eight minutes is normal.

You can use other applications or even close your phone, however, do not close the WingMentor app so that it can continue in the background.



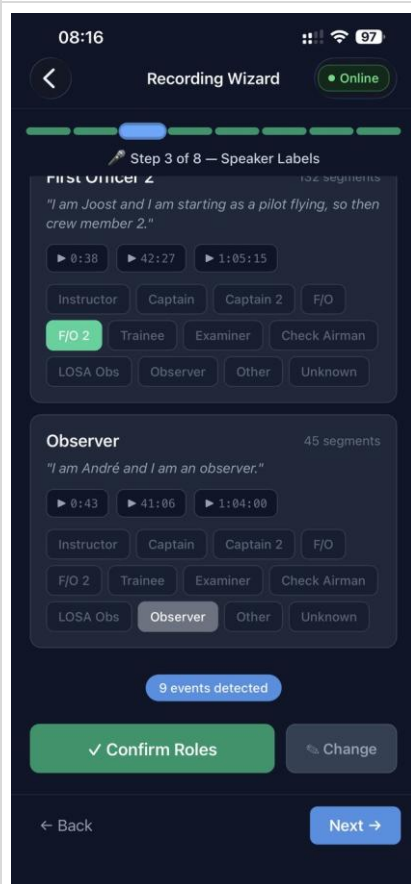
### Transcription retry

If transcription fails (for example, **Audio concatenation failed (400)**), tap **Retry Transcription**, or tap **Back** then **Next** to restart it. Allow up to a minute to complete. Do not advance until labels are ready. If the error persists, contact WingMentor support.



### Assign speaker roles

When transcription succeeds, the **Speaker Labels** screen lists every detected voice with its segment count, an identifying quote and play snippets. Tap a play icon to confirm the voice, then tap the role chip - here the first voice is assigned **Instructor** and the second voice to the **First Officer 1**.



### Confirm roles

Continue down the speaker list (here **First Officer 2** and **Observer**). When every identifiable voice has a role, the blue badge shows the events found so far (here **9 events detected**). Tap **Confirm Roles** to lock the assignment, or **Change** to amend it, then tap **Next**.

After the roles have been confirmed, WingMentor shows a notification screen while generating the **Debriefing Guide**. This may take a couple of minutes. The transcript is analyzed, events and markings are detected, and a debriefing strategy is being generated. This is generated on our servers; you need to be online.

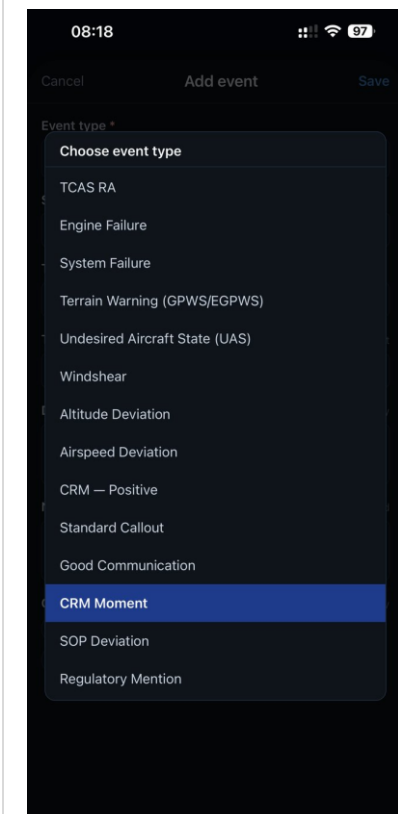
## Step 4 - Debriefing Guide

*WingMentor builds a structured debrief guide from the detected events. Work the four sections in order and keep the crew in guided discovery.*



### Review detected events

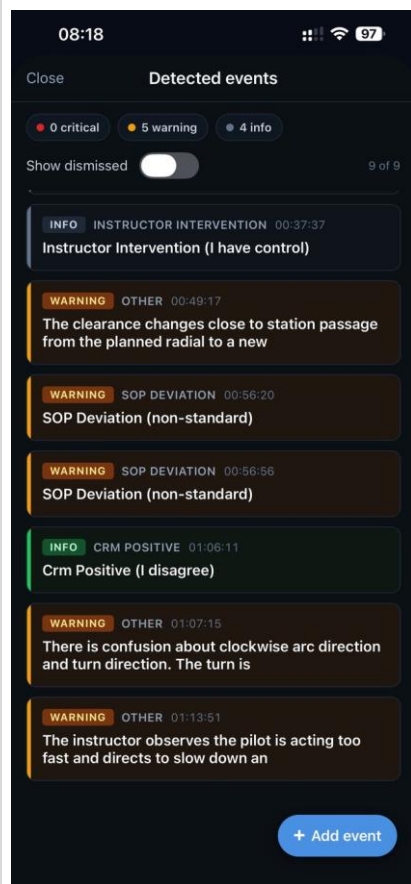
Tapping the events badge opens **Detected events** - the full list with severity counters (**critical / warning / info**), category and timestamp per event. Review this list before the debrief. Toggle **Show dismissed** to recheck anything you dismissed earlier.



### Add an event manually (Usually not required)

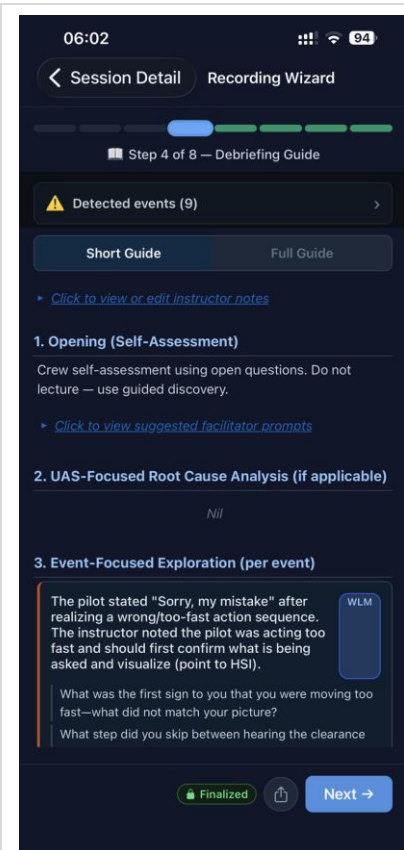
Tap **+ Add event** to record a moment WingMentor missed. The **Choose event type** picker covers technical and crew events - from **TCAS RA**, **Engine Failure** and **Windshear** to **CRM Moment**, **SOP Deviation** and **Regulatory Mention**.

Any events added here will show up during debriefing and are automatically included in the final report as discussed during the debriefing. Editing events at this stage is more effective than rewriting the final report to reflect those events afterwards.



### Scroll the full events list

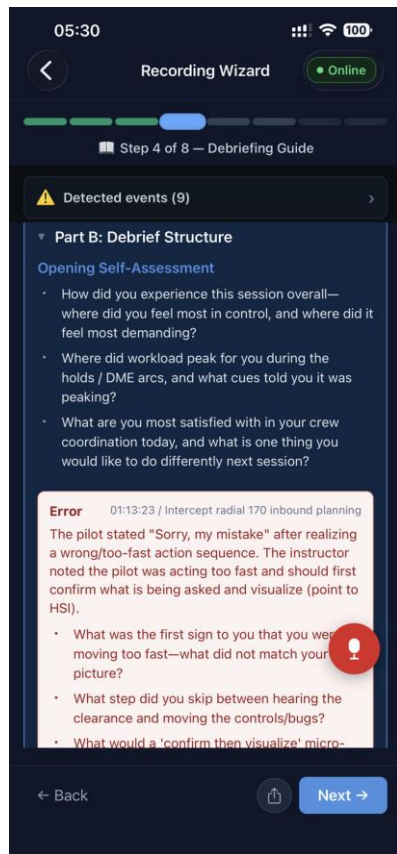
Scrolling shows the remaining events (here 9 of 9) - instructor interventions, SOP deviations, positive CRM and other observations. Every entry carries a timestamp, so the moment can be replayed and verified during the debrief.



### Guide structure and toggle

Delivering a debriefing guide minutes after the session completed is a key feature of WingMentor. This increases instructor productivity significantly. As instructor, take a few minutes of your time alone to review what WingMentor proposes. Prepare your debriefing and when ready, join the trainees. You may or may not use the provided guidelines.

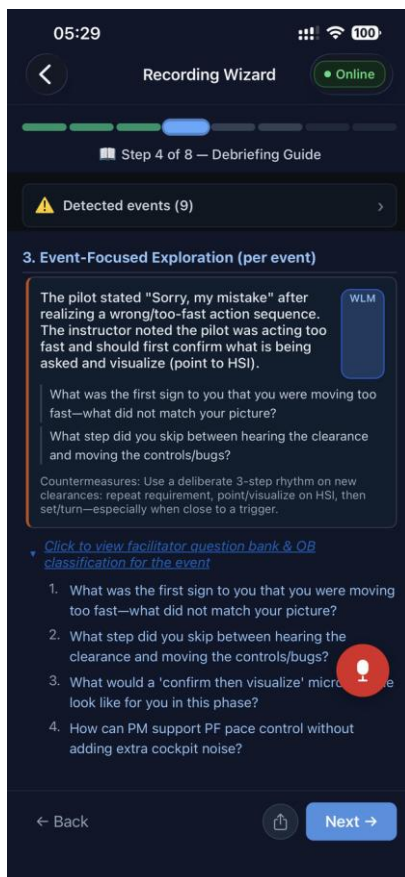
The top of the guide offers a **Short Guide / Full Guide** toggle and **Click to view or edit instructor notes**. The four sections run in order: **1. Opening (Self-Assessment)**, **2. UAS-Focused Root Cause Analysis**, **3. Event-Focused Exploration**, **4. Takeaways**. The green **Finalized** lock confirms the guide is set; tap **Next**.



### Opening self-assessment

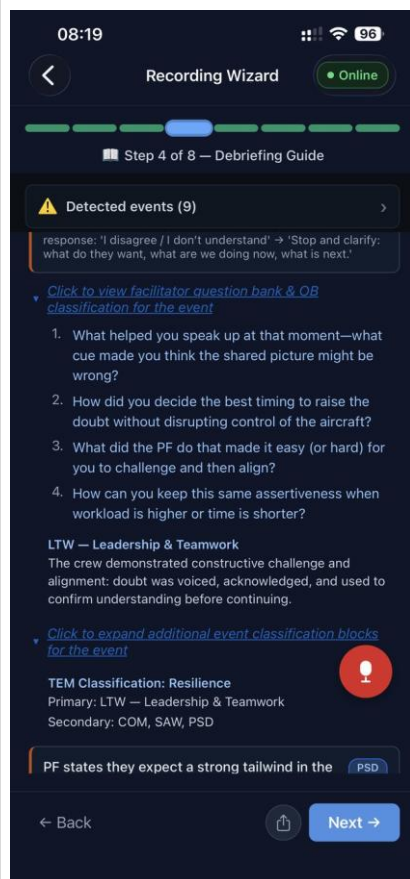
When starting the debrief, press **Record**.

**Part B: Debrief Structure in Full Guide** opens with **Opening Self-Assessment** - open questions that invite the crew to assess their own session before any instructor input. Event cards (tagged **Error**, with timestamp and location) follow, each with guided-discovery questions.



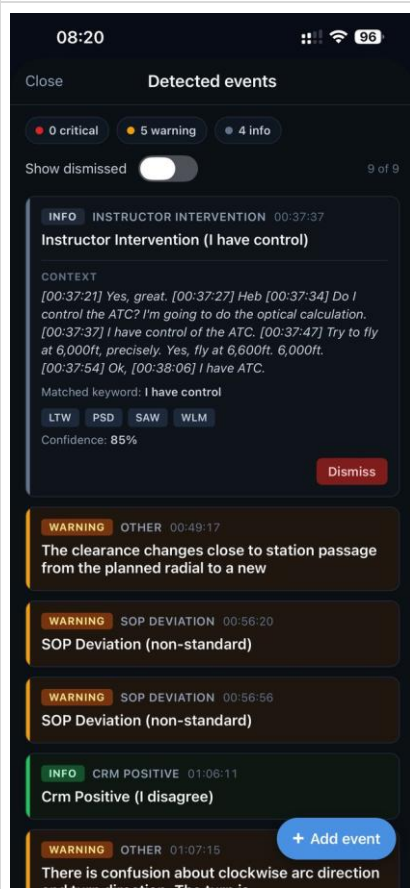
### Event-focused exploration

**3. Event-Focused Exploration** presents one card per event: what happened, the tagged primary competency (here **WLM**), facilitator questions and suggested countermeasures. Expand **Click to view facilitator question bank & OB classification** for more prompts.



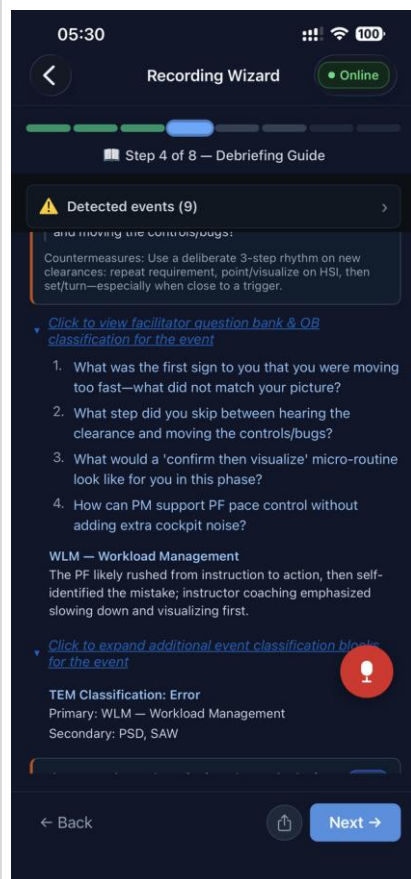
### LTW event exploration

Within Event-Focused Exploration, opening the facilitator link reveals the question bank for the event - four guided-discovery questions - and the competency note (here **LTW - Leadership & Teamwork**). The expandable classification block confirms the TEM classification (**Resilience**) with primary and secondary competencies.



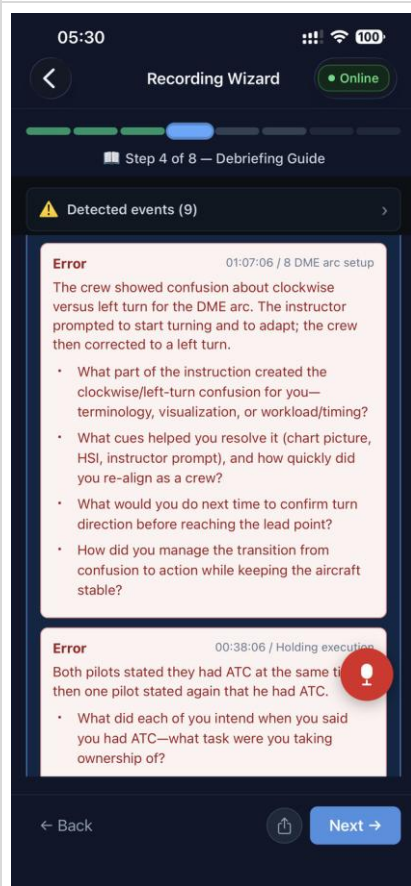
### Event detail with confidence score

From **Detected events**, expanding an event shows its **CONTEXT** - the verbatim transcript extract with timestamps, the matched keyword (here I have control), the linked competency tags and a **Confidence** score (here 85%). Use **Dismiss** for events that did not occur; dismissals are logged and can be reviewed with Show dismissed.



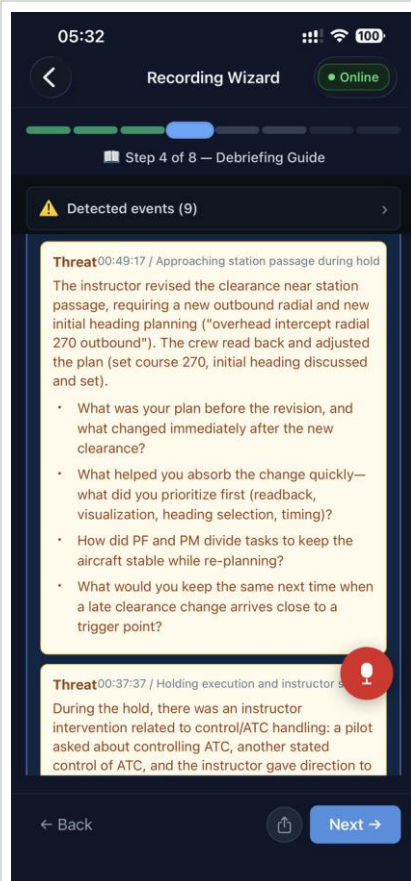
### TEM classification

Each event expands to show its classification. The competency note explains the behaviour, and **Click to expand additional event classification blocks** reveals the **TEM Classification** - the Primary competency (WLM) plus Secondary competencies (PSD, SAW). Use these to anchor the debrief in evidence, not opinion.



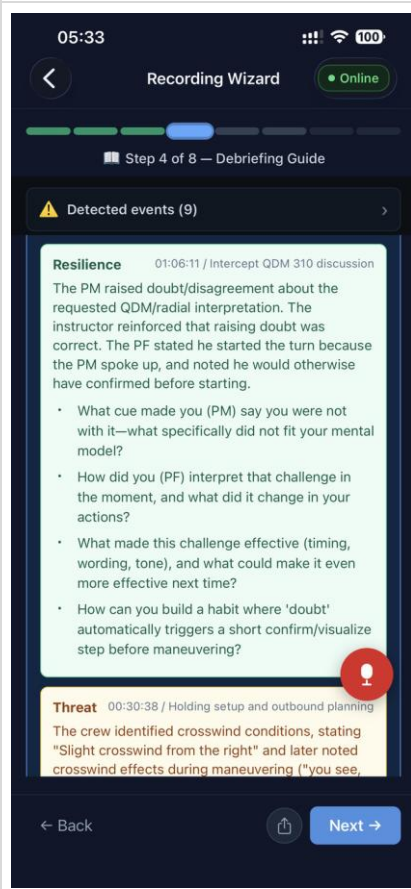
### Error events

**Error** events are listed with a timestamp and a short, factual description (here a DME-arc turn-direction confusion and a dual-ATC ownership call). Each carries facilitator questions designed to let the crew discover the issue themselves.



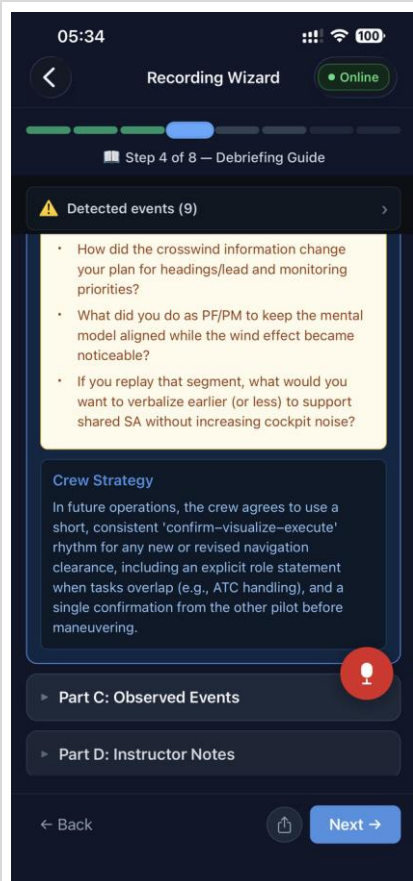
### Threat events

**Threat** events are shown the same way (here a late clearance change near station passage). The questions focus on how the crew absorbed the change and divided tasks, reinforcing threat-and-error management rather than rule recall.



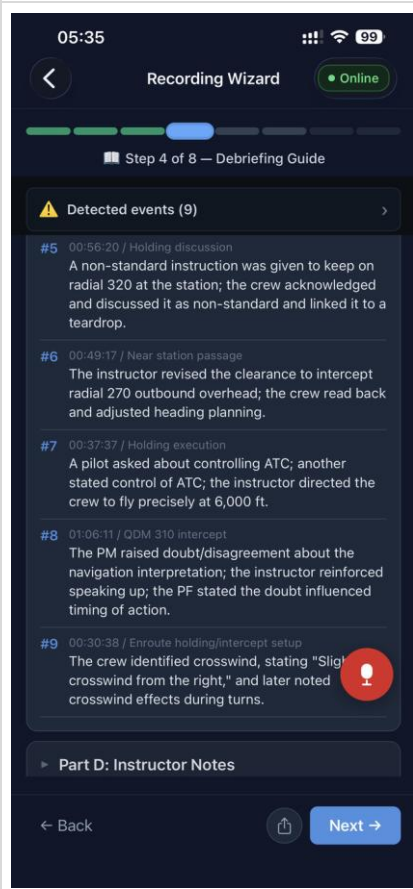
### Resilience events

**Resilience** events highlight effective crew behaviour worth reinforcing (here the PM raising doubt and the PF acting on it). Debriefing what went well is as valuable as debriefing what went wrong.



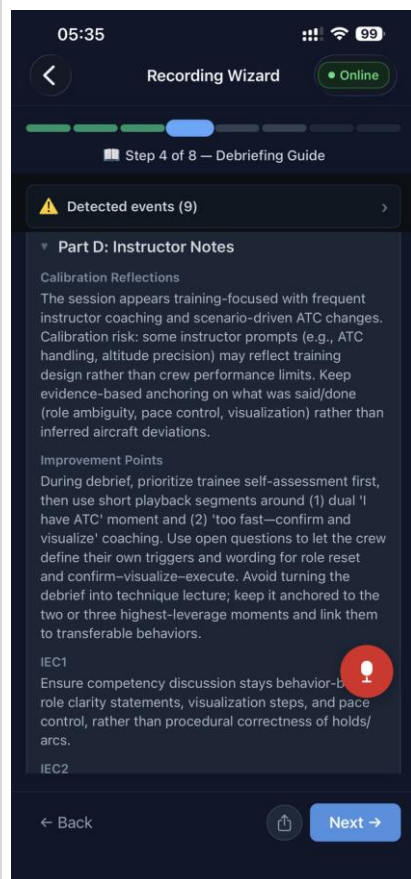
### Crew strategy

Each event closes with a proposed **Crew Strategy** - a behavioural, transferable, competency-linked takeaway. Confirm the crew owns it. Collapsible **Part C: Observed Events** and **Part D: Instructor Notes** follow.



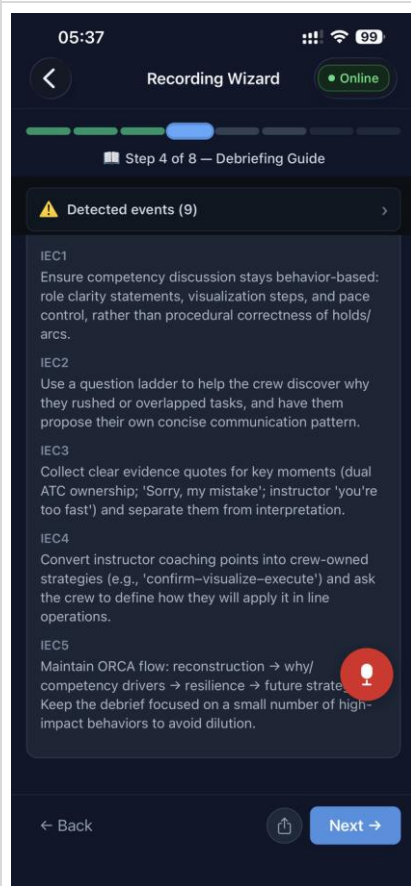
### Observed events list

**Part C: Observed Events** is the full numbered list of detected events, each with a timestamp, location and one-line summary. Use it to choose the two or three highest-leverage moments to debrief.



### Instructor notes - calibration

**Part D: Instructor Notes** opens with **Calibration Reflections** and **Improvement Points** - guidance to keep the debrief evidence-based and focused on the highest-leverage behaviours rather than turning it into a technique lecture.



### Instructor notes - IEC prompts

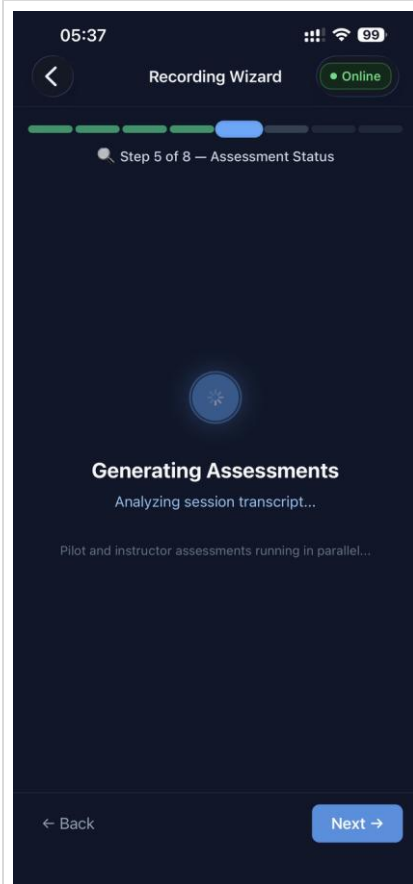
The instructor notes continue with a prompt against each of the five **IEC** criteria - concrete reminders for facilitating this specific debrief (stay behaviour-based, use a question ladder, separate evidence from interpretation, convert coaching into crew-owned strategies).

Tap the **Red Stop** button to stop recording at the end of the debriefing.

After the debriefing stops, tap **Next**.

## Step 5 - Assessment Status

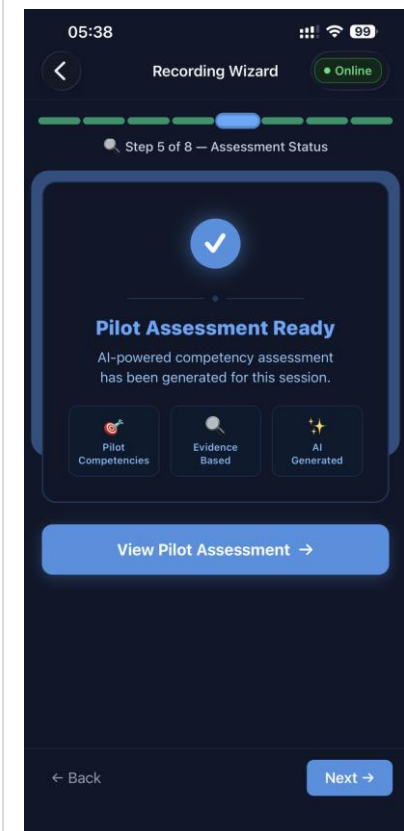
WingMentor analyses the transcript and prepares the pilot and instructor assessments.



### Generating assessments

**Step 5 of 8 - Assessment Status.** WingMentor analyses the debriefing transcript and runs the pilot and instructor assessments in parallel. Wait for processing to finish before advancing.

This may take three to eight minutes. Do not Close WingMentor app. However you can multitask and use other applications while WingMentor continues in the background.

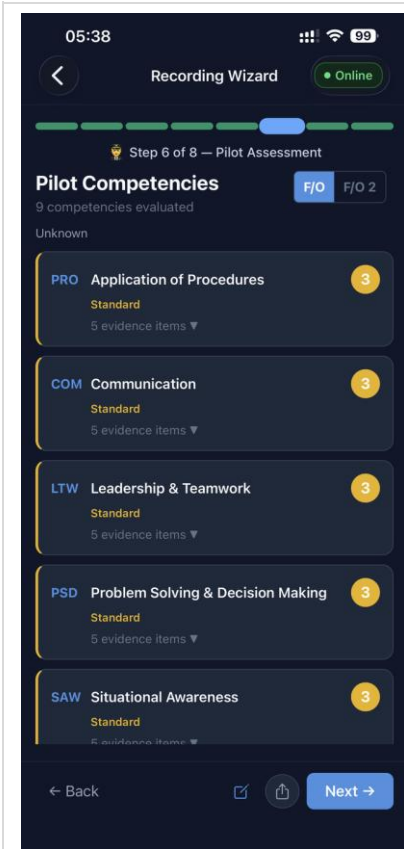


### Pilot assessment ready

**Pilot Assessment Ready** confirms the competency assessment has been generated (pilot competencies, evidence-based, based on instructor comments and trainees actions). Tap **View Pilot Assessment** to preview, or **Next** to continue. WingMentor prepares suggestions; the instructor decides.

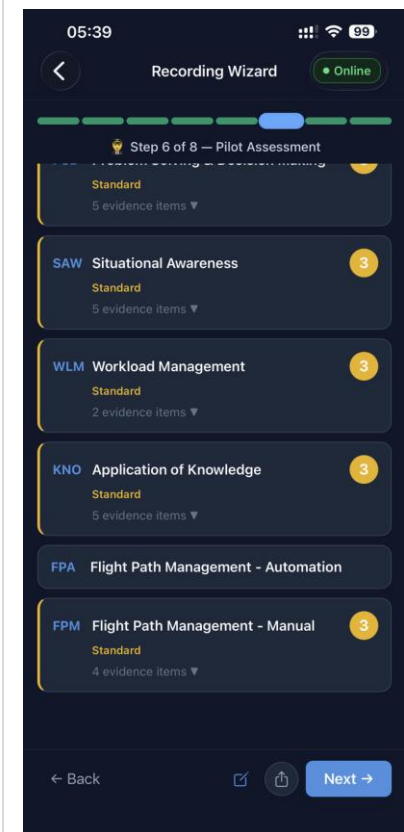
## Step 6 - Pilot Assessment

*WingMentor proposes a 1-5 score per competency with timestamped, verbatim evidence. The instructor reviews, edits and approves every score.*



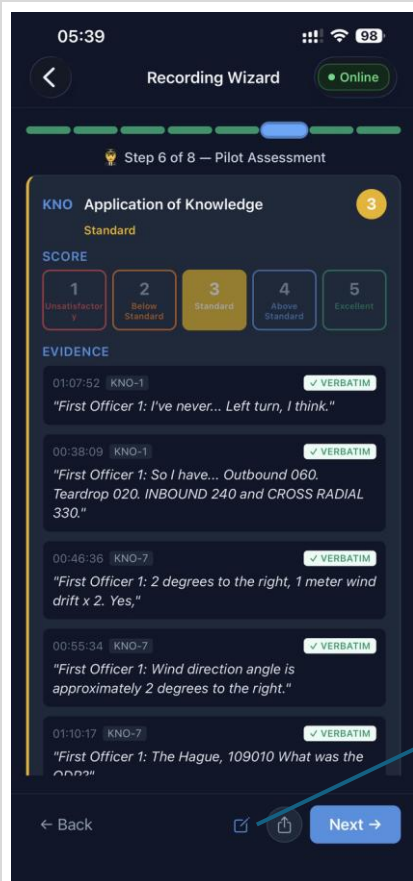
### Pilot competencies

**Step 6 of 8 - Pilot Assessment.** Switch between crew members with the tabs (here **F/O** and **F/O 2**). Each of the nine ICAO competencies (PRO, COM, LTW, PSD, SAW...) shows a proposed 1-5 score and the number of evidence items. Tap a competency to expand it.



### Remaining competencies

Scrolling shows the remaining competencies - **WLM**, **KNO**, **FPA** (Flight Path Management - Automation) and **FPM** (Manual). A competency with no observed evidence (here FPA) carries no score.



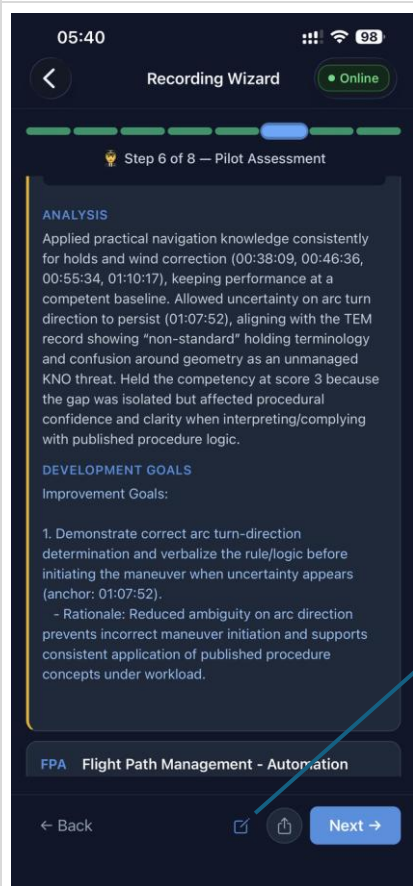
### Score and evidence

Score is dimmed in view mode to avoid unwanted changes. Score becomes bright in EDIT mode, then tap on the appropriate score to change it.

An expanded competency shows the **SCORE** selector (1 Unsatisfactory to 5 Excellent) and the **EVIDENCE** list. Each item carries a timestamp, an observable-behaviour code (KNO-1, KNO-7) and a **VERBATIM** tag confirming the quote is taken word-for-word from the transcript.

If another language than English was spoken, WingMentor is designed to auto-translate to aviation English. Translation may increase the probability of errors.

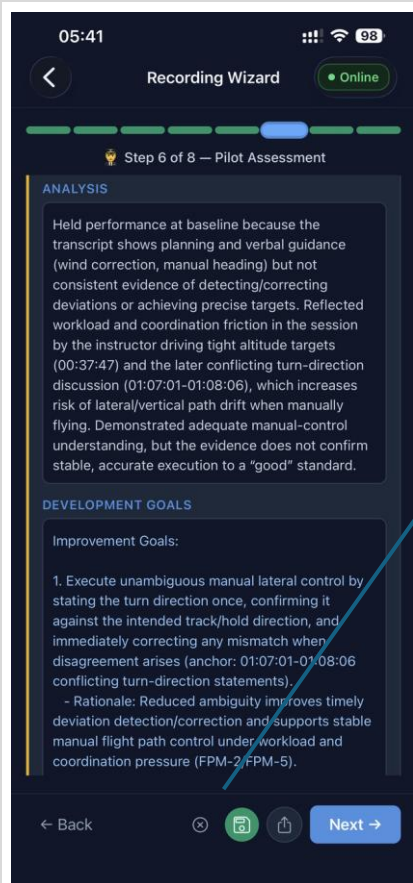
Tap here to change to **EDIT** mode.



### Analysis and development goals

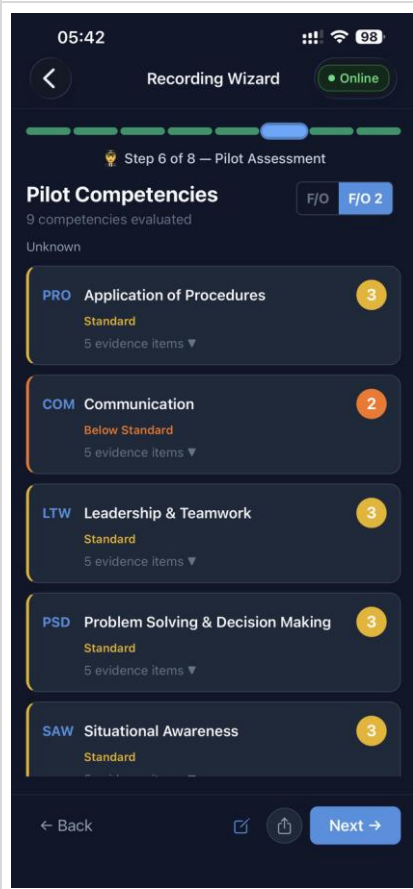
Below the evidence, the **ANALYSIS** explains why the score was proposed, citing timestamps, and **DEVELOPMENT GOALS** lists specific, anchored improvement actions. Read the evidence before agreeing with any score.

Tap **EDIT** to edit the contents.



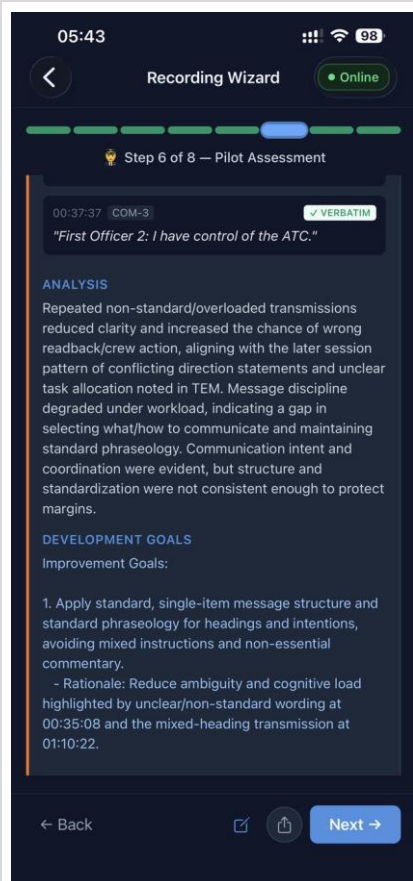
### Editing a score

The same structure applies to every competency (here **FPM - Manual**). To change an assessment, tap the **EDIT** icon (square with a pen, which changes to a cross once you start editing) , adjust the text or score, then tap the green **save** disc shown in the toolbar. Every edit is logged in the audit trail.



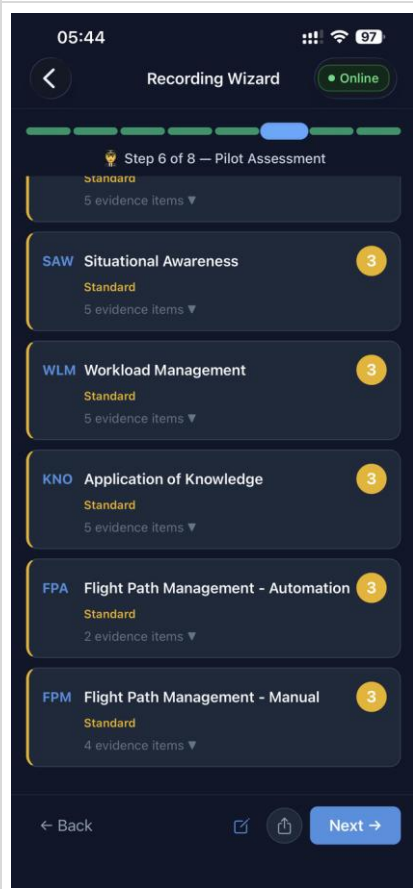
### Second pilot tab

Switching to the **F/O 2** tab shows that pilot's own competency set. Scores are per pilot - here **COM** is flagged **Below Standard (2)** with an orange marker, while the rest sit at Standard (3).



### Below-standard competency

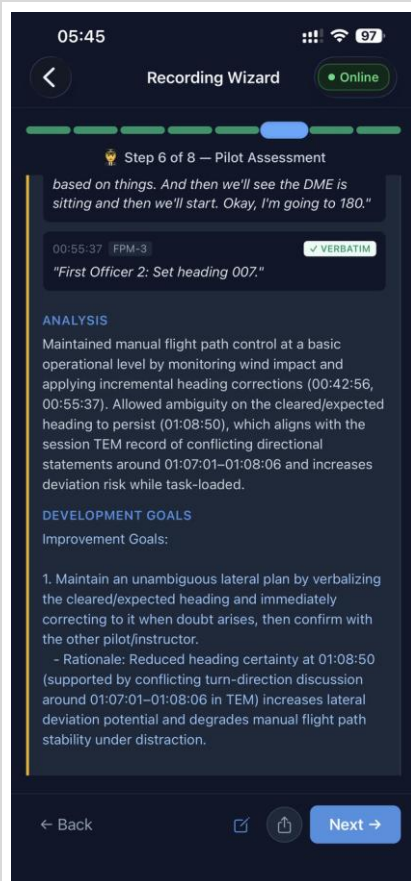
The **COM** analysis for F/O 2 cites the specific transmissions that reduced clarity (timestamps shown) and proposes a concrete message-structure improvement. The orange left-edge bar marks a below-standard competency. This creates a strong learning opportunity.



### Full list per pilot

The full competency list for F/O 2, each item expandable. Every score is based on what is said during the session and remains a suggestion until the instructor confirms or changes it.

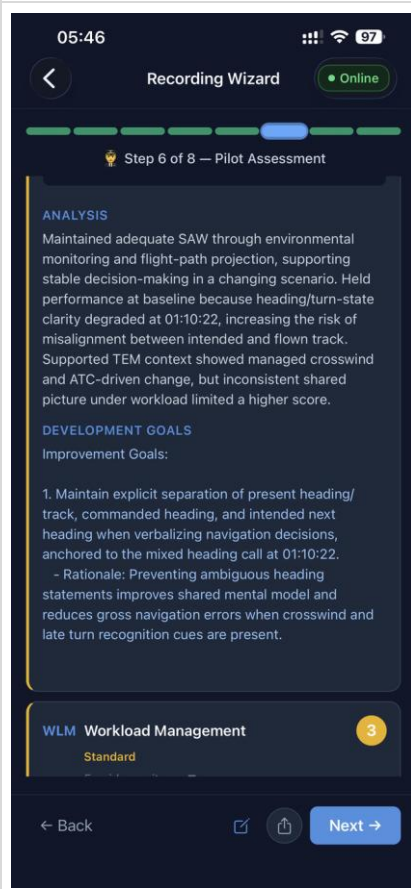
This session shows a lot of 3's, which is suspicious. However, tapping on any of these scores will show you the facts on which the assessment is based.



### Verbatim evidence

F/O 2 **FPM - Manual** evidence and analysis, with VERBATIM quotes and timestamp anchors. Tap a timestamp to play the segment and verify any quote against the audio if it looks wrong. Transcription uses a dedicated aviation glossary, but the results may not be perfect - verify quotes against the audio.

If another language than English was spoken, WingMentor is designed to auto-translate to aviation English. Translation may increase the probability of errors.

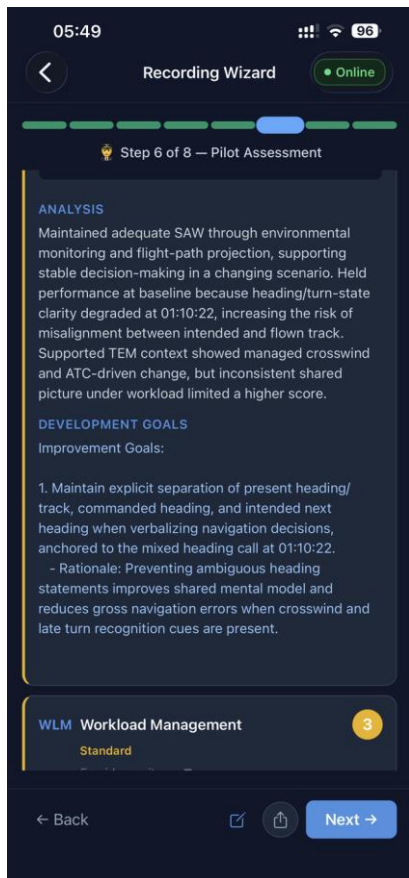


### Situational awareness

**SAW - Situational Awareness** analysis and development goals for F/O 2. The reasoning ties the score to a specific moment (a mixed heading call at 01:10:22).

Use the analysis as a prepared starting point. It cites timestamps, so you can verify it against the evidence and focus your debrief time on the highest-leverage behaviours.

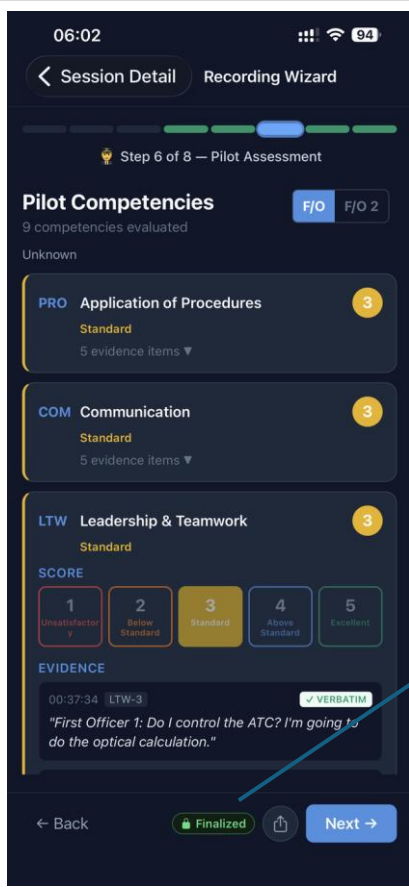
Experienced instructors can use this as a second set of notes: accept what is useful, edit what is not, and keep the final judgement their own.



### Saved assessment

The same SAW competency after saving. Every edit is logged in the audit trail; the instructor signs the final assessment. WingMentor is not qualified to assess a trainee - only the instructor is.

Unless the report is finalized (at the very end of the session), the **EDIT** button remains available to change the text as desired by the instructor.



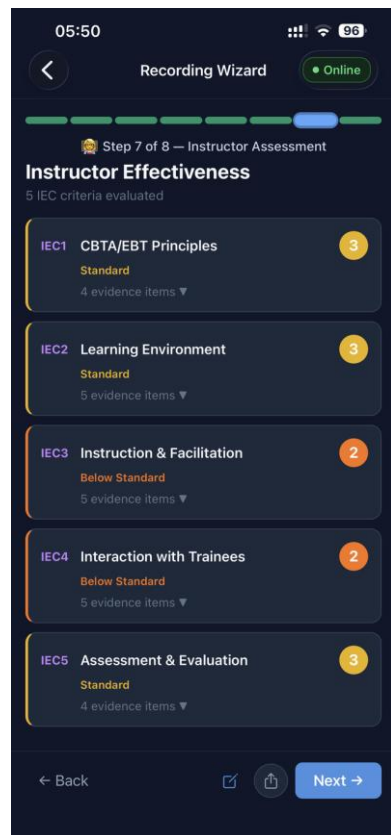
### Pilot assessment

Once reviewed, confirm every pilot tab has been reviewed and approved, then tap **Next**.

This screens shows an instructor reviewing a **finalized** report. In this case, he can review it, but no longer change it.

## Step 7 - Instructor Assessment (self-reflection)

For self-reflection only, WingMentor assesses the instructor against the five Instructor Effectiveness Criteria. The trainees' scores do not influence this.

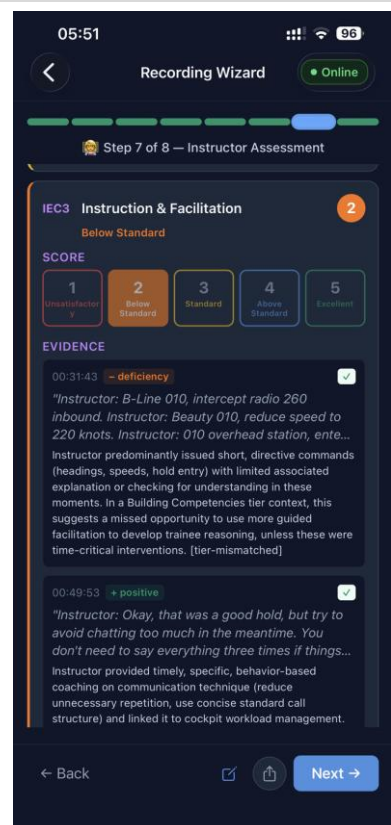


### Instructor effectiveness (not evaluation)

**Step 7 of 8 - Instructor Assessment.** WingMentor scores the five **Instructor Effectiveness Criteria**: IEC1 CBTA/EBT Principles, IEC2 Learning Environment, IEC3 Instruction & Facilitation, IEC4 Interaction with Trainees, IEC5 Assessment & Evaluation. Here IEC3 and IEC4 are flagged Below Standard (2).

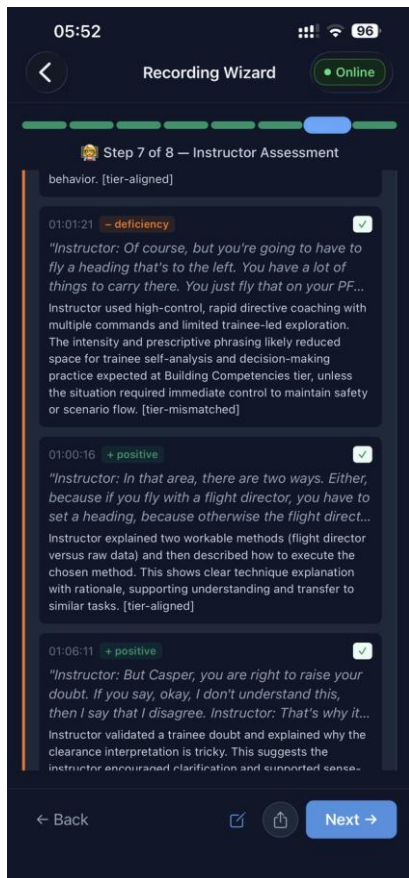
Instructor self-reflection scores are deliberately conservative. They are private development prompts, not a performance evaluation. In verification tests, senior instructors rating the same sessions scored on average about one point higher than WingMentor shows.

The aim is to surface useful development opportunities. These prompts are private to you and are never exported to the trainee report.



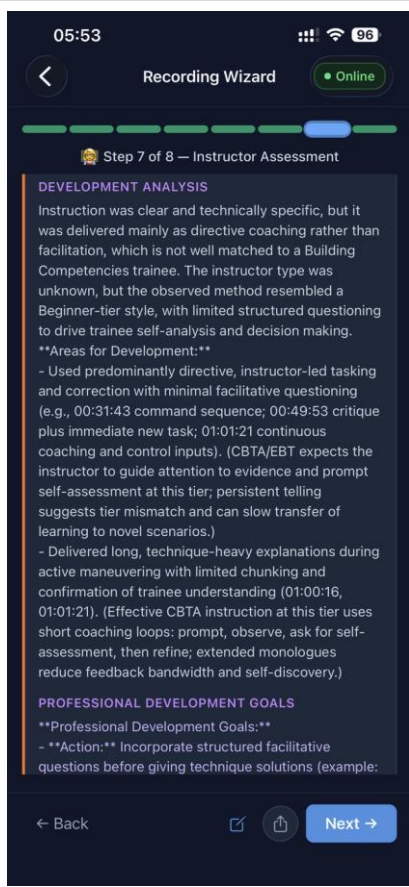
### Criterion evidence

Expanding a criterion (here **IEC3**) shows the score selector and **EVIDENCE** items, each tagged **+ positive** or **- deficiency** and, where relevant, **tier-aligned** or **tier-mismatched** against the trainee tier. Each item pairs a verbatim instructor quote with an interpretation.



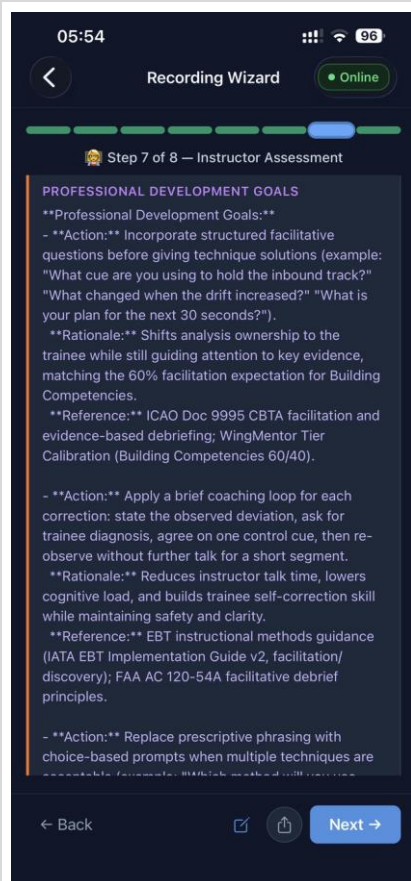
### Tier alignment

Further IEC3 evidence items. Tier tags matter: directive coaching that suits an inexperienced trainee will be **tier-mismatched** for an experienced trainee. The trainee's score does not influence this self-reflection.



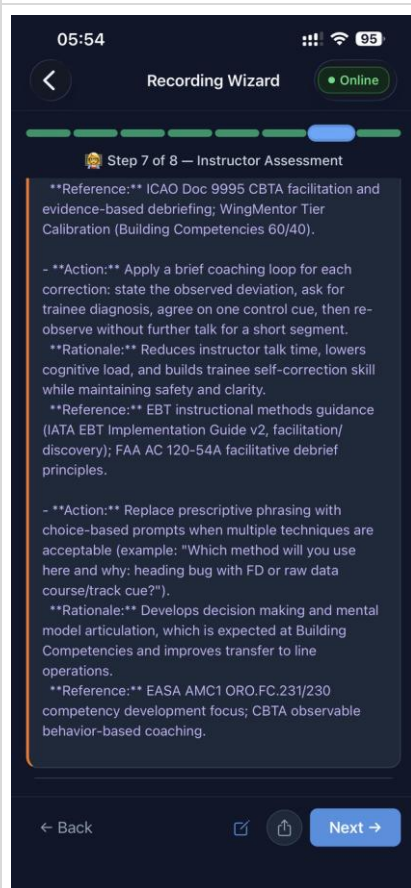
### Development analysis

Each criterion includes a **DEVELOPMENT ANALYSIS** summarising strengths and areas for development, followed by **PROFESSIONAL DEVELOPMENT GOALS** - concrete actions the instructor can apply next time.



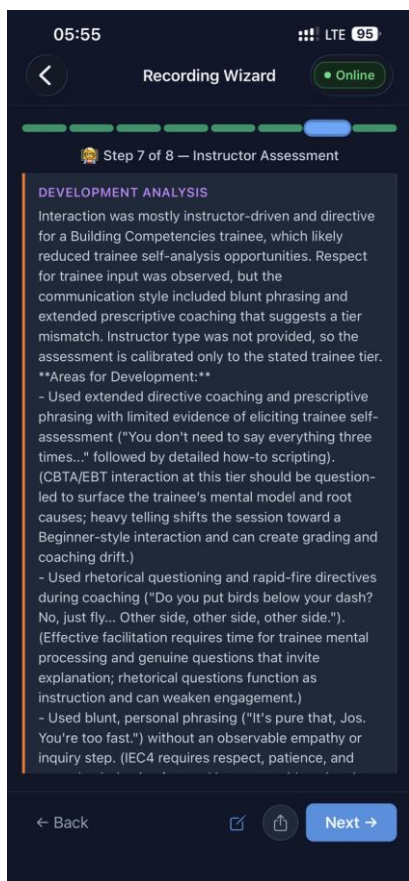
### Referenced development goals

The **Professional Development Goals** are specific and referenced: each gives an **Action**, a **Rationale** and a **Reference** to source guidance (ICAO Doc 9995, IATA EBT Implementation Guide, FAA AC 120-54A, EASA AMC1 ORO.FC.231/230).



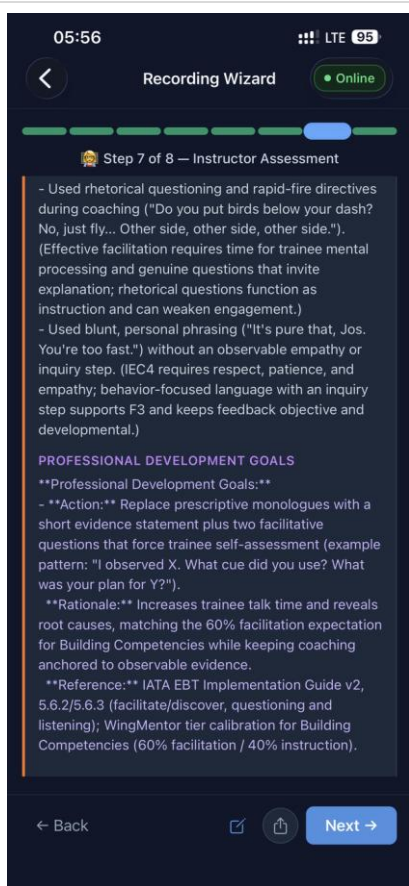
### Further development goals

Additional development actions, each anchored to a behaviour and a reference. These are a private development aid for the instructor, not a performance record.



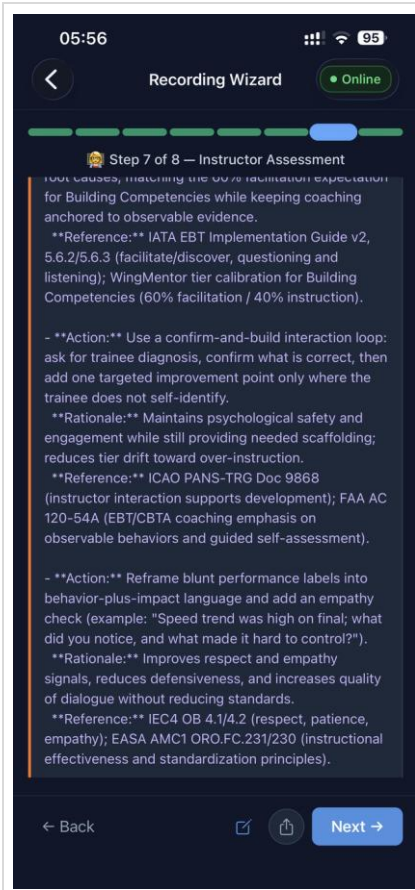
### Interaction analysis

The **DEVELOPMENT ANALYSIS** for IEC4 (Interaction with Trainees) identifies where interaction was instructor-driven and suggests more question-led facilitation - grounded in quoted examples from the session.



### Facilitation techniques

IEC4 development analysis continues into **Professional Development Goals**, converting the observations into specific facilitative techniques (for example, an evidence statement plus two questions that prompt trainee self-assessment).

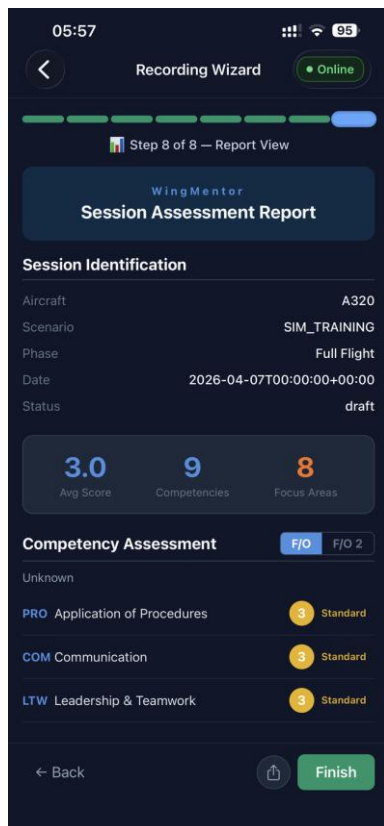


### Save and continue

Further IEC4 goals with rationale and references. Edit any item with the **EDIT** icon and save with the green disc, then tap **Next**. The self-reflection is independent of the trainees' scores.

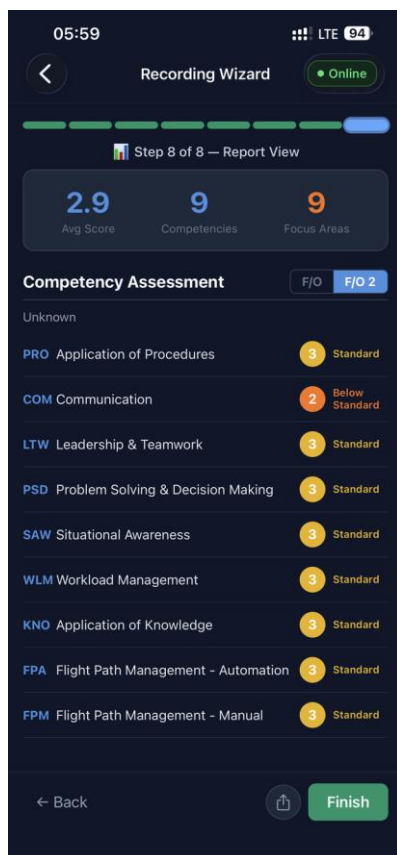
## Step 8 - Report View

The Session Assessment Report consolidates all scores and recommendations for the trainees. The instructor self-reflection stays private and is not exported.



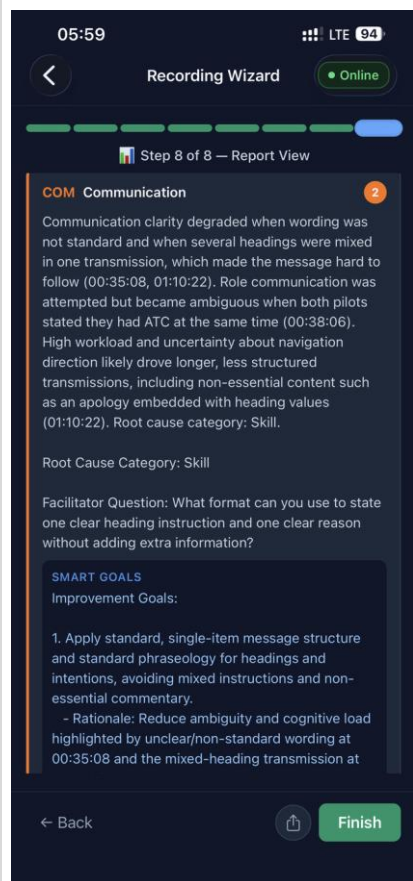
### Report overview

**Step 8 of 8 - Report View.** The **Session Assessment Report** consolidates the session. **Session Identification** confirms Aircraft, Scenario, Phase, Date and Status, and the summary panel shows **Avg Score**, **Competencies** and **Focus Areas**. Switch crew with the **F/O / F/O 2** tabs.



### Competency assessment

The per-pilot **Competency Assessment** lists all nine competencies with final scores and labels (here F/O 2, with COM at Below Standard). This is the consolidated view the trainee report is built from.



### Competency detail

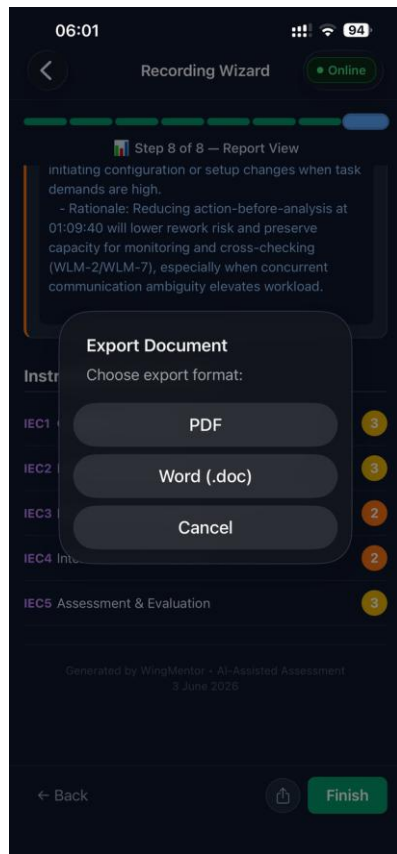
Expanding a competency shows the consolidated narrative: the analysis, the **Root Cause Category**, a **Facilitator Question** and **SMART GOALS** for development. Scores 1-2 are flagged as below-standard concerns.



### Instructor effectiveness summary

Lower in the report, the **Instructor Effectiveness** summary (IEC1-IEC5) is shown for self-reflection.

This section is not exported to PDF or Word - it stays with the instructor. This section supports your own development. It is private and is not exported to the trainee report.

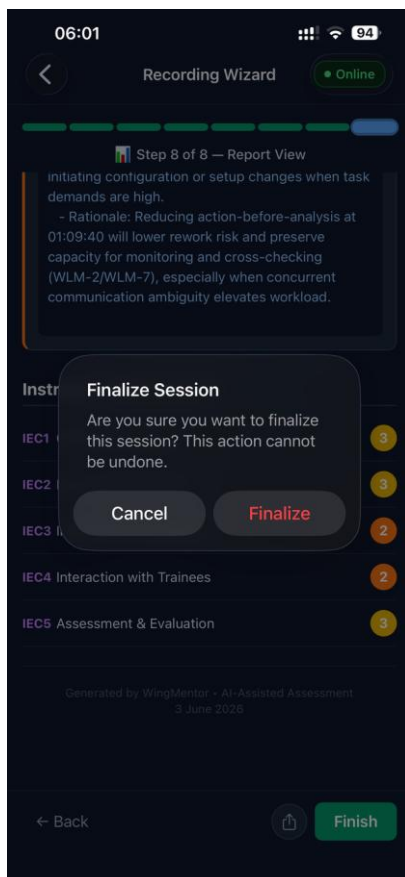


### Export the report

Tap the share icon to **Export Document** and choose **PDF** or **Word (.doc)**. The exported report contains the trainee assessment; the instructor self-reflection is **not** exported.

This report contains the data on the previous screens, formatted for easy reading and filing. The PDF can easily be sent to the training department for report filing.

WingMentor has a standard reporting format available to individual instructors. However, we can connect to most electronic training report filing via API, MCP or CLI. The reports are also used to automate the EBT cycle in EBT-approved airlines (Mixed EBT level or higher).



### Finalise the session

The session stays **Draft** until you confirm. **Finalize Session** warns that the action cannot be undone - finalise only when the report is complete and approved.

Afterwards, tap **Finish** to close the wizard.

A **Finalized** report can be consulted, it cannot be changed however.

## Document control

Field	Value
Title	WingMentor Instructor Handbook
Version	VERSION 2.0
Status	Draft - beta test review (V2.0 - readability and usability rebuild)
Issue date	2026-06-08

## Change log

Version	Date	Author	Summary
Draft 03	2026-06-01	WingMentor	Initial instructor manual draft.
Version 1.0	2026-06-01	WingMentor PM	Split into Checklist and Handbook. Workflow/Quick Start aligned. Empty headings filled. GDPR and EASA NPA2025-07 expanded. British English enforced. Acronyms glossary added up front. Vendor reference neutralised. Document control block added. AI hallucination handling and connectivity-loss procedure added.
Version 1.1	2026-06-01	WingMentor PM	Editing-pass corrections: 'Hit Pause' -> 'Tap Pause'; UI labels formatted in bold; Step 6 'second pilot' -> 'every pilot tab'; Retention defaults specified; WingMentor staff access disclosed; Lawful basis broadened beyond employment contracts; DPIA reference added to 8.6; Pre-flight checks rewritten as imperatives; Purpose paragraph split for readability; header artifact 'Version 1 04' corrected.
Version 1.2	2026-06-02	WingMentor PM	Added annex C, the walkthrough guide.
Version 1.3	2026-06-04	WingMentor PM	Annex C extended with 11 new screens from build 56: New Session scenario options and context/conditions fields; successful speaker-labelling path - role assignment, role confirmation, detected-events review, manual event entry; LTW event exploration and expanded event detail with confidence score. Version references and issue date updated.
Version 1.4	2026-06-08	WingMentor PM	Sessions documentation updated for build 56: the Session Overview screen (S0P1) replaced with the latest capture and documented with its tap/swipe gesture behaviour. Three new Sessions screens added - swipe-left session actions Edit/Archive (S0P6), the Archived sessions list (S0P7), and archived-session swipe actions Restore/Remove download (S0P8). Version references and issue date updated.
Version 2.0	2026-06-08	WingMentor PM	Readability and usability rebuild per the V1.4 review: added Start here, Why instructors use WingMentor and an 8-step session map; rebuilt the wizard steps with quick-use callouts; added a plain-language privacy summary with access and retention tables; expanded troubleshooting to five columns; added a visual scoring strip; standardised terminology and removed promotional phrasing; moved the change log to the back.

--End--