

# Examiner Differences Document

to FCL.1015(b)(4) and (c) of Annex I (Part-FCL) of Commission Regulation (EU) No 1178/2011<sup>1</sup>, as amended. This document has been developed in accordance with ARA.FCL.210 of Annex VI (Part-ARA) to Commission Regulation (EU) No 1178/2011, as amended.

**Version 10.2**

**Year 2018**

**Date: 17.10.2018**

---

<sup>1</sup> Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 311, 25.11.2011, p. 1).

### Disclaimer

The European Aviation Safety Agency ('EASA') maintains this document based on the information notified to it by the competent authorities of the Member States ('CAs'), for purely information purposes, as established under ARA.FCL.210. The content may be subject to changes at any time without prior notice.

This material is:

- **fully based on information received from the CAs.** Consequently it should not be relied upon as a statement, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon EASA;
- **for information purposes only.** All information provided is of a general nature only and is not intended to address the specific circumstances of any particular case, individual or entity. It may under no circumstances substitute or be represented as an official position of EASA. If at any time there is a conflict or discrepancy between the information provided in this document and information given by the CAs that originated it or an official position of EASA, the latter prevails.
- **not necessarily comprehensive, complete, accurate or up to date.** All information provided in this document is originating from the CAs. It is provided here without warranty of any kind, whether express, implied, statutory or otherwise especially as to its quality, reliability, currency, accuracy or fitness for purpose.
- **not professional advice, or any form of assessment, judgement or acceptance by EASA.**

Despite every effort to ensure the accuracy of the information provided, it may contain occasional inadvertent inaccuracies or typographical errors. Any error brought to the attention of [FCLexaminers@easa.europa.eu](mailto:FCLexaminers@easa.europa.eu) will be promptly corrected.

To the maximum extent permitted by law, EASA is not liable for any loss or damage arising from the use of this information. EASA shall not be liable for any kind of damages or other claims or demands incurred as a result of incorrect, insufficient or invalid data, or arising out of or in connection with the use, copying, or display of the content, to the extent permitted by European and National laws.

This disclaimer is not intended to limit the liability of EASA in contravention of any requirements laid down in applicable national law or to exclude its liability for matters which may not be excluded under that law.

**CONTENTS**

1. REVISION TABLE .....	4
2. GENERAL .....	5
2.1. Introduction .....	5
2.1.1. Purpose of the Examiner Differences Document .....	5
2.1.2. Skill test or Proficiency check form declaration requirement.....	5
2.1.3. Safety criteria in the territory of an EASA Member State .....	5
2.2. Liability and accident insurance.....	5
2.3. Personal data protection .....	6
2.4. National administrative procedures.....	6
2.4.1 Information before a skill test .....	7
2.4.2 Information after a skill test, proficiency check or assessment of competence .....	7
3. EASA Member States national procedures .....	8
3.1. AUSTRIA .....	9
3.2. BELGIUM.....	11
3.3. BULGARIA .....	15
3.4. CROATIA .....	19
3.5. CYPRUS .....	21
3.6. CZECH REPUBLIC .....	25
3.7. DENMARK .....	27
3.8. ESTONIA .....	29
3.9. FINLAND .....	31
3.10. FRANCE .....	35
3.11. GERMANY.....	39
3.12. GREECE .....	43
3.13. HUNGARY.....	47
3.14. ICELAND .....	51
3.15. IRELAND .....	53
3.16. ITALY.....	57
3.17. LIECHTENSTEIN .....	61
3.18. LATVIA .....	63
3.19. LITHUANIA .....	65
3.20. LUXEMBOURG.....	67
3.21. MALTA .....	69
3.22. NETHERLANDS.....	71
3.23. NORWAY .....	75
3.24. POLAND .....	79
3.25. PORTUGAL .....	81
3.26. ROMANIA .....	83
3.27. SLOVAKIA .....	87
3.28. SLOVENIA .....	89
3.29. SPAIN .....	93
3.30. SWEDEN .....	97
3.31. SWITZERLAND.....	101
3.32. UNITED KINGDOM.....	105
4. EASA Member States safety criteria .....	108
5. Links to Part-FCL national forms .....	109

## 1. REVISION TABLE

Changes since last revision.

Page number(s)	Member State(s)	Type of Amendment
87-88	Slovenia	Text and links amended
79-80	Portugal	Text and links amended
55-57	Italy	Text and links amended
91-93	Spain	Text and links amended
69-71	Netherlands	Text and links amended
28, 107	Estonia	Text and link amended
34	France	Text and links amended
77-78	Poland	Text and links amended
81-83	Romania	Text and links amended
50	Iceland	Text and links amended
101-103	Switzerland	Text amended
96	Sweden	Text and links amended
21	Cyprus	Initial issue
103	Switzerland	Contact details updated (V10.2)

**Note:** Changes are marked with red font.

## 2. GENERAL

### 2.1. Introduction

#### 2.1.1. Purpose of the Examiner Differences Document

This document has been developed in accordance with the provisions contained in ARA.FCL.210<sup>2</sup>. In accordance with FCL.1015(b)(4) and (c), this document contains the latest available information on the relevant national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees for each EASA Member State (MS) for which the competent authority is not the same that issued the examiner's certificate.. It is intended for use by examiners with a Part-FCL examiner certificate conducting a test, check or assessment of competence on a Part-FCL licence holder whose licence was issued by a competent authority (CA) other than their own.

This document is *not* meant to be used by examiners with examiner certificates or authorisations issued by third countries other than the EASA MSs.

This section should be carefully studied. Section 3 contains the national administrative procedures applicable to each EASA MS. These should be reviewed and applied when conducting a skill test, proficiency check or assessment of competence on a respective MS licence holder. Furthermore, any additional MS-specific requirements in addition to those specified in this section, i.e. liability, accident insurance, and personal data protection related information, should also be reviewed and taken into account by the examiner as appropriate.

#### 2.1.2. Skill test or Proficiency check form declaration requirement

In accordance with FCL.1030(b)(3)(iv), a MS skill test, proficiency check or assessment of competence form requires a declaration by the examiner that he/she has reviewed and applied the MS-specific administrative procedures in case the applicant's licencing authority is not the same as the one that issued the examiner's certificate.

The skill test, proficiency check or assessment of competence forms of a MS used by examiners who have been certified by another competent authority should contain the following declaration:

'I hereby declare that I, *[name examiner]*, have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version *[insert document version, i.e. 01-2014]* of the Examiner Differences Document. *[enter date & signature]*'

Please ensure that you enter the relevant details and sign the declaration accordingly each time you conduct a test, check or assessment of competence.'

#### 2.1.3. Safety criteria in the territory of an EASA Member State

In accordance with ARA.FCL.210(c), MSs may require an examiner to observe certain safety criteria applicable to their territory when conducting a skill test or proficiency check on an aircraft. Section 3 of this document specifies whether such safety criteria will need to be observed and how to gain access to the relevant criteria. Section 4 of this document also contains a list of all MSs with instructions on how to obtain the applicable safety criteria.

### 2.2. Liability and accident insurance

In general, the CA of an EASA MS does not provide liability or accident insurance during the conduct of skill tests, proficiency checks or assessment of competence . It is therefore the

---

<sup>2</sup> ARA.FCL.210 Information for examiners

(a) The competent authority shall notify the Agency of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate.

responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

Furthermore, the examiner is fully responsible for the safety during the skill test, proficiency check or assessment of competence, either in an flight simulation training device (FSTD) or when acting as pilot-in-command (PIC) in an aircraft. There are two principal types of risk against which an examiner should consider insuring himself/herself. First, the direct involvement during flying tests might lead to an accident and a claim for damages for loss or injury ensuing as a result of the accident. Secondly, professional indemnity, for example a claim made against the examiner by an applicant for an inadequate examination, or breach of contract. Examiners are advised to seek professional advice concerning appropriate insurance covering their activities as certified examiners.

An aircraft operator must have third-party liability insurance, as required by Regulation (EC) No 785/2004<sup>3</sup> on insurance requirements for air carriers and aircraft operators. Such insurance *may* cover an examiner for personal liability in case of accident; however, an examiner should always verify this carefully with the operator if he/she intends to rely on this insurance.

**Note:** This general statement on liability and accident insurance has been agreed upon by the MSs and is based on the input received from the MSs. Any relevant differences to this general statement in a particular MS will be specified in section 3 of this document as applicable to the CA in the respective MS.

### 2.3. Personal data protection

General Data Protection Regulation ('GDPR')<sup>4</sup>

As of 25 May 2018 the Regulation (EU) 2016/6791, the European Union's ('EU') new General Data Protection Regulation ('GDPR') which regulates the processing by an individual, a company or an organisation of personal data relating to individuals in the EU, becomes applicable.

This means that the persons or legal entities using the Examiner Differences Document shall comply with the new GDPR.

The GDPR aims to protect the rights and freedoms of persons with respect to the processing of personal data by laying down guidelines determining when this processing is lawful.

In general, skill test, proficiency check and assessment of competence forms and any other personal information may only be passed to the examiner's CA, the applicant's CA as required, to the applicant and, if applicable, to the applicant's organisation with his/her prior consent.

No information shall be passed to others.

**Note:** This general statement on personal data protection has been agreed upon by the MSs and based on the input received from the MSs. Any relevant differences to this general statement in a particular MS will be specified in Section 3 of this document as applicable to the CA in the respective MS.

### 2.4. National administrative procedures

Section 3 of this document contains the specific administrative procedures provided by the CA of each EASA MS.

Please review the respective procedures and requirements carefully as non-compliance *may* lead to application processing delays and possibly render a completed skill test, proficiency check or assessment of competence invalid.

---

<sup>3</sup> Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators (OJ L 138, 30.4.2004, p. 1).

<sup>4</sup> [https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules\\_en](https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en)

**2.4.1 Information before a skill test**

1.Examiner details:	2.Candidate details:	3.Skill test details:
<ul style="list-style-type: none"> <li>▪ Examiner's (complete) name and initials</li> <li>▪ Examiner's certificate number</li> <li>▪ Country of examiner certification</li> <li>▪ Contact details: mobile phone number, e-mail address</li> </ul>	<ul style="list-style-type: none"> <li>▪ Candidate's name and initials</li> <li>▪ Candidate's licence number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Type of skill test</li> <li>▪ Type of aircraft</li> <li>▪ Specify skill test in aircraft or FSTD</li> <li>▪ Name of FSTD operator</li> <li>▪ FSTD approval certificate</li> <li>▪ Aircraft registration</li> <li>▪ Date and time</li> <li>▪ Place</li> </ul>

**Note:** Please ensure that you send good quality scanned pdf copies when sending the information via e-mail.

**2.4.2 Information after a skill test, proficiency check or assessment of competence**

After completion of a **skill test, proficiency check** or assessment of competence, the examiner report shall include:

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. A skill test or proficiency check or assessment of competence form,</li> <li>2. A flight test schedule (if applicable).</li> <li>3. Copy of the statement of the approved training organisation (ATO) which confirms the required training has been completed (if applicable).</li> <li>4. Copy of FSTD approval certificate (if applicable).</li> <li>5. Copy of the examiner's licence. (if applicable).</li> <li>6. Copy of the examiner's certificate.</li> <li>7. Copy of the examiner's medical certificate. (if applicable).</li> <li>8. Copy of endorsed licence (if entry on licence by examiner).</li> </ol> |
|--|

**Note:** Please ensure that you send good quality scanned pdf copies when sending the information via e-mail.

### **3. EASA Member States national procedures**



### 3.1. AUSTRIA

Austro Control

AUSTRIA

<b>1.Liability</b>
General statement <a href="#">Section 2.2</a> applies.

<b>2.Accident insurance</b>
General statement <a href="#">Section 2.2</a> applies.

<b>3.Data protection</b>
General statement <a href="#">Section 2.3</a> applies.

<b>4.National administrative procedures</b>
---

4.1 Skill test, proficiency check and assessment of competence procedures  
 The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
Initial	Designation procedures under development	Not applicable	Designation procedures under development
Revalidation	Not applicable	Licence endorsement permitted	Licence endorsement <b>NOT</b> permitted
Renewal		< 3 years <b>and</b> rating in licence	Licence endorsement permitted
		> 3 years <b>or</b> rating not in licence	Licence endorsement <b>NOT</b> permitted

4.2 Licence endorsement procedures  
 The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

4.3 Designation procedures  
 In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information, listed in the [general section 2.4.1](#), to Austro Control.

4.4 Skill test, proficiency check or assessment of competence forms  
 The forms can be obtained from Austro Control [here](#). In English [here](#).  
 After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#).

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found at Austro Control's flight examiner manual which can be downloaded [here](#).

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

Austro Control does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate directly.

#### 4.7 Examiner support information

Flight examiner's manual

#### 4.8 Contact information

Austro Control Österreichische Gesellschaft für Zivilluftfahrt mbH

Schnirchgasse 11

A-1030 Wien

Austria

Phone: +43 (0) 51703 7230

E-Mail: [examinations@austrocontrol.at](mailto:examinations@austrocontrol.at)

Website: [www.austrocontrol.at](http://www.austrocontrol.at)

### 3.2. BELGIUM

Belgian Civil Aviation Authority (BCAA)

<b>1.Liability</b>
<a href="#">General statement Section 2.2</a> applies.
<b>2.Accident insurance</b>
<a href="#">General statement Section 2.2</a> applies.
<b>3.Data protection</b>
<a href="#">General statement Section 2.3</a> applies. In addition, all examiners must process information in accordance with the Belgian law of December 8 <sup>th</sup> 1992 regarding the protection of personal data.

<b>4.National administrative procedures</b>			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment ofcCompetence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> <li>▪ No designation procedure, <b>except for ATPL</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notification procedures applies;</li> <li>▪ Licence endorsement <b>NOT</b> permitted.</li> <li>▪ Examiner assessments only to be performed by senior examiners specifically approved by the Belgian CAA.</li> <li>▪ Designation procedure for examiner certificate</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement permitted</li> <li>▪ No designation procedure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Renewal</b>	Not applicable	<p><b>&lt; 3 years and rating in licence</b></p> <ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> </ul>	

BELGIUM

		<b>&gt; 3 years and rating in licence</b>	<ul style="list-style-type: none"> <li>▪ Licence endorsement permitted</li> <li>▪ No designation procedure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Examiner assessments only to be performed by senior examiners specifically approved by the Belgian Civil Aviation Authority (BCAA).</li> </ul>
		<b>Rating not in licence</b>	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement <b>NOT</b> Permitted</li> <li>▪ No designation procedure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Designation procedure for <b>renewal</b> of examiner certificate</li> </ul>

**4.2 Licence endorsement procedures**

The examiner may endorse the licence if the rating which is renewed or revalidated is still printed on the licence, even if it has been expired for more than three years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

In all other cases the BCAA shall issue a new licence with a valid rating.

The examiner is not allowed to enter any new rating in the licence after a passed skill test.

The examiner is not allowed to enter any examiner – or instructor certificate in the licence after a successful assessment of competence.

Examiners shall comply with the procedures specified in the different [Information Notices](#) published on the BCAA website. The information notices relevant for examiners are indicated on the website.

**4.3 Designation procedures**

**4.3.1. Designation of examiners:**

The designation of examiners procedure applies only for the ATPL skill tests and the assessment of competence for the issue and renewal of an examiner certificate.

The **ATPL skill test** can only be performed by an examiner accepted by the BCAA. Therefore, the form "Application form for designation of examiner" must be submitted by the candidate; this can be found [here](#).<sup>[1]</sup>

The **assessment of competence** for the issue or renewal of an examiner certificate can only be performed by a senior examiner with a certificate issued by the BCAA or an inspector from the BCAA. For renewal and issue of an examiner certificate the examiner must be designated by the BCAA. In case of revalidation of an examiner certificate the candidate is free to choose the senior examiner.

**4.3.2. Notification of test (skill test, proficiency check and assessment of competence)**

As a general rule , each examiner holding an EU examiner certificate taking a test for a Belgian pilot licence holder, shall notify the BCAA **24 hours prior to every** skill test,

proficiency check and assessment of competence by registering the skill test, proficiency check and assessment of competence.

The registration tool is a web application that can be reached via the following link: [test registration tool](#).

In case of a partial pass or failure, the examiner has to fill in a new request again **24 hours** in advance.

Except for the tests mentioned in 4.3.1, a change of examiner **up to 4 hours before the event** is allowed and has to be notified by the initially assigned examiner. This can be done by sending a reply to the confirmation mail the examiner received. It is important to keep the reference number in the subject of the mail and to indicate the new examiner name.

A change of date due to an unforeseen circumstance has to be notified within 24 hours by a reply to the notification system, using the same reference number.

Each examiner holding a **Belgian examiner certificate** taking a test for a **non-Belgian pilot licence holder**, shall upload the content of the examiner report as specified in 2.4.2 via the [following tool](#).

4.4 Skill test, proficiency check or assessment of competence forms

Items to considerations when taking a proficiency check or skill test:

- In order to fly solely by reference to instruments in simulated IMC conditions, the BCAA requires the use of a hood or a goggle. Furthermore the aircraft must be equipped with an artificial horizon (ADI).

Examiners are reminded that they are only allowed to use the application forms, test contents and reports that has been developed by the BCAA. All forms can be found via the following link: [Application forms, reports and test schedules](#).

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#) on/with those forms.

All documents must be send to the BCAA in paper format. The address can be found in chapter 4.8

Each examiner holding a **Belgian examiner certificate** taking a test for a **non-Belgian pilot licence holder**, shall upload the content of the examiner report as specified in 2.4.2 via the [following tool](#).

The table below gives an overview of the documents that have to be send or handed over to the BCAA and the candidate after a skill test or a proficiency check. Please check also the general chapter 2.4

DOCUMENT	skill test	revalidation	renewal
report form	<b>yes</b> (original candidate - copy examiner and BCAA)	<b>yes</b> (original candidate - copy examiner and BCAA) + copy of the licence endorsement	<b>yes</b> (original candidate - copy examiner and BCAA)
test content/checklist	<b>yes</b> (original candidate - copy examiner and BCAA)	<b>yes</b> (original candidate - copy examiner and BCAA)	<b>yes</b> (original candidate - copy examiner and BCAA)
application form	<b>yes</b> (examiner, ATO, candidate to fill in the relevant boxes)	No (*)	<b>Yes , if the qualification has been removed from the licence(examiner, ATO,</b>

			candidate to fill in the relevant boxes)
BELGIUM	<p>(* ): An application form is required if the pilot applies for a new licence or extends the privileges of the licence.</p>		
	<p><u>4.5 Safety criteria</u></p> <p>In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the European flight examiner manual as soon as published.</p> <p><b>Note:</b> References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.</p>		
	<p><u>4.6 Examination fees</u></p> <p>BCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the candidate.</p>		
	<p><u>4.7 Examiner support information</u></p> <p>All questions and additional information can be requested by sending an email to <a href="mailto:bcaa.lic.dir@mobiliteit.fgov.be">bcaa.lic.dir@mobiliteit.fgov.be</a> with the subject "examiner information".</p> <p>The website contains information notices (click <a href="#">here</a>) and specific information about examiners and instructors (click <a href="#">here</a>).</p>		
	<p><u>4.8 Contact information</u></p> <p>Belgian Civil Aviation Authority (BCAA)</p> <p>Licensing Department</p> <p>Vooruitgangstraat 56</p> <p>B-1210 Brussels</p> <p>E-Mail: <a href="mailto:bcaa.lic.dir@mobiliteit.fgov.be">bcaa.lic.dir@mobiliteit.fgov.be</a> Website: <a href="http://www.mobiliteit.belgium.be">www.mobiliteit.belgium.be</a></p>		

### 3.3. BULGARIA

Bulgarian Civil Aviation Authority (BG CAA)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies. Furthermore, the candidate’s personal data including his personal details are protected by the Bulgarian personal data protection ct, which reflects with Directive 95/46/EC. Examiners shall also comply with the laws applicable where the skill test or proficiency check took place. All personal data must be secured and protected against manipulation, loss or access by unauthorized persons. The result of and the remarks in an examiner’s report are also considered as personal data and should be processed accordingly.

<b>4.National administrative procedures</b>
---

<p><u>4.1 Skill test, proficiency check and assessment of competence procedures</u></p> <p>The table below illustrates the applicable procedures.</p>
---

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, R, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>Examiner</b> and <b>instructor</b></li> <li><b>Assessment of competence</b></li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted	<ul style="list-style-type: none"> <li>Licence endorsement <b>NOT</b> permitted</li> <li>Examiner assessment of competence only to be performed by senior examiners specifically approved by the Bulgarian (BG) CAA or inspector from BG CAA</li> </ul>
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	
		<b>&gt; 3 years</b>	
		<b>rating not in licence</b>	

<p><u>4.2 Licence endorsement procedures</u></p> <p>After successful completion of a licence proficiency check the examiner may endorse the new validity date in the license. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.</p>
---

<u>4.3 Designation procedures</u>
-----------------------------------

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** and **assessment of competence** is conducted an examiner shall send the following information, listed in general section 2.4.1, to the BGCAA on the following email address: [ebf@caa.bg](mailto:ebf@caa.bg) with as subject "**designation of examiner**".

The application forms can be obtained here.

#### 4.3.1 Pilot licences – Skill test

Applicants for any licence skill test shall apply to the Bulgarian CAA for designation of the examiner. The applicant (except of the candidate for ATPL) must be recommended by the ATO, which is responsible for its training. Applicant shall submit an application to BG CAA in which there is a recommendation for the applicant by the ATO made his training. In addition, examiners are required to send a notification for **every** skill test they intend to conduct **at least 5 days** prior to the test with option to change the examiner up to **1 hour** before. The BGCAA will provide the applicant and the examiner with a written authorisation for conducting the skill test. An examiner may not conduct a skill test unless he/she has been authorized to do so in writing (by e-mail) by the BGCAA.

In any case, BGCAA will notify the ATO that recommends the applicant, the designated examiner and the candidate himself.

The ATO must submit documentation of the applicant's training set by the CAA examiner before the skill test. An applicant for a skill test for the ATPL must submit all documents to the examiner.

**PPL, LAPL, SPL, BPL, CPL and IR skill test** - The BGCAA normally designates examiners who are BGCAA examiners or Part-FCL examiners registered with the BGCAA, or examiners employed by an ATO certified by BGCAA to conduct PPL, CPL and IR skill tests.

**ATPL skill test** – The BG CAA normally designates examiners who are BGCAA examiners or examiners certified by BGCAA, or examiners employed by an operator certified by the BG CAA to conduct the ATPL skill tests. In the case of pilots not employed by an operator certified by BGCAA, the applicant is required to nominate two examiners (or at least one) in the skill test application form, if not BGCAA certified examiners are to conduct the test.

#### 4.3.2 Pilot licences - Proficiency check

Examiners are not required to send a notification for every proficiency check they have to conduct.

#### 4.3.3 Instructor certificates

Applicants for an assessment of competence shall apply to the BGCAA for designation of the examiner. Applicant shall submit an application to BG CAA.

The BGCAA will provide the applicant and the examiner with a written authorisation for conducting the skill test. An examiner may not conduct a skill test unless he/she has been authorized to do so in writing (by e-mail) by the BGCAA.

An applicant for an assessment of competence must submit all documents to the examiner.

In any case, BGCAA will notify the applicant and the designated examiner.

Examiners are required to send a notification at least **5 days** before every initial assessment of competence they intend to conduct. An examiner may not conduct an initial assessment of competence unless he/she has received acknowledgement in writing (by e-mail) by the BGCAA.

#### 4.3.4 Examiner certificates

The forms can be obtained <https://www.caa.bg/bg/category/311/formi-za-lpc-skill-test-aoc-i-prakticheski-proverki>



After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

In addition, the examiner shall send the following information:

- 1.Examiner's check return form <https://www.caa.bg/en/category/586>.
- 2.Licensing fee by the applicant

The assessment of competence for the issue, revalidation or renewal of an examiner certificate **can only** be conducted by a BG CAA inspector or by a senior examiner.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

In addition, the examiner shall send the following information:

- 1.Examiner's check return form <https://www.caa.bg/en/category/586>.
- 2.Licensing fee by the applicant

The examiners shall send to BGCAA (address available in the briefing) all above documents within **14 days** after the skill test, proficiency or assessment of competence check either by post or courier, or by the candidate. Scanned copies may be sent to [ebf@caa.bg](mailto:ebf@caa.bg) immediately after the check in case of urgency. In addition, the BGCAA requires a report from the examiner detailing the reasons for any failure, partial pass or any special circumstance (if applicable).

#### 4.5 Safety criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Bulgaria.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The BGCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the ATO or the candidate.

Currently there is no fee to be paid for foreign examiners, however the process of revision of the examination fees regulation applicable to pilot licenses is in progress. It is expected that there will be an examination fee.

#### 4.7 Examiner support information

Link to FEM, Examiners PART-FCL manual forms here.

#### 4.8 Contact information

Personnel Licensing Department – [Personnel.Licensing@caa.bg](mailto:Personnel.Licensing@caa.bg)

Ms Vanya Naumova – [vnaumova@caa.bg](mailto:vnaumova@caa.bg)

Ms Katya Krirna – [kkirina@caa.bg](mailto:kkirina@caa.bg)

INTENTIONALLY BLANK

### 3.4. CROATIA

Croatian Civil Aviation Agency (CCAA)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

<b>4.National administrative procedures</b>						
<u>4.1 Skill test, proficiency check and assessment of competence procedures</u>						
The table below illustrates the applicable procedures.						
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate			
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>License endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>examiner assessment of competence</b></li> <li>License endorsement <b>NOT</b> permitted</li> </ul>			
<b>Revalidation</b>	Not applicable	License endorsement <b>NOT</b> permitted				
<b>Renewal</b>		<table border="1"> <tr> <td><b>&lt; 3 years and rating in licence</b></td> <td>License endorsement <b>NOT</b> permitted</td> <td rowspan="2"> <ul style="list-style-type: none"> <li>Designation procedures apply for <b>Examiner Assessment of competence</b></li> <li>License endorsement <b>NOT</b> permitted.</li> </ul> </td> </tr> <tr> <td><b>&gt; 3 years or rating not in licence</b></td> <td>License endorsement <b>NOT</b> permitted</td> </tr> </table>	<b>&lt; 3 years and rating in licence</b>	License endorsement <b>NOT</b> permitted	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>Examiner Assessment of competence</b></li> <li>License endorsement <b>NOT</b> permitted.</li> </ul>	<b>&gt; 3 years or rating not in licence</b>
<b>&lt; 3 years and rating in licence</b>	License endorsement <b>NOT</b> permitted	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>Examiner Assessment of competence</b></li> <li>License endorsement <b>NOT</b> permitted.</li> </ul>				
<b>&gt; 3 years or rating not in licence</b>	License endorsement <b>NOT</b> permitted					
<u>4.2 Licence endorsement procedures</u>						
The examiner is not allowed to enter any data in the Croatian pilot's licence.						
<u>4.3 Designation procedures</u>						
In accordance with the requirements in ARA.FCL.205(c), before any <b>skill test</b> is conducted an examiner shall send the following information listed, in <u>general section 2.4.1</u> , CCAA, to email: <a href="mailto:inoexaminers@ccaa.hr">inoexaminers@ccaa.hr</a> . The subject title of the email shall contain: "Skill test or Assessment of competence (as applicable) / examiner name / candidate name".						

The notification shall be send at least **5 working days** prior to the skill test, with the possibility to allow a change of the examiner up to **24 hours** before the event.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the CCAA [here](#).

Each individual skilltest item that is checked (line) examiner must mark with initials.

If a particular item / section is not applicable in the relevant skill test it is necessary to enter NOT APPLICABLE - abbreviated N/A. If item / section has not been checked it is required to enter Not Checked - abbreviated N/C (in the case that offered a number of possible exercises).

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

A scanned pdf of the completed exam form shall be sent without delay as an attachment to an e-mail to [inoexaminers@ccaa.hr](mailto:inoexaminers@ccaa.hr). Originals shall be handed to the applicant.

The subject title of the e-mail shall contain: "Skill test or proficiency check or assessment of competence (as applicable) / examiner name / candidate name".

#### 4.5 Safety criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Croatia.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The CCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

Examiner makes entry in the pilot's logbook, and completes all of relevant flight test form. Entries in the pilot's logbook are made in accordance with following instruction:

In the remarks section - enter the type of test that is performed, such as PC / ST / AC , role of the examiner (TRE, FE ...), and signature and number (stamp if applicable) of examiner certificate.

#### 4.8 Contact information

##### **Croatian Civil Aviation Agency**

Address: Ulica grada Vukovara 284, 10000 Zagreb

**Phone:** 00385 1 2369 382; 00385 1 2369 343

**Fax:** 00385 1 2369 301

**Website:** [www.ccaa.hr](http://www.ccaa.hr)

**E-mail:** [inoexaminers@ccaa.hr](mailto:inoexaminers@ccaa.hr)

### 3.5. CYPRUS

The Cyprus Department of Civil Aviation (Cyprus DCA)

#### 1. Liability

[General statement Section 2.2](#) applies.

#### 2. Accident Insurance

[General statement Section 2.2](#) applies.

#### 3. Data Protection

[General statement Section 2.3](#) applies.

#### 4. National Administrative Procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings	Licence proficiency check Class or type rating, IR		Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Notification mandatory</li> <li>Designation procedures apply</li> <li>Licence endorsements <b>NOT</b> permitted</li> </ul>	Not applicable		<ul style="list-style-type: none"> <li>Notification mandatory</li> <li>Designation procedures apply</li> <li>License endorsements <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>Notification procedures apply</li> <li>License endorsements permitted</li> </ul>		<ul style="list-style-type: none"> <li>Notification procedures apply</li> <li>License or Certificate endorsements permitted</li> <li><b>NOT</b> permitted for Examiners Certificate if rating has lapsed &gt;3 years, or rating not in license</li> </ul>
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in license</b>	License endorsements permitted	<ul style="list-style-type: none"> <li>Examiners Assessment only to be performed by Senior Examiners</li> </ul>
		<b>&gt; 3 years or rating not in license</b>	License endorsements <b>NOT</b> permitted	

#### 4.2 License Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's license if the rating is still included in the license. The authorisation required by ARA.FCL.200(c) before endorsing a pilot license for revalidating or renewing is hereby given.
- If the rating is not included in the license a new license with the renewed rating shall be issued by the Cyprus Department of Civil Aviation.
- The Examiner is not allowed to enter any new rating in the license after a passed skill test.
- In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case a document from an ATO must be submitted along with other required test/check documents.

#### 4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed, in **General section 2.4.1** to [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy)

The required skill test notification period is **5 days** prior to the test. A change of examiner up to **3 days** before the event is allowed. Shorter notice period may be accepted on a case-by-case basis.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained [here](#).

(<http://www.mcw.gov.cy/mcw/DCA/DCA.nsf/All/D9D4389C6387C5A0C2257930002B3C15?OpenDocument>)

The completed forms shall be sent to the Cyprus Department of Civil Aviation. The preferred method is to send the form as a scanned pdf attachment to an E-mail using [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy).

Alternatively the form may be send via postal service. See contact Information for address. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in **General section 2.4.2**.

#### 4.5 Safety Criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Cyprus.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination Fees

The Cyprus Department of Civil Aviation does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner Support Information

No further information.

4.8 Contact Information

Postal address:

Cyprus Department of Civil Aviation

27 Pindarou str,

1060, Nicosia, Cyprus

Tel: +357 22404126, +357 22404128

E-mail: [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy).

INTENTIONALLY BLANK



### 3.6. CZECH REPUBLIC

The Civil Aviation Authority of the Czech Republic (CAA CZ)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures  
The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsements are <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsements are <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsements permitted	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsements are permitted
		<b>&gt; 3 years or rating not in licence</b>	Licence endorsements are <b>NOT</b> permitted

4.2 Licence endorsement procedures  
Examiners are allowed to endorse revalidated ratings or renewed ratings in a pilot licence, provided that the rating has not expired for more than 3 years and is still in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

4.3 Designation procedures  
**CPL/IR/EIR/MEP land skill test:** Can be conducted by examiners approved by CAA CZ that are in the list of examiners at <http://www.caa.cz/file/5592> or <http://www.caa.cz/file/5630> . Other examiners can be appointed to conduct an individual skill test when they apply to do so at least 15 days prior to the skill test. The training

documentation of the applicant and the examiner`s pilot licence, medical certificate (if applicable) and examiner authorization shall be a part of the application.

**Proficiency checks for IR/EIR revalidation/ renewal on single-pilot aeroplanes and helicopters:** Can be conducted by examiners approved by CAA CZ that are in the list of examiners at <http://www.caa.cz/file/5592> or <http://www.caa.cz/file/5630>. Other examiners can be appointed to conduct an individual proficiency check when they apply to do so at least 15 days prior to the proficiency check. The examiner`s pilot licence, medical certificate (if applicable) and examiner authorization shall be a part of the application.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained [here](#). The forms from the other EASA MSs are also accepted.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#).

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found at the examiner`s handbook [here](#).

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The CAA CZ does not provide financial remuneration for expences or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

All the examiner support information including information for foreign examiners can be found [here](#).

#### 4.8 Contact information

Urad pro civilni letectvi

Letiste Ruzyne

Praha 6

160 08

The Czech Republic

E-mail: [caa@caa.cz](mailto:caa@caa.cz)

Website: [www.caa.cz](http://www.caa.cz)

### 3.7. DENMARK

Danish Transport Authority (Trafikstyrelsen)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply for initial instructor assessments.</li> <li>Examiner assessments only to be performed by senior examiners specifically approved by the Danish Transport authority.</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted, except on examiner certificates.	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsement permitted
		<b>&gt; 3 years or rating not in licence</b>	Licence endorsement <b>NOT</b> permitted

##### 4.2 Licence endorsement procedures

- The examiner may only enter the revalidated or renewed rating in the pilot’s licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

- If the rating is not included in the licence the Danish Transport Authority shall issue a new licence with the renewed rating.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- If the pilot would like to have a temporary licence he/she has to contact the Danish Transport Authority.

#### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205, before any **skill test** or **initial instructor assessments** are conducted an examiner shall send the following information listed in general section 2.4.1 to [flighttestbookings@TBST.dk](mailto:flighttestbookings@TBST.dk)

The required skill test notification period is **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here. (<http://examiner.dk/Test-Forms/Testforms>)

The Danish Transport Authority accepts all national variants of these forms except skill tests on multi-pilot airplanes where the Danish form shall be used.

The completed licensing skill test form shall be send to the Danish Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an e-mail using [info@TBST.dk](mailto:info@TBST.dk).

Alternatively the form may be send via postal service. See contact Information for address.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Denmark.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The Danish Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

Further information here. (<http://examiner.dk/>)

#### 4.8 Contact information

Correspondence address: Trafikstyrelsen/Danish Transport Authority

Edvard Thomsens Vej 14, DK-2300 København S, Denmark.

Tel. +45 7221 8800

E-mail: [info@trafikstyrelsen.dk](mailto:info@trafikstyrelsen.dk)

Website: [www.trafikstyrelsen.dk](http://www.trafikstyrelsen.dk)

### 3.8. ESTONIA

Estonian Civil Aviation Administration (Lennuamet)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies. Further information can be found in <u>Personal Data Protection Act</u> .

<b>4.National administrative procedures</b>			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Designation procedures apply</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	Licence endorsement <b>NOT</b> permitted
<b>Revalidation</b>	Not applicable	Licence endorsement <b>NOT</b> permitted	
<b>Renewal</b>	Not applicable	< 3 years <u>and</u> rating in licence	Licence endorsement <b>NOT</b> permitted
		> 3 years <u>or</u> rating not in licence	
4.2 Licence endorsement procedures			
Licence endorsement <b>NOT</b> permitted except if specifically authorised by Estonian CAA (before skill test on FFS the examiner must receive instructions from Estonian CAA with regard to possible entries on licence).			
4.3 Designation procedures			
In accordance with the requirements in ARA.FCL.205(c), before any <b>skill test</b> is conducted an examiner shall send the following information listed in <u>general section 2.4.1</u> to <a href="mailto:fcl@ecaa.ee">fcl@ecaa.ee</a> .			

The required skill test notification period is **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed.

Any **skill test** can only be conducted by an examiner designated by Estonian CAA. Applicants for the skill test shall apply to Estonian CAA for designation of examiner. Estonian CAA will provide the applicant and the examiner with a written authorisation for conducting the skill test. An examiner may not conduct a skill test unless he/she has been authorized to do so in writing (on the designation form) by Estonian CAA.

In case a change of examiner takes place outside Estonian CAA office hours (**Mon-Thu 08:00-16:00, Fri 08:00-15:00 LT**), a new examiner may conduct the skill test without designation given his examiner certificate contains the privilege to conduct the required skill test.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained [here](#).

**Note:** if competency in performance-based navigation (PBN) is checked, the examiner must use PBN forms.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#). (including proof of **PBN privileges**, if applicable) and shall be sent to [fcl@ecaa.ee](mailto:fcl@ecaa.ee). Original skill test/ proficiency check/ assessment of competence form shall be handed to the applicant.

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Estonia.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The Estonian CAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.8 Contact information

Correspondence address:

Lennuamet/Estonian Civil Aviation Administration

Lõõtsa 5, 11415 Tallinn, Estonia.

Tel. +372 610 3500

Fax +372 610 3501

E-mail: [fcl@ecaa.ee](mailto:fcl@ecaa.ee)

Website: [www.ecaa.ee](http://www.ecaa.ee)

### 3.9. FINLAND

Finnish Transport Safety Agency (Trafi)

#### 1. Liability

General statement Section 2.2 applies. In addition, when flying a Finnish aircraft, any liability for loss or damage in an accident is partly determined on the basis of the flight examiner status. The examiner usually acts as PIC, but when revalidating a rating on a proficiency check, the examinee may act as PIC if he/she holds the required ratings. The command responsibility must be determined at the latest during flight preparation and stated in the flight plan. Responsibility for operational safety during the flight rests with the PIC.

Examiners shall make sure that they have the right to act as PIC for the flight in question. In accordance with the Finnish Aviation act, the owner, possessor or operator of the aircraft decides on the pilot-in-command and safe manning.

When flying in Finland using Finnish aircraft, any liability for damages is determined in accordance with Section 142 of the Finnish Aviation Act (1194/2009). Usually the aircraft owner, possessor and operator are jointly and severally liable for any damage caused. The provisions of the Tort Liability Act (412/1974) are applied to the division of liability between employer and employee, determination of the value of damage, and to any adjustment of compensation.

When the examiner conducts a skill test, proficiency check or assessment of competence on which he/she has personally agreed with the examinee or his/her instructor, the examiner has either the status of a hired employee or an independent contractor, depending on the type of employment or contract relationship, as regards the liability for damages. An examiner who conducts a skill test/proficiency check at the request of an authority who nominates him/her for the task – with the examiner's consent - is also regarded as a contractor.

#### 2. Accident insurance

General statement Section 2.2 applies. In addition, national provisions on the minimum insurance cover for aircraft crew (instructor and student pilot) are contained in Section 145 of the Finnish Aviation Act (1194/2009), but only for initial flight training ("seat insurance").

Based on his/her employment relationship, the examiner may be covered by the employer's insurance against accidents at work. Examiners who do not work for an employer are regarded as contractors and must look after their insurance cover themselves.

It is not mandatory to insure the aircraft against loss or damage. Anyone using the aircraft may check its insurance details. If the aircraft has no insurance, the examiner may take a liability insurance against loss or damage of the aircraft.

For some aircraft, the insurance terms may contain additional requirements concerning e.g. the PIC's licences, ratings, total flying experience or experience on that aircraft type or variant.

The aircraft operator (examiner/applicant) shall make sure that the third-part liability insurance is valid on every flight.

When using an aircraft registered in another country, it is important to ensure an adequate insurance cover both for the examiner and the applicant on each flight separately.

#### 3. Data protection

General statement Section 2.3 applies. In addition, the Act on the Openness of Government Activities (621/1999) specifies that the applicant's identity number or secret telephone number shall not be made public or used in any official documents. Information on the applicant's

FINLAND

domicile, place of residence, temporary place of residence, telephone number (even if not secret) and other contact details shall also be kept secret on request.

The applicant’s identity shall be reliably identified.

The skill test / proficiency check report becomes public when it is completed and signed, regardless of any verbal assessments or reasons for failing explained. The completed report shall be distributed to:

- the examinee (original)
- examinee’s licensing authority (copy)
- examiner’s licensing authority (copy)
- the examiner (copy must be retained for 5 years)
- the instructor as feedback if a new licence or rating is issued (Ref. AMC2 FCL.1015 Examiner standardisation, purpose of a test or check, paragraph d) (copy)

4.National administrative procedures				
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR		Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Designation procedures apply to <b>CPL, IR and ATPL</b></li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable		<ul style="list-style-type: none"> <li>▪ Designation procedures apply to <b>Examiner and Instructor Assessment of competence</b></li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted		<ul style="list-style-type: none"> <li>▪ Designation procedures apply to <b>Examiner and Instructor Assessment of competence</b></li> <li>▪ Licence endorsement permitted</li> </ul>
<b>Renewal</b>	Not applicable	<b>rating in licence</b>	Licence endorsement permitted	<ul style="list-style-type: none"> <li>▪ Designation procedures apply to <b>Examiner and Instructor Assessment of competence</b></li> <li>▪ Licence endorsement permitted if rating in licence</li> </ul>
		<b>rating not in licence</b>	Licence endorsement <b>NOT</b> permitted	
<u>4.2 Licence endorsement procedures</u>				



- The examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- The examiner is allowed to enter PBN/IR endorsement in the licence.
- The examiner is allowed to issue a temporary rating according to the Instructions for Implementation for temporary ratings.

#### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before **CPL, IR and ATPL skill tests** or **instructor and examiner assessment of competence** is conducted an examiner shall send the following information located, in general section 2.4.1, to [lentokokeet@trafi.fi](mailto:lentokokeet@trafi.fi).

The required skill test and **assessment of competence** notification period is **14 days** prior to the skill test or assessment of competence. A last minute change of examiner can be approved at the discretion of the Competent Authority.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

All the documents must be sent by e-mail to [kirjaamo@trafi.fi](mailto:kirjaamo@trafi.fi).

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Finland.

References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

Trafi does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate. A fee of 50 euro will be charged by Trafi for the designation of an examiner for a skill test or an assessment of competence. This fee will be charged from the candidate requesting the examiner designation, unless otherwise specified on the designation request.

#### 4.7 Examiner support information

No further information.

#### 4.8 Contact information

Telephone switchboard: +358 29 534 5000

Correspondence address: Finnish Transport Safety Agency, Registry, PO Box 320, FI-00101 Helsinki, Finland.

E-Mail: Registry email: [kirjaamo@trafi.fi](mailto:kirjaamo@trafi.fi)

Website: <http://www.trafi.fi/en>

INTENTIONALLY BLANK

### 3.10. FRANCE

French Civil Aviation Authority (DGAC)

<b>1.Liability</b>
<a href="#">General statement Section 2.2</a> applies. In addition, the safety pilot is fully responsible for the safety during the skill test, proficiency check or assessment of competence, in an FSTD or when acting as PIC in an aircraft.

<b>2.Accident insurance</b>
<a href="#">General statement Section 2.2</a> applies.

<b>3.Data protection</b>
<a href="#">General statement Section 2.3</a> applies.

<b>4.National administrative procedures</b>			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, SPL,PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply for instructor AoC only (initial instructor assessment of competence and assessment of competence for the extension of instructor privileges).</li> <li><b>NOT</b> permitted for examiner certificates</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	<ul style="list-style-type: none"> <li><b>NOT</b> permitted for examiner certificates</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Renewal</b>	Not applicable	<ul style="list-style-type: none"> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	<ul style="list-style-type: none"> <li><b>NOT</b> permitted for examiner certificates</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>

#### 4.2 Licence endorsement procedures

- Licence endorsement **NOT** permitted – Non-French examiners are not allowed to make any entry or a signature in a licence issued by France.
- Skill tests/proficiency checks must be recorded on the appropriate DGAC form downloadable from DGAC website (see the links in section 4.4 below).

#### 4.3 Designation procedures

***First, whether the examiner is conducting a test in a French approved ATO or not, THE EXAMINER MUST BE REGISTERED on the non-french examiners list before any skill test, initial assessment of competence or privilege extension assessment of competence. To do so, please visit our dedicated webpage : [Non-French Examiners website](#).***

The registration process can take up to 1 month after the application has been sent.

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the relevant information listed in [general section 2.4.1](#), to [dsac-test-notification-bf@aviation-civile.gouv.fr](mailto:dsac-test-notification-bf@aviation-civile.gouv.fr).

*4.3.1 This procedure concerns CPL, IR, ATPL skill tests, initial instructor **assessment of competence** and **assessment of competence** for the extension of instructor privileges conducted out of a French-approved ATO.*

The examiner sends a notification e-mail for the planned skill test **at least 15 calendar days** before the event. Only non-French examiners who are registered (certification valid at the date of the test) on the French list of examiners can be proposed.

As long as the examiner receives the automated acknowledgement of his/her notification email, this fulfills the notification requirement. Unless he/she receives an additional e-mail from DGAC (no later than 5 days before the planned skill test) including constraints/orders, the examiner can conduct the skill test at the date stated in the initial notification e-mail.

Process: e-mails must be sent to [dsac-test-notification-bf@aviation-civile.gouv.fr](mailto:dsac-test-notification-bf@aviation-civile.gouv.fr)

*N.B.1 Information for CPL/IR skill tests :*

Flight tests for **CPL and IR skill tests** must be conducted **separately, by two different examiners**.

*N.B.2 Information about candidates registration for ATPL, CPL and IR skill tests :*

Before any ATPL, CPL, and IR skill test is conducted, the candidate must be registered for the skill test and must have received her/his letter of acceptance to take the test sent by the relevant administrators of the examinations office.

This candidate registration procedure is independent from the DGAC requirements for the examiner.

**Candidates for ATPL, CPL, and IR skill tests must complete the DGAC registration procedure for ATPL, CPL, or IR skill test before the examiner notifies the skill test.**

Once the candidate is registered for the skill test and has received his/her letter of acceptance from the DGAC examinations office, the skill test can be conducted (provided the examiner is registered on the non-french examiners list, has notified the skill test and is allowed to conduct the skill test after the notification). **Otherwise, the skill test can not be conducted.**

Registration forms for ATPL, CPL, IR candidates on aeroplanes: [here](#)  
Registration forms for ATPL, CPL, IR candidates on helicopters: [here](#)

4.3.2 For all other skill tests for the issuance of a licence (LAPL, PPL, ...) and Class Rating/TypeRating skill tests conducted out of a French-approved ATO.

Non-French examiners must inform DGAC of their intention to conduct the test **at least 5 working days** before the event by sending the corresponding notification e-mail. Only non-French examiners who are registered (certification valid at the date of the skill test) on the French list of examiners can be proposed. As long as the examiner receives the automated acknowledgement of his/her notification e-mail, this fulfills the notification requirement. Unless he/she receives an additional e-mail from DGAC (no later than 24 hours after the notification) including additional constraints/orders, the examiner can conduct the skill test at the date stated in the initial notification e-mail.

Process: e-mails must be sent to [dsac-test-notification-bf@aviation-civile.gouv.fr](mailto:dsac-test-notification-bf@aviation-civile.gouv.fr)

N.B.1 Information about candidates registration for PPL and LAPL skill tests :

Before any PPL and LAPL skill test is conducted, the candidate must be registered for the skill test and must have received her/his letter of acceptance to take the skill test sent by the relevant administrators of the licensing office.

This candidate registration procedure is independent from the DGAC requirements for the examiner.

**Candidates for PPL and LAPL skill tests must complete the DGAC registration procedure for PPL or LAPL skill test before the examiner notifies the skill test.**

Once the candidate is registered for the skill test and has received from the DGAC licencing office his/her letter of acceptance to take the skill test, the skill test can be conducted (provided the examiner is registered on the non-french examiners list, has notified the skill test and is allowed to conduct the skill test after the notification). **Otherwise, the skill test can not be conducted.**

[Registration form for LAPL, PPL candidates on aeroplanes/helicopters : here](#)

N.B.2 For LPCs, revalidation/renewal of instructor certificate;

The examiner do not need to be registered on the non-french examiners list.

Test notification is not requested anymore for licence proficiency check. Please review our national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees available in the document *Procedures for examiners* located [here](#).

N.B.3 Information for flight examiners for sailplanes who intend to conduct a BPP skill test:

BPP (in French : "Brevet de pilote planeur") : french national licence for sailplanes.

Any flight examiner for sailplanes who plans to perform a BPP skill test is kindly invited to read the document *Procedures for examiners* located [here](#)

#### 4.4 Skill test, proficiency check or assessment of competence forms

The skill test, proficiency check or Assessment of competence **forms** can be obtained for aeroplanes [here](#), helicopters [here and sailplanes here](#).

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

Process: e-mails must be sent to [dsac-test-notification-bf@aviation-civile.gouv.fr](mailto:dsac-test-notification-bf@aviation-civile.gouv.fr)

The examiner must give a copy of his licence, copy of his examiner's certificate and the original skill test form to the candidate who will subsequently give them to his **licensing office** to have his licence updated.

Concerning LAPL, PPL skill tests, in addition to the forwarded copy of the report sent by the examiner at [dsac-test-notification-bf@aviation-civile.gouv.fr](mailto:dsac-test-notification-bf@aviation-civile.gouv.fr), it is the candidate's responsibility to send the original skill test/proficiency check record form, a copy of the examiner's licence and a copy of the examiner's certificate to his **licensing office** to have his licence issued.

Concerning ATPL, CPL and IR skill-tests, in addition to the forwarded copy of the report sent by the examiner at [dsac-test-notification-bf@aviation-civile.gouv.fr](mailto:dsac-test-notification-bf@aviation-civile.gouv.fr), it is the candidate's responsibility to send the original skill test/proficiency check record form, a copy of the examiner's licence and a copy of the examiner's certificate to the relevant administrators in the **examination office**.

#### 4.5 Safety criteria

At this stage, the DGAC has not issued specific safety criteria in English.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The DGAC does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

*Procedures for examiners* located [here](#), to be reviewed in addition to the EDD.

#### 4.8 Contact information

Correspondence address:

DSAC/PN/EXA,

50 rue Henry Farman,

75720, PARIS, CEDEX 15,

France.

E-mail: [examineurs.pro@aviation-civile.gouv.fr](mailto:examineurs.pro@aviation-civile.gouv.fr)

[Website](#)

### 3.11. GERMANY

Luftfahrt-Bundesamt (LBA)

<b>1.Liability</b>
General statement Section 2.2 applies..

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies. In addition, the Directive 95/46/EC of the European Parliament and the Council, implemented into national law through the Bundesdatenschutzgesetz (Federal Data Protection Act), has to be obeyed.

#### 4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures  
 The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence ( Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Designation procedures apply, except for class or type rating</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted	
<b>Renewal</b>	Not applicable	Licence endorsement <b>NOT</b> permitted	

4.2 Licence Endorsement Procedures  
 The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence is hereby given for revalidating only. ARA.FCL.200(c) is applicable only, if the examiner has conducted the skill test personally.

4.3 Designation procedures  
 In accordance with the requirements in ARA.FCL.205(c) **Skill tests** concerning the first issue of licenses or IR are subject to the following designation procedure:

4.3.1 Designation procedures for PPL(As), CPL, ATPL, MPL and IR:  
 Prior to conduct a skill test concerning CPL, ATPL, MPL and IR on a German licensed pilot whose licence has been issued by the LBA, a foreign examiner has to send a [test notification](#)

to the e-mail address [testnotifications@lba.de](mailto:testnotifications@lba.de) at least 48 hrs in advance. (Notifications prior to administering proficiency checks or assessments of competence are not to be sent). The receipt of the test notification will not be acknowledged by the LBA, and there is no need to await an approval for conducting the test. There is no designation procedure for the first issue of class ratings and type ratings.

#### 4.3.2 Designation procedures for LAPL, SPL, BPL and PPL except PPL(As) and IR:

The German federal states, depending on the applicant's residence, are competent for the first issue of these licenses. Hence, the competent aeronautical authorities of the relevant federal states will designate the examiner. The designation procedures are described as follows:

The ATO notifies the competent authority of the relevant federal state about the completion of the applicant's flight training. The competent authority will then designate the examiner for the skill test.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the LBA homepage in English or German language.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information according to Part-FCL.1030:

- Copy of the examiner's licence
- Copy of the examiner's certificate
- Copy of the examiner's medical certificate
- Copy of endorsed licence (if entry on licence by examiner)

These documents shall be submitted to the competent authority after having conducted the test and only **by posted-mail or fax** (see below under 4.8). Transmission by e-mail attachment is not admissible.

#### 4.5 Safety criteria

During the conduct of skill tests, proficiency checks and assessments of competence in an **aircraft**, only the following persons are admitted to be on board:

- the applicant(s) involved
- the examiner(s)

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

#### 4.6 Examination fees

The LBA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

The competent aeronautical authorities of the relevant federal states have different procedures. For further information the examiner shall contact the relevant competent aeronautical authority (see below under 4.8.1).

#### 4.7 Examiner support information

No further information.

#### 4.8 Contact information

##### 4.8.1 For LAPL, SPL, BPL and PPL except PPL(As) and IR



Please consult the competent authority of the respective federal state, depending on the applicant's place of residence. See AIP Germany, Part VFR, Pages GEN 1-7 to GEN 1-10 or use the homepage of the Luftfahrt-Bundesamt. Under "Service", A - Z, Letter L, Landesluftfahrtbehörden (Aeronautical Authorities of the Federal States) you will find the relevant information on the competent authorities of the Federal States.

4.8.2 For the issues concerning PPL(As), CPL, ATPL, MPL and IR

Luftfahrt-Bundesamt  
Referat L4 (Licensing Department)  
38144 Braunschweig  
GERMANY  
fax: +49 531 2355 4498

Email for general enquiries: [aircrew@lba.de](mailto:aircrew@lba.de) (**not to be used for transmission of examiner reports and copies of other documents**)

INTENTIONALLY BLANK

### 3.12. GREECE

The Civil Aviation Authority of the Hellenic Republic (HCAA)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures  
The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or xaminer certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Designation procedures apply</li> <li>▪ Licence endorsements <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>▪ Designation procedures apply</li> <li>▪ Licence endorsements <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsements permitted	Licence endorsements <b>NOT</b> permitted
<b>Renewal</b>	Not applicable	Licence endorsement <b>NOT</b> permitted	

4.2 Licence endorsement procedures  
Examiners are allowed to endorse revalidated ratings in a pilot licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidation is hereby given. The authorisation required by ARA.FCL.215 (b), (c), only for revalidation purposes, is hereby given.

4.3 Designation procedures  
In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the test notification with the following information as listed in the general section 2.4.1, to: [examiners@hcaa.gr](mailto:examiners@hcaa.gr). **Additionally**, before the conduct of any skill test, proficiency check, or assessment of competence, copies of: examiner's licence, examiner's certificate, and applicant's licence shall be included in the notification information.  
**ATPL skill test**, may only be conducted by examiners **specifically authorised** by HCAA licensing section. Prior request sent to: [d2b@hcaa.gr](mailto:d2b@hcaa.gr), and [examiners@hcaa.gr](mailto:examiners@hcaa.gr)  
**Assessment of competence for FI (FCL.905.FI (i) privileges** may only be conducted with the presence of an HCAA inspector.

**ATPL skill test**, and **FI (FCL.905.FI (i) assessment of competence**, require prior acknowledgement (e-mail) by HCAA.

No equivalent restrictions apply for other assessment of competence, concerning instructor ratings, or class/type rating tests (licensing skill test/proficiency check), except the ones listed in general section 2.4.1 and 4.3 (Designation procedures).

Formal notification: **7 days** prior to the test with the possibility to change the examiner, **3 days** before the event is accepted. Shorter notice period may be accepted on a case-by-case basis.

Notifications for class/type rating tests (licensing skill test/proficiency check) will not be acknowledged. In case of any objection, examiner will be notified by email, up to three days before the intended date of test conduct.

#### 4.4 Skill test, proficiency check or assessment of competence forms

**ONLY** HCAA forms are accepted.

The forms can be obtained here.

#### **Following statement must be signed by examiner on applicable form:**

'I hereby declare that I, [*name examiner*], have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version [*insert document version, i.e. 01-2014*] of the Examiner Differences Document. [*enter date & signature*]'. Please ensure that you enter the relevant details and sign the declaration accordingly each time you conduct a test, check or assessment of competence.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information according to Part-FCL.1030:

- Copy of the examiner's licence
- Copy of the examiner's certificate
- Copy of the examiner's medical certificate
- Copy of endorsed licence (if entry on licence by examiner)

These documents shall be submitted to the competent authority after having conducted the test and only **by posted-mail or fax** (see below under 4.8). Transmission by e-mail attachment is not admissible.

#### 4.5 Safety criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Greece.

During the conduct of skill tests, proficiency checks and assessments of competence in an **aircraft**, only the following persons are admitted to be on board:

- the applicant(s) involved
- the examiner(s)

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The HCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

All the examiner support information including information for foreign examiners can be found [here](#). and [here](#).

#### 4.8 Contact information

1, Vasileos Georgiou Av. HELLINIKO T.K. 16604

Hellenic Civil Aviation Authority

P.O.Box 70360, 16610 Glyfada, GREECE

E-mail: [examiners@hcaa.gr](mailto:examiners@hcaa.gr) , [d2b@hcaa.gr](mailto:d2b@hcaa.gr) Website: [www.hcaa.gr](http://www.hcaa.gr)

Fax: +30 210 997 3060

INTENTIONALLY BLANK

### 3.13. HUNGARY

Hungarian Civil Aviation Authority (MND-AA)

#### 1.Liability

[General statement Section 2.2](#) applies.

#### 2.Accident insurance

[General statement Section 2.2](#) applies.

#### 3.Data protection

[General statement Section 2.3](#) applies. In addition, year 2011 [CXII Hungarian Federal Data Protection Act](#) must be obeyed as follows;

**Relevant except of the relevant CXII Hungarian Federal Data Protection Act "2011. évi CXII., az információs önrendelkezési jogról és az információs szabadságról törvény"**

1. The object of the Act is to define the fundamental rules applied in connection with controlling data with the aim of ensuring that the controllers respect the private sphere of natural persons. So personal data, i.e. data relating to the data subject as well as conclusions drawn from the data in regard to the data subject may be controlled if
  - a) the data subject agrees to it (except if it is not possible to obtain the consent of the data subject or even if the cost of doing so is excessively high and the personal data must be controlled to fulfill legal obligations applicable to the controller, or to enforce the rightful interests of the controller or third parties and the enforcement of such interests is proportionate to the restrictions pertaining to the right to the protection of personal data), or
  - b) it is provided for by law or by or pursuant to a local government decree for a purpose based on public interest (hereinafter mandatory data control).
2. Personal data may exclusively be controlled for a specific purpose to the extent and for the time required to achieve the goal. Data must be recorded and controlled in a fair and legal manner. It has to be ensured during the course of control that the data are accurate, complete and updated, and that the data subject is only identifiable for the time required for the data control. Through the institution of the appropriate measures the data must be particularly protected from unauthorised access, modification, transfer, disclosure, deletion or destruction, accidental destruction and damage as well as disabled access occurring due to changes to the technology applied.
3. Prior to control being initiated the data subject must be explicitly informed in detail of every fact relating to the control of their data, and therefore in particular, of the objective of the control and its legal grounds, the individual authorised to control and process the data, the duration of the control process, as well as of who is authorised to acquire knowledge of this data. This information must equally detail the rights and legal redress opportunities the data subject has in connection with control. Furthermore the data subject may request from the controller information on the control of personal data, correction of personal data, and deletion, blocking of personal data, with the exception of mandatory control.
4. The controller shall correct the personal data should the personal data not be authentic and the controller has access to the authentic personal data.

Personal data must be deleted should

- a. its control be illegal;

HUNGARY

- b. it have been requested by the data subject in accordance with point c) of Section 14;
  - c. it be incomplete or incorrect – and this cannot be legitimately changed – on condition that the law does not rule out deletion;
  - d. the objective of the control have ceased to exist or the period defined in the relevant legislation for storing the data have expired;
  - e. it have been ordered by the court or the Authority.
5. Instead of deletion, the controller blocks the personal data should the data subject request this, or in the event that the basis of the information available, deletion would presumably violate the rightful interests of the data subject. Personal data blocked through such means may exclusively be controlled while the control objective remains valid which barred the deletion of the personal data.
  6. The data subject, as well as everyone to whom the data was transferred for control purposes, must be notified of any correction, blocking and deletion. Exemptions apply should this not violate the rightful interest of the data subject in respect of the objective of control.
  7. The controller shall be obliged to compensate for damages caused to others as an outcome of the illegitimate control of the data of the data subject or a breach of data security requirements. The controller shall be exempt from liability should they be able to prove that the damages were caused by circumstances beyond their immediate control. Damages do not need to be compensated should they have ensued from the deliberate or serious negligence of the aggrieved party.

**4.National administrative procedures**

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or xaminer certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Designation procedures apply.</li> <li>▪ 48 hrs notification mandatory via eHivatal, see 4.3</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>▪ Designation procedures apply.</li> <li>▪ 48 hrs prior notification mandatory via eHivatal, see 4.3.</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>▪ 48 hrs prior notification mandatory via eHivatal, see 4.3</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	
<b>Renewal</b>	Not applicable	<p><b>&lt; 3 years and rating in licence</b></p> <ul style="list-style-type: none"> <li>▪ 48 hrs prior notification mandatory via eHivatal, see 4.3 .</li> </ul>	



		<b>&gt; 3 years or rating not in licence</b>	▪ Licence endorsement <b>NOT</b> permitted.
--	--	--	---

<p><u>4.2 Licence endorsement procedures</u> Not applicable for examiners, only the MND-AA is allowed to make licence endorsements.</p>
<p><u>4.3 Registration / Designation/ Notification procedures</u></p> <p>The MND-AA operates an online administration interface, which called <b>eHivatal</b>. The eHivatal interface accepts only the registered examiners to report planned exams.</p> <p><u>Registration procedure</u> For registration please send an e-mail to the following e-mail address: <a href="mailto:ehivatal@nfm.gov.hu">ehivatal@nfm.gov.hu</a>: Attach the following copies in PDF format in <b>readable quality</b>:</p> <ul style="list-style-type: none"> <li>• scanned copy of licence,</li> <li>• scanned copy of medical certificate, (does not apply to SFE)</li> <li>• scanned copy of examiner’s authorization issued by the EU Member State.</li> </ul> <p>Based on the sent e-mail the examiner receives a reply with further registration instructions in 7 days. Examiner must finish registration process according to instructions in reply to be able to send exam notification required in table 4.1 above.</p> <p><u>Designation procedure applies for any <b>skill test or initial assessment of competence</b>:</u></p> <p>In accordance with the requirements in ARA.FCL.205(c), for any <b>skill Test or initial assessment of aompetence</b> the MND-AA nominates the examiner to conduct the examination.</p> <p>MND-AA upon receiving the information of planned skill test or initial assessment of competence will designate the Examiner in an e-mail generated by eHivatal. Designated examiner must report planned exam via eHivatal 48 hrs prior.</p> <p><u>Notification procedure applies <b>for any revalidation and renewal</b>:</u></p> <p>Minimum 48 hrs before any proficiency check conduted Examiner <b>must notify MND-AA via eHivatal</b></p>
<p><u>4.4 Skill test, proficiency check or assessment of competence forms</u></p> <p>The forms can be obtained from MND-AA here: <a href="http://www.nkh.gov.hu/web/leguqyi-hivatal/vizsgaztatok">http://www.nkh.gov.hu/web/leguqyi-hivatal/vizsgaztatok</a>.</p> <p><b>After completion of a skill test, proficiency check or assessment of competence:</b> It is the obligation and responsibility of the examiner <b>to give the original report form to the applicant</b> and <b>upload the copy of report form to the eHivatal</b>.</p>
<p><u>4.5 Safety criteria</u></p> <p>The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Hungary.</p>

HUNGARY

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

MND-AA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

No further information.

#### 4.8 Contact information

Ministry of National Development  
Deputy State-Secretariat of Transport Authority  
Licensing Department  
Budapest  
PO. box: 1.  
1440  
[www.nkh.gov.hu](http://www.nkh.gov.hu)  
[caa@nfm.gov.hu](mailto:caa@nfm.gov.hu)

### 3.14. ICELAND

The Icelandic Transport Authority (Samgöngustofa)

<b>1.Liability</b>
<a href="#">General statement Section 2.2</a> applies.

<b>2.Accident insurance</b>
<a href="#">General statement Section 2.2</a> applies.

<b>3.Data protection</b>
<a href="#">General statement Section 2.3</a> applies.

<b>4.National administrative procedures</b>
---

4.1 Skill test, proficiency check and assessment of competence procedures. The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted	Licence endorsement permitted, except for examiner certificates
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsement permitted
		<b>&gt; 3 years or rating not in licence</b>	Licence endorsement <b>NOT</b> permitted

4.2 Licence endorsement procedures

- The examiner may only enter the revalidated or renewed rating in the pilot’s licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- If the rating is not included in the licence a new licence with the renewed rating shall be issued by the Samgöngustofa.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case a document from an ATO must be submitted along with other required skill test/proficiency check documents.

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed, in [general section 2.4.1](#) to [examiners@icetra.is](mailto:examiners@icetra.is). **Samgöngustofa reserves the right to assign a different examiner or send an inspector to monitor the event. In that case the examiner in question will be notified.**

The required skill test notification period is **7 days** prior to the skill test. A change of examiner up to 1 hour before the event is allowed.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained [here](#).

The completed forms shall be send to the Icelandic Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an E-mail using [fcl@icetra.is](mailto:fcl@icetra.is).

Alternatively the form may be send via postal service. See contact Information for address.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#).

#### **Information regarding PBN privileges**

**If theoretical and practical PBN competency is demonstrated during a skill test/proficiency check, the examiner must endorse the applicant's logbook and submit a PBN qualification confirmation to ICETRA, [fcl@icetra.is](mailto:fcl@icetra.is). The form can be found on ICETRA website:**

[https://www.icetra.is/media/eydublod/flug/lf/PBN-qualification-confirmation\\_v1.2.pdf](https://www.icetra.is/media/eydublod/flug/lf/PBN-qualification-confirmation_v1.2.pdf)

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Iceland.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The Icelandic Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

No further information.

#### 4.8 Contact information

Postal address:

Icelandic Transport Authority

Armuli 2

108 Reykjavik

Iceland

Tel: +354 480 6000

E-mail: [fcl@icetra.is](mailto:fcl@icetra.is)

Website: [www.icetra.is](http://www.icetra.is)

### 3.15. IRELAND

Irish Aviation Authority (IAA)

<b>1.Liability</b>
<p>General Statement Section 2.2 <b>does not apply</b>. Please refer to Examiner Liability section of IAA’s <b>national administrative procedures</b> contained in personnellicensing advisory memorandum (PLAM) Reference No. 01/14 in the ‘Flight Examiner Standardisation Information Area’ of the IAA website. <a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a></p>

<b>2.Accident insurance</b>
<p>General statement Section 2.2 <b>does not apply</b>. Please refer to ‘Aircraft Insurance section’ of IAA’s <b>National Administrative Procedures</b> contained in PLAM Reference No. 01/14 in the ‘Flight Examiner Standardisation Information Area’ of the IAA website.</p> <p><a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a></p>

<b>3.Data protection</b>
<p>General Statement Section 2.3 <b>does not apply</b>. Please refer to Data Protection section of IAA’s <b>national administrative procedures</b> contained in PLAM Reference No. 01/14 in the ‘Flight Examiner Standardisation Information Area’ of the IAA website.</p> <p><a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a></p>

<b>4.National administrative procedures</b>
---

4.1 Skill test, proficiency check and assessment of competence procedures  
 The table below illustrates the applicable procedures.

Type of Test/Check	Licence skill test LAPL, PPL, CPL, ATPL, MPL, all ratings	Licence proficiency check Class/Type ratings/ All other ratings	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	Designation procedures apply See: <a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a>	<a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a>	<a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a>
<b>Revalidation</b>	Not applicable	Refer to <a href="#">PLAM 04/13</a>	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Designation procedures apply
	Not applicable	<b>&gt; 3 years or rating not in licence</b>	

4.2 Licence endorsement procedures  
 The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given subject to the conditions detailed in [PLAM 04/13](#) - [PLAM 04/13](#)

#### 4.3 Designation procedures

4.3.1. When developing designation procedures for examiners conducting skill tests, proficiency checks or assessments of competence on holders of AN IAA issued pilot licence, the requirements of the the 'Aircrew Regulation' ((EU) 1178/2011 as amended) have been considered. Particularly, but not exclusively, the requirements of:

- FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence
- ARA.FCL.205 Monitoring of examiners

4.3.1.1. In accordance with the requirements in ARA.FCL.205 (a) and (c) and the IAA's **examiner oversight programme**, before any **licence skill test, licence proficiency check** or **assessment of competence** is conducted, an examiner shall:-

- Notify the IAA of the time and place of the intended skill test, proficiency check or assessment of competence according to the minimum time periods specified in the IAA's **national administrative procedures**, via the notification link on the IAA examiner standardisation website.
- Send the required information and declarations in accordance with Appendix 1 – "**IAA National Administrative Procedures**" – set out in **PLAM 01/14**

**Note 1:** Examiners shall be automatically designated for skill tests by e-mail response to the "Notification of Test" link on the examiner standardisation website.

**Note 2:** The IAA **does not differentiate** between examiners holding an IAA issued examiner certificate and an examiner holding an examiner certificate from another EASAMS. **All Examiners** are subject to the same oversight program and notification procedures.

**Note 3:** All Examiners shall be required to make a declaration via the notification link and on the e-mail response that they have reviewed the latest available IAA procedures.

Please see: [IAA EXAMINER STANDARDISATION WEBSITE](#)

#### 4.4 Skill test, proficiency check or assessment of competence forms

4.4.1. For information on the allowed forms please see the see IAA's **national administrative procedures**.

#### 4.5 Safety criteria

The safety criteria at the flight examiner standardisation information area of the IAA website: [IAA EXAMINER STANDARDISATION WEBSITE](#)

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

Unless otherwise agreed in advance, the IAA does not provide financial remuneration for expenses or services provided by any examiner (see IAA's **national administrative procedures**)

#### 4.7 Examiner support information

Please see IAA's **national administrative procedures**

[IAA EXAMINER STANDARDISATION WEBSITE](#)

#### 4.8 Contact information

**Address:** Irish Aviation Authority

Personnel Licensing Office,  
The Times Building,  
11-12 D'Olier Street,  
Dublin 2,  
Ireland

**Tel:** +353 1 603 1109

**Fax:** +353 1 677 7484

**Email** [licensing@iaa.ie](mailto:licensing@iaa.ie)

INTENTIONALLY BLANK



### 3.16. ITALY

CAA-Italy - ENAC (Ente Nazionale per l'Aviazione Civile)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident Insurance</b>
General statement Section 1.2 applies. No further requirements.

<b>3.Data Protection</b>
Obligations and responsibility of the examiner, concerning protection of personal and sensitive data, are prescribed by Italian law DL 196/2003. The law provides definitions and modalities for processing data and is available in English language at the web page <a href="http://www.garanteprivacy.it/web/guest/home_en/italian-legislation">http://www.garanteprivacy.it/web/guest/home_en/italian-legislation</a>

<b>4.National administrative procedures</b>			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR	Licence Proficiency Check class or type ratings/ IR	Assessment of Competence Instructor or examiner certificate
<b>Initial</b>	Designation procedures apply (see 4.3 below) Licence endorsement not permitted	Designation procedures apply (see 4.3 below) Licence endorsement not permitted	Designation procedures apply (see 4.3 below) Licence endorsement not permitted
<b>Revalidation</b>	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted
<b>Renewal</b>	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted
4.2 Licence endorsement procedures			
<ul style="list-style-type: none"> <li>▪ The examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.</li> <li>▪ If the rating is not included in the licence the ENAC shall issue a new print of the licence with the rating to be endorsed.</li> </ul>			

ITALY

<ul style="list-style-type: none"> <li>The examiner is not allowed to enter any new rating in the licence after a passed Skill Test.</li> </ul>																	
<p><u>4.3 Designation and notification procedures</u></p> <p>Examiners assessment of competence (ref. Subpart K art. FCL.1020) is permitted only if the senior examiner has participated to a "senior briefing Examiner" administered by ENAC. Application for participating to a "senior briefing examiner" shall be sent to the e-mail: <a href="mailto:istruttoriesaminatori@enac.gov.it">istruttoriesaminatori@enac.gov.it</a>.</p> <p>In accordance with the requirements in ARA.FCL.205(c), before any <u>skill test, proficiency check or assessment of competence</u> is conducted, an examiner shall send the relevant information to the e-mail address <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a> within the specified notification period and using the instructions and the "notification template" reported in the ENAC website, "info in English" section, examiners page: <a href="http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html">http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html</a> .</p>																	
<p><b>Notification period for hxaminers holder of a licence issued by MSother than ENAC</b></p> <table border="1"> <thead> <tr> <th>Type of skill test, proficiency check or assessment of competence</th> <th>Notification period and method</th> </tr> </thead> <tbody> <tr> <td>TRPC or Class rating PC IR check</td> <td>15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td> </tr> <tr> <td>Assessment of competence for revalidation/renewal of an examiner or instructor certificate</td> <td>15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td> </tr> <tr> <td>Assessment of competence for initial issue of an examiner or instructor certificate</td> <td>Request individual designation to <a href="mailto:istruttoriesaminatori@enac.gov.it">istruttoriesaminatori@enac.gov.it</a> (allow 30days for the designation)</td> </tr> <tr> <td>Skill test type or class rating</td> <td>15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td> </tr> <tr> <td>Skill test for CPL and/or IR</td> <td>Request individual designation to <a href="mailto:personale.volo@enac.gov.it">personale.volo@enac.gov.it</a> (allow 30days for the designation)</td> </tr> <tr> <td>Skill tst for PPL, LAPL, SPL</td> <td>15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td> </tr> <tr> <td>Skill test for ATPL</td> <td>15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td> </tr> </tbody> </table>		Type of skill test, proficiency check or assessment of competence	Notification period and method	TRPC or Class rating PC IR check	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>	Assessment of competence for revalidation/renewal of an examiner or instructor certificate	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>	Assessment of competence for initial issue of an examiner or instructor certificate	Request individual designation to <a href="mailto:istruttoriesaminatori@enac.gov.it">istruttoriesaminatori@enac.gov.it</a> (allow 30days for the designation)	Skill test type or class rating	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>	Skill test for CPL and/or IR	Request individual designation to <a href="mailto:personale.volo@enac.gov.it">personale.volo@enac.gov.it</a> (allow 30days for the designation)	Skill tst for PPL, LAPL, SPL	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>	Skill test for ATPL	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>
Type of skill test, proficiency check or assessment of competence	Notification period and method																
TRPC or Class rating PC IR check	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>																
Assessment of competence for revalidation/renewal of an examiner or instructor certificate	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>																
Assessment of competence for initial issue of an examiner or instructor certificate	Request individual designation to <a href="mailto:istruttoriesaminatori@enac.gov.it">istruttoriesaminatori@enac.gov.it</a> (allow 30days for the designation)																
Skill test type or class rating	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>																
Skill test for CPL and/or IR	Request individual designation to <a href="mailto:personale.volo@enac.gov.it">personale.volo@enac.gov.it</a> (allow 30days for the designation)																
Skill tst for PPL, LAPL, SPL	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>																
Skill test for ATPL	15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a>																
<p><u>4.4 Skill test, proficiency check or assessment of competence forms</u></p> <p>The forms can be obtained from the ENAC website, "info in English" section, examiners page: <a href="http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html">http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html</a> .</p> <p>The completed paper form shall be send to ENAC via postal service and, in addition, a scanned copy in pdf format shall be sent to the e-mail address: <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a> .</p> <p>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:</p> <ul style="list-style-type: none"> <li>A report form for skill test, proficiency check or assessment of competence as applicable</li> <li>A flight test schedule.</li> <li>Copy of the statement of the ATO which confirms the required training has been completed (if applicable).</li> <li>Copy of FSTD approval certificate (if applicable).</li> </ul>																	

- Copy of the examiner's licence.
- Copy of the examiner's certificate.
- Copy of the examiner's medical certificate.
- Copy of endorsed licence (if entry on licence is made by examiner)

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are reported, if any, in the ENAC website, "*info in English*" section, examiners page: [http://www.enac.gov.it/Servizio/Info\\_in\\_English/Examiners/index.html](http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html) .

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

#### 4.6 Examination fees

The ENAC does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

Further support information are available in the ENAC website, "*info in English*" section, examiners page: [http://www.enac.gov.it/Servizio/Info\\_in\\_English/Examiners/index.html](http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html) .

#### 4.8 Contact information

ENAC  
Direzione Regolazione Personale e Operazioni Volo  
Viale Castro Pretorio, 118  
00185 - Rome  
Italy  
tel. +39 06 445961  
e-mail: [protocollo@pec.enac.gov.it](mailto:protocollo@pec.enac.gov.it) or e-mail to: [personale.volo@enac.gov.it](mailto:personale.volo@enac.gov.it)

INTENTIONALLY BLANK

### 3.17. LIECHTENSTEIN

**The Swiss FOCA information (Section 3.31) on the applicable liability, accident insurance, personal data protection and national administrative procedures also applies to Liechtenstein.**

INTENTIONALLY BLANK

### 3.18. LATVIA

Civil Aviation Agency

LATVIA

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

<b>4.National administrative procedures</b>
4.1 Skill test, proficiency check and assessment of competence procedures The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type cating	Licence proficiency check Class or type ratings, IR		Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>	Not applicable		<ul style="list-style-type: none"> <li>Designation procedures apply only for examiner certificate</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted		<ul style="list-style-type: none"> <li>Designation procedures apply only for examiner certificate</li> </ul>
<b>Renewal</b>	Not applicable	< 3 years <b>and</b> rating in licence	Licence endorsement permitted	<ul style="list-style-type: none"> <li>Designation procedures apply only for examiner certificate</li> </ul>
		> 3 years <b>or</b> rating not in licence	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	

4.2 Licence endorsement procedures
<ul style="list-style-type: none"> <li>The examiner may endorse the licence if the rating which is revalidated is still printed in the licence and valid. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is given by approval form.</li> </ul>

- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- If the rating is not included in the licence the Civil aviation agency of Latvia shall issue a new licence with the renewed rating.

#### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test and examiner assessment of competence** is conducted an examiner shall send the following information listed in general section 2.4.1 and the application form located here to [Armands.Ozolins@caa.gov.lv](mailto:Armands.Ozolins@caa.gov.lv).

The required skill test notification period is **5 days** prior to the test, with the possibility to allow a change of the examiner up to **3 hour** before the event.

Skill tests and examiner assessments of competence shall be performed only after receiving permission from the Civil aviation agency of of Latvia.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

After completion of a skill test, proficiency check or assessment of competence, the examiner shall send report to [REPORTS@caa.gov.lv](mailto:REPORTS@caa.gov.lv).

#### 4.5 Safety criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Latvia.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The Civil aviation agency of Latvia does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

Further examiner support information can be found here.

#### 4.8 Contact information

Civil aviation agency  
 Address: Airport "Riga", LV-1053, Latvia  
 Registration number: LV 90000196469  
 Bank: "Valsts kase", Code: TREL22  
 Account number: LV27TREL9170394005000  
 Phone: + 371 67830936  
 Fax: +371 67830967  
 E-mail: [caa@caa.gov.lv](mailto:caa@caa.gov.lv)



### 3.19. LITHUANIA

Civil Aviation Administration

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>Licence endorsement NOT permitted</li> <li>Designation procedures apply only for examiner certificate</li> </ul>	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	<ul style="list-style-type: none"> <li>Licence endorsement NOT permitted</li> <li>Designation procedures apply only for examiner certificate</li> </ul>
	Not applicable	<b>&gt; 3 years or rating not in licence</b>	

##### 4.2 Licence endorsement procedures

Licence endorsement **NOT** permitted in any case.

##### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test and assessment of competence is conducted an examiner shall send the following information listed in general section 2.4.1 and the application form located [here](#) to [examiner@caa.lt](mailto:examiner@caa.lt).

The required skill test notification period is **5 days** prior to the skill test.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2 and information according to Part-FCL.1030:

- Copy of the examiner's licence
- Copy of the examiner's certificate
- Copy of the examiner's medical certificate

All the documents must be sent by e-mail to examiner@caa.lt.

Original skill test/ proficiency check/ assessment of competence form shall be handed to the applicant.

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Lithuania.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The CAA of Lithuania does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

No further information.

#### 4.8 Contact Information

##### **Civil Aviation Administration**

Rodūnios kelias 2, LT-02188 Vilnius, Lithuania

Tel.: (+370 5) 2739038;

Fax: (+370 5) 2739237

E-mail: caa@caa.lt

Website: www.caa.lt

### 3.20. LUXEMBOURG

Direction de l'Aviation Civile (DAC)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate	
<b>Initial</b>	The published procedure <u>DAC-LIC 111</u> applies	Not applicable	The published <u>Procedure DAC-LIC 401</u> applies	
<b>Revalidation</b>	Not applicable	Licence endorsement <b>NOT</b> permitted		
<b>Renewal</b>		<table border="1"> <tr> <td>&lt; 3 years <b>and</b> rating in licence</td> <td rowspan="2">Licence endorsement <b>NOT</b> permitted</td> </tr> <tr> <td>&gt; 3 years <b>or</b> rating not in licence</td> </tr> </table>	< 3 years <b>and</b> rating in licence	Licence endorsement <b>NOT</b> permitted
< 3 years <b>and</b> rating in licence	Licence endorsement <b>NOT</b> permitted			
> 3 years <b>or</b> rating not in licence				

##### 4.2 Licence endorsement procedures

Licence endorsements are **NOT** permitted.

##### 4.3 Designation procedures

DAC does not allow foreign examiners to perform **skill tests** unless they have received an official notification in accordance with the published procedure of Procedure DAC-LIC 111. For proficiency checks, no prior notification is needed.

An examiner shall send the following information listed in general section 2.4.1

In addition, detailed information can be found on the DAC website and in the Procedure DAC-LIC 111 and Procedure DAC-LIC 401.

##### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the DAC website here.

LUXEMBOURG

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

- The original of the skill test and proficiency check report form,
- Copy of the statement of the ATO which confirms the required training has been completed, and the candidate's filled-in training syllabus and copy of the ATO certificate (if applicable).
- Copy of FSTD approval certificate (if applicable).
- Copy of the examiner's licence.
- Copy of the examiner's certificate.
- Copy of the examiner's medical certificate.
- Confirmation that the examiner has received the information for foreign examiners: either the one from the DAC website, or the one proposed in section 2.1.2 of this document.

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner in Luxembourg can be found in the JAA examiner handbook.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

DAC does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

Further information for foreign examiners is available [here](#)

Procedure DAC-LIC 111 is available [here](#).

Procedure DAC-LIC 401 is available [here](#).

#### 4.8 Contact information

Direction de l'Aviation Civile Luxembourg

Licencing Office

4, rue Lou Hemmer

L-1748 Luxembourg

Tel: +352 247 74947 / 74986 / 74944

e-mail: [lic@av.etat.lu](mailto:lic@av.etat.lu)

Website: [www.dac.lu](http://www.dac.lu)

### 3.21. MALTA

Transport Malta Civil Aviation Directorate (TM CAD)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

<b>4.National administrative procedures</b>
---

4.1 Skill test, proficiency check and assessment of competence procedures  
 The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or xaminer certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsement permitted if authorised by TM CAD
		<b>&gt; 3 years or rating not in licence</b>	Licence endorsement <b>NOT</b> permitted

4.2 Licence endorsement procedures

- The examiner may renew the rating/certificate in the licence if he/she is authorised by TM-CAD. Authorisation is only issued on proof of completed training or a statement from the ATO that no training was required. Subject to the above the authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- The examiner is not allowed to enter a new rating in the licence.

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt).

The required skill test notification period is **5 days** prior to the skill test. A change of examiner up to **4 hours** before the event is allowed at the discretion of TM CAD. Outside office hours send request to [dutyofficer.cad@transport.gov.mt](mailto:dutyofficer.cad@transport.gov.mt).

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), on the safety criteria to be observed by the examiner: Malta is a small island in the middle of the Mediterranean sea. Examiners should be aware of and brief candidates on ditching procedures, especially when the event is conducted in a SE aircraft.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

TM CAD does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

Examiner designation fee applicable only for skill tests, certificates of validation and initial assessment of competence:

ATPL(A), MPL, CPL(A), IR(A) fee is EUR 100

LAPL(A), PPL(A): Not applicable

Aeroplane MP type rating and ME class or type rating : EUR 75

Aeroplane SP SE class or type rating: Not applicable

Combined checks eg CPL/ME; IR/ME: EUR 150

Initial assessment of competence for an instructor/examiner certificate or for extension of instructor/examiner privileges : EUR 150

#### 4.7 Examiner support information

Examiner support information can be found here.

#### 4.8 Contact information

Personnel Licensing Section

Transport Malta Civil Aviation Directorate

Vjal I-Avjazzjoni

Luqa LQA 9023

Malta

Email: [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)

Website: [www.transport.gov.mt](http://www.transport.gov.mt)

### 3.22. NETHERLANDS

CAA-Netherlands (ILT – Inspectie Leefomgeving en Transport)

<b>1.Liability</b>
<a href="#">General statement Section 2.2</a> applies.

<b>2.Accident insurance</b>
<a href="#">General statement Section 2.2</a> applies.

<b>3.Data protection</b>
<a href="#">General statement Section 2.3</a> applies.

#### 4.National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Notification mandatory</li> <li>Designation procedures apply.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Notification mandatory</li> <li>Designation procedures apply.</li> <li>Only instructor AoC allowed.</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement permitted.</li> </ul>	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b> <ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement permitted.</li> </ul>	<ul style="list-style-type: none"> <li>Only instructor assessment of assessment allowed.</li> <li>Designation procedures apply.</li> <li>Licence endorsement permitted.</li> </ul>
	Not applicable	<b>&gt; 3 years or rating NOT in licence</b> <ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement NOT permitted.</li> </ul>	

##### 4.2 Licence endorsement procedures

Examiners are allowed to endorse revalidated or renewed ratings or instructor certificates in a pilot licence, provided that the rating is published on the front side of the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

In all other cases, the KIWA register will issue a new license after the correct forms are received from the examiner and the candidate. Further information is found [here](#).

The examiner shall check the Briefing EU examiners (non-Dutch) before all upcoming skill tests, proficiency checks or instructor assessment of competenc's of Dutch license-holders for the latest information.

#### 4.3 Designation and monitoring

##### 4.3.1 Designation of examiners

Procedures for designation of examiners are published in chapter 5 of the "Briefing EU Examiners (non-Dutch)", as published [here](#).

##### 4.3.2 Notifications

**IMPORTANT:** To allow CAANL to perform the required oversight the examiner shall notify CAA-NL in advance of:

- All skill tests for the initial issue of a license or rating
- All assessments of competence for the initial issue of an instructor certificate
- All skill test, proficiency checks or instructor assessment of competence's taking place in The Netherlands
- All upcoming skill tests, proficiency checks or instructor assessment of competence's of Dutch license-holders when so requested by CAA-NL.

For this notification the form "Notification Test, check or assessment of competence" can be used. The form can be found [here](#).

If this is not possible, send an e-mail with at least the information listed in general section 2.4.1 to [notification@ilent.nl](mailto:notification@ilent.nl).

The notification requirement is fulfilled when the examiner receives the automatic reply to his notification.

The examiner can then proceed with conducting the skill test, proficiency check or assessment of competence on the indicated date, time and place unless CAA-NL contacts the examiner with a restriction or a constraint.

In general, the examiner shall notify the CAA-NL not less than **7 days** prior to the event. If there is any change in any of the details a new notification has to be submitted.

CAA-NL reserves the right to be present at the skill test or proficiency check or to replace the examiner.

#### 4.4 Skill test, proficiency check or assessment of competence forms

All forms can be obtained [here](#)

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

- A copy of the skill test and proficiency check report form
- A copy of the applicable flight test schedule, or
- A copy of the 'Instructor Assessment of Competence Report Form'.

and

- A copy of the statement of the ATO which confirms the required training has been completed (if applicable).
- A copy of the FSTD approval certificate (if applicable)



- A copy of the examiner's license (both sides if relevant).
- A copy of the examiner's certificate (both sides if relevant).
- A copy of the examiners medical certificate (if relevant)
- A copy of the endorsed licence (both sides if relevant)

The candidate shall submit the form 'Aanvraag bewijs van bevoegdheid vliegtuigen (A) of helicopters (H)' and the documents indicated in item 10 of the Dutch version of that form.

This form is published on the website of KIWA register at the bottom of this [page](#).

The report of the examiner, and the request of the candidate shall both be sent by mail to:

KIWA Register  
Postbus 4  
2280 AA Rijswijk  
The Netherlands

Or electronically by a scan of good quality to [vergunningen@kiwa.nl](mailto:vergunningen@kiwa.nl)

#### 4.5 Safety criteria

The examiner is fully responsible for the safety during the skill test or proficiency check, in the simulator or when acting as PIC in an aircraft.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The CAA-NL does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

All information can be found [here](#).

The CAA-NL will sample skill test, proficiency checks or assessments of competence according to a published national oversight program (ARA.FCL.205(a)).

If the examiner suspects that a pilot does not comply with the requirements of Part-FCL, Part-MED or any other applicable operational requirements, the examiner shall immediately contact the CAA-NL.

As a part of the monitoring program for examiners as mentioned in ARA.FCL.205 any proficiency check or skill test performed on a Dutch licence holder may be subject to supervision. If the supervision is unsatisfactory the authority that issued your examiner's certificate will be notified.

#### 4.8 Contact information

Department Flight Operations - CAA Netherlands  
Postbus 575  
2130 AN Hoofddorp  
The Netherlands  
Tel: +3188-489 00 00  
<https://english.ilent.nl/themes/aviation>

INTENTIONALLY BLANK

### 3.23. NORWAY

Norwegian Civil Aviation Authority (NCAA) (Luftfartstilsynet)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted, except for instructor and examiner certificates	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsement permitted, except for instructor and examiner certificates*
		<b>&gt; 3 years and rating in licence</b>	
		<b>Rating not in licence</b>	Licence endorsement <b>NOT</b> permitted

##### 4.2 Licence endorsement procedures

- \*Assessment of competence for examiner certificate shall be conducted by a Norwegian senior examiner or inspector, unless specifically approved otherwise.
- The examiner may endorse the licence if the rating which is renewed or revalidated is still printed in the licence, even if it has been invalid for more than three years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- In all other cases the NCAA shall issue a new licence with a valid rating.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- The examiner is allowed to issue a temporary rating

#### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to [st@caa.no](mailto:st@caa.no)

The procedure above also applies for initial **assessment of competence** for instructor certificate.

**Assessment of competence** for examiner certificate shall be conducted by a Norwegian senior examiner or inspector, unless specifically approved otherwise.

##### 4.3.1 IR, class - and typeratings.

Non-Norwegian examiners may conduct a skill test for **IR, class and type rating** and assessment of competence for instructor certificates once they have read the examiner briefing in this procedure, and sent a notification for the skill test to the NCAA to [st@caa.no](mailto:st@caa.no). The notification should be sent at least **5 working days prior** to the skill test. Upon receiving an autoreply, the examiner is designated by the NCAA for the skill for a class or type rating. This procedure does not apply for a skill test for licence issue. For CB-IR from third country, pre-approval is required.

##### 4.3.2 Licence issue

Non-Norwegian examiners shall not conduct a skill test for **a licence issue (including ATPL)** until they have received an e-mail from the NCAA confirming that they have been designated as the examiner for the skill test. The notification for the skill test for licence issue shall be sent at least **15 working days** prior to the skill test. This notification shall also be sent to: [st@caa.no](mailto:st@caa.no)

##### 4.3.3 Special approval (for ATO's)

Non-Norwegian examiners conducting skill tests under the management system of an ATO may apply through the ATO's management system for a pre-designation of a pool of examiners to use for skill tests. For such an approval, the ATO must update its management system with the necessary administrative procedures as required and acceptable to the CAA-Norway.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2. The completed licencing skill test form shall be sent to the NCAA. The preferred method is to send the form and attachments by e-mail to [postmottak@caa.no](mailto:postmottak@caa.no) and please send only one e-mail for each candidate. Form and attachments sent by e-mail shall be in pdf-format.

Alternatively the form may be sent via postal service. See contact Information for address.

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Norway.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The NCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

No further information.

4.8 Contact information

Correspondance address: PO Box 243 N-8001 Bodo NORWAY

Telephone: +47 75 58 50 00

E-mail : [postmottak@caa.no](mailto:postmottak@caa.no) Web-site: [www.caa.no](http://www.caa.no)

NORWAY

INTENTIONALLY BLANK

### 3.24. POLAND

Civil Aviation Authority (ULC)

<b>1.Liability</b>
<a href="#">General statement Section 2.2</a> applies.

<b>2.Accident insurance</b>
<a href="#">General statement Section 2.2</a> applies.

<b>3.Data protection</b>
<a href="#">General statement Section 2.3</a> applies.

#### 4.National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted	Licence endorsement permitted, except for examiner certificates
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsement <b>NOT</b> permitted
		<b>&gt; 3 years or rating not in licence</b>	Licence endorsement <b>NOT</b> permitted

##### 4.2 Licence endorsement procedures

- The examiner is authorised to enter the revalidated rating after proficiency check or assessment of competence(for instructors), if the rating is still in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.
- If the rating is not included in the licence the ULC shall issue a new licence.
- After the skill test for a new rating, ULC issue a new licence.
- The examiner **is not allowed to enter any new rating, rating extension or restriction**, e.g. LVO or PBN.

- In case of lapsed ratings the examiner before renewal proficiency check shall verify compliance with FCL.625/FCL.740 as applicable. An ATO shall submit an applicable document along with the required check documents.

#### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed in general section 2.4.1 to non-polish-examiner@ulc.gov.pl

Formal skill test notification period is at least **5 working days**, with the possibility to allow a change of the examiner up to **1 working day** before the event.

After completion of any skill test, proficiency check or assessment of competence, the examiner shall send the following information listed in general section 2.4.2 to non-polish-examiner@ulc.gov.pl within **7 days** via e-mail.

**If the examiner does not meet the requirements of national procedures defined in *Examiner Differences Document*, the examiner is not allowed to conduct checks for Polish licenses' holders.**

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained [here](#).

The original exam report shall be handed to the applicant and the examiner is obliged to meet the requirements listed in general section 2.4.2

**All the forms shall be of good quality pdf copies sent in separate documents via e-mail.**

**PBN - The ULC has established procedures for the issue of a temporary permission to exercise PBN privileges. The guidance for pilots on implementation of PBN in Poland can be found here <http://www.ulc.gov.pl/pl/personel-lotniczy/pbn>. The temporary PBN privileges can only be issued by the examiner who conducted the skill test and only in accordance with the described procedure.**

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner are not applicable.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The ULC does not provide financial remuneration for expenses or services rendered by non-Polish examiners. The non-Polish examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

<http://www.ulc.gov.pl/en/aviation-personnel/aviation-examination-commission/skill-test-report-forms>

<http://www.ulc.gov.pl/en/aviation-personnel/aviation-examination-commission/non-polish-examiner>

#### 4.8 Contact information

Polish Civil Aviation Authority

2, M. Flisa, 02 247 Warsaw

Phone: + 48 520 74 29

[non-polish-examiner@ulc.gov.pl](mailto:non-polish-examiner@ulc.gov.pl)

[www.ulc.gov.pl](http://www.ulc.gov.pl)



### 3.25. PORTUGAL

Autoridade Nacional de Aviação Civil (ANAC)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies.

#### 4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures  
The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check (LPC) Class or type ratings, IR	Assessment of competence Instructor or Examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>License endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>examiner and instructor assessment of competence</b>.</li> <li>License or certificate endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	License endorsement <b>NOT</b> permitted.	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>examiner assessment of competence</b>.</li> <li>License or certificate endorsement <b>NOT</b> permitted.</li> </ul>
<b>Renewal</b>	Not applicable	< 3 years <b>and</b> rating in licence	<ul style="list-style-type: none"> <li>Designation procedures apply for <b>examiner assessment of competence</b>.</li> <li>License or certificate endorsement <b>NOT</b> permitted.</li> </ul>
		> 3 years <b>or</b> rating not in licence	

4.2 Licence Endorsement Procedures  
Licence endorsements **NOT** permitted.

#### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, examiner assessment of competence or initial instructor assessment of competence** is conducted an examiner shall send the following information listed in general section 2.4.1 to [lpf.examinadores@anac.pt](mailto:lpf.examinadores@anac.pt). The subject title of the email **shall** contain: "Skill Test or AOC (as applicable) / examiner name / candidate name".

The required notification period **is at least 5 days prior** to the skill test or assessment of competence, **notification day and skill test day do not count** (see 7.9.1 "Timeframes for notification" below).

A change of examiner is allowed up to **24 hours** before the event. This change shall be reported to [lpf.examinadores@anac.pt](mailto:lpf.examinadores@anac.pt)

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

After completion of any skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

The report shall be sent to [lpf.examinadores@anac.pt](mailto:lpf.examinadores@anac.pt) with the following subject title: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name".

**Note: All the originals** (forms and – when applicable – ATO statement) **and copies** (examiner documentation; **pilot documentation; ANAC e-mail approval** – and when applicable – FSTD approval) shall be handed to the applicant or to an organisation (Operator/ATO) representing the candidate and **shall be delivered by post (address in 4.8 below) or in person to ANAC, with the necessary request, Mod 20 (link), and pilot logbook.**

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the ANAC flight examiners Handbook (see 4.7 "Examiner Support Information" below).

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

ANAC, does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

ANAC flight examiners handbook can be obtained via this [link](#).

#### 4.8 Contact information

Autoridade Nacional de Aviação Civil  
Departamento de Licenciamento de Pessoal e Formação

Rua C - Edifício Santa Cruz  
Aeroporto da Portela  
1749-034 Lisboa, PORTUGAL

**Phone:** +351 21 284 22 26

**Email (examiner area):** [lpf.examinadores@anac.pt](mailto:lpf.examinadores@anac.pt)

**Website:** [www.anac.pt](http://www.anac.pt)

### 3.26. ROMANIA

Romanian Civil Aeronautical Authority

<b>1.Liability</b>
General statement Section 2.2 applies. No further requirements.

<b>2.Accident insurance</b>
General Statement Section 2.2 applies. No further requirements.

<b>3.Data protection</b>
General Statement Section 2.3 applies. No further requirements.

<b>4.National administrative procedures</b>			
<u>4.1 Skill test, proficiency check and assessment of competence procedures</u>			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR	Licence proficiency check Class or type ratings/ IR	Assessment of competence Instructor or Examiner Certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures applies for all categories of skill tests</li> <li>License endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedure applies for all categories of assessment of competences</li> <li>License endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	License endorsement <b>NOT</b> permitted.	<ul style="list-style-type: none"> <li>Designation procedures apply for examiner and instructor assessment of competence.</li> <li>License or certificate endorsement <b>NOT</b> permitted.</li> </ul>
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	<ul style="list-style-type: none"> <li>Designation procedures apply for examiner and instructor assessment of.</li> <li>License or certificate</li> </ul>
	Not applicable	<b>&gt; 3 years or rating not in licence</b>	

				endorsement <b>NOT</b> permitted
<u>4.2 Licence endorsement procedures</u>				
<p>In all situations the Romanian Civil Aeronautical Authority shall issue a new licence with a valid rating. Licence endorsements <b>NOT</b> permitted.</p>				
<u>4.3 Designation procedures</u>				
<p>In accordance with the requirements in ARA.FCL.205(c), before any <b>skill test, examiner or instructor assessment of competence</b> is conducted an examiner shall send the following form for approval by Romanian Civil Aeronautical Authority <a href="http://www.caa.ro/media/docs/A17_-_FCL-PLAN-EXAM_EN.pdf">http://www.caa.ro/media/docs/A17 - FCL-PLAN-EXAM EN.pdf</a></p> <p>For revalidation and renewals of class and type ratings, the examiner has to notify the examination to <a href="mailto:examinations@caa.ro">examinations@caa.ro</a> and provide the following information:</p>				
<b>1.Examiner details</b>				
<ul style="list-style-type: none"> <li>▪ Examiner's name and initials</li> <li>▪ Examiners certificate number</li> <li>▪ Country of examiner certification</li> <li>▪ Contact details; mobile phone number, e-mail address</li> </ul>				
<b>2.Candidate details:</b>				
<ul style="list-style-type: none"> <li>▪ Candidate's name and initials</li> <li>▪ Candidate's licence number</li> </ul>				
<b>3.Test details:</b>				
<ul style="list-style-type: none"> <li>▪ Type of skill test</li> <li>▪ Type of aircraft</li> <li>▪ Specify test in aircraft or FSTD</li> <li>▪ Name of FSTD operator</li> <li>▪ Aircraft registration</li> <li>▪ Date and time</li> <li>▪ Place</li> </ul>				
<u>4.4 Skill test, proficiency check or assessment of competence forms</u>				
<p>The forms can be obtained from <a href="http://www.caa.ro/pages/formulare-aacr">http://www.caa.ro/pages/formulare-aacr</a></p> <p>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:</p> <ul style="list-style-type: none"> <li>▪ A Skill test and proficiency check report form,</li> <li>▪ A flight test schedule.</li> <li>▪ Copy of the statement of the ATO which confirms the required training has been completed (if applicable).</li> <li>▪ Copy of FSTD approval certificate (if applicable).</li> <li>▪ Copy of FSTD logbook</li> <li>▪ Copy of the examiner's licence.</li> <li>▪ Copy of the examiner's certificate.</li> <li>▪ Copy of the examiner's medical certificate.</li> <li>▪</li> </ul>				
<u>4.5 Safety criteria</u>				

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner are not applicable.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The Romanian Civil Aeronautical Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

Flight examiners manual [http://www.caa.ro/media/docs/Flight\\_Examiner\\_Manual\\_Ro.pdf](http://www.caa.ro/media/docs/Flight_Examiner_Manual_Ro.pdf)

#### 4.8 Contact information

Romanian Civil Aeronautical Authority

**Cristian OLINESCU**

**Phone** +40 021 208.15.22

**E-mail** cristian.olinescu@caa.ro

INTENTIONALLY BLANK

### 3.27. SLOVAKIA

Civil Aviation Agency of the Republic of Slovakia

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures				
4.1 Skill test, proficiency check and assessment of competence procedures				
The table below illustrates the applicable procedures.				
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings, IR		Assessment of competence Instructor or xaminer certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Designation procedures apply</li> <li>▪ Licence endorsements <b>NOT</b> permitted</li> </ul>	Not applicable		<ul style="list-style-type: none"> <li>▪ Designation procedures apply</li> <li>▪ Licence endorsements are <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsements permitted		
<b>Renewal</b>	Not applicable	< 3 years <b>and</b> rating <b>in</b> licence	Licence endorsements permitted	Licence or certificate endorsements are <b>NOT</b> permitted
		> 3 years <b>or</b> rating <b>not in</b> licence	Licence endorsements <b>NOT</b> permitted	
4.2 Licence endorsement procedures				
Examiners are allowed to endorse revalidated ratings or renewed ratings in a pilot licence, provided that the rating has not expired for more than 3 years and is still in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.				
4.3 Designation procedures				
In accordance with the requirements in ARA.FCL.205(c), before any <b>skill test</b> is conducted an examiner shall send the following information listed, in <u>general section 2.4.1</u> , to <a href="mailto:skusky@nsat.sk">skusky@nsat.sk</a> , <a href="mailto:operations@nsat.sk">operations@nsat.sk</a>				

Formal skill test notification **10 days** prior to the skill test with the possibility to change the examiner **24 hour** before the event is accepted.

See table: limitation of examination notification/**Lehoty oznamovania preskúšaní examinátorom** <http://letectvo.nsat.sk/letecky-personal-2/examinatori/>.

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained <http://letectvo.nsat.sk/letecky-personal-2/piloti/protokoly-2/>

The forms from the other EASA MS are also accepted.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

#### 4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Slovakia.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The Slovak Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

All the examiner support information including information for foreign examiners can be found <http://letectvo.nsat.sk/letecky-personal-2/examinatori/>.

#### 4.8 Contact information

Dopravný úrad

Letisko M.R.Štefánika

Bratislava

823 05

The Slovak Republic

E-mail: [personal@nsat.sk](mailto:personal@nsat.sk)

Website: [www.nsat.sk](http://www.nsat.sk)



### 3.28. SLOVENIA

Civil Aviation Agency of the Republic of Slovenia (CAA SI)

#### 1. Liability

General statement Section 2.2 applies.

#### 2. Accident insurance

General statement Section 2.2 applies.

#### 3. Data protection

General statement Section 2.3 applies.

#### 4. National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>License endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures apply</li> <li>License endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>Notification procedure applies</li> <li>Licence endorsement permitted</li> <li>No designation procedure</li> </ul>	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	<ul style="list-style-type: none"> <li>Notification procedure applies</li> <li><b>Licence endorsement permitted</b></li> <li>No designation procedure</li> </ul>
		<b>&gt; 3 years or rating not in licence</b>	<ul style="list-style-type: none"> <li>Notification procedure applies</li> <li>Licence endorsement <b>NOT</b> permitted</li> <li>No designation procedure</li> </ul>

##### 4.2 Licence endorsement procedures

- Examiners are allowed to endorse **revalidated and renewed** ratings in a pilot licence, provided that the candidate's rating has not expired **or has expired for less than 3 years and rating is included in the licence.**
- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.

##### 4.3 Designation procedures

###### 4.3.1 Skill test

In accordance with the requirements in ARA.FCL.205(c), before any **skill test or assessment of competence for initial issue of instructor certificate**, is conducted, examiner:

- shall be designated (designation procedure is conducted through **designation of foreign examiner form [FCL.APL-166]**) and

- shall send notification, including information listed in [general section 2.4.1](#), to CAA-SI via e-mail: [examiner@caa.si](mailto:examiner@caa.si);

according to procedure, published on CAA-SI website: <https://www.caa.si/tuji-izprasevalci.html>

Formal notification period: maximum **5 days** before the event (change of examiner is allowed **1 hour** before the event, if foreign examiner nomination is completed).

#### 4.3.2 Proficiency check and assessment of competence

Before any proficiency check (revalidation or renewal) and assessment of competence (**revalidation or renewal of instructor certificate**) examiner shall send notification of skill test, including information listed in [general section 2.4.1](#), to CAA-SI via e-mail: [examiner@caa.si](mailto:examiner@caa.si).

Procedure published on CAA-SI website: <https://www.caa.si/tuji-izprasevalci.html> shall be followed.

Formal notification period: maximum **3 days** before the event (change of examiner is allowed **1 hour** before the event).

#### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from:

- (i) for aeroplanes: <https://www.caa.si/piloti-letal.html>
- (ii) for helicopters: <https://www.caa.si/piloti-helikopterjev.html>
- (iii) for balloons: <https://www.caa.si/piloti-balonov.html>
- (iv) for sailplanes: <https://www.caa.si/piloti-jadrnih-letal.html>

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

- (i) information listed in [general section 2.4.2](#), and
- (ii) **additionally** copy of **technical logbook** of the aircraft or FSTD, as applicable, on the date of skill test, proficiency check or assessment of competence.

**Note:** Fulfilled original documentation shall be sent via post.

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner are not applicable in Slovenia.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The CAA-SI does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

No further information.

#### 4.8 Contact information

Correspondence address:

Civil Aviation Agency of the Republic of Slovenia  
Kotnikova ulica 19a  
SI-1000 Ljubljana  
Republic of Slovenia  
Tel.: + 386 1 244 66 00  
Fax: + 386 1 244 66 99  
E-mail: [info@caa.si](mailto:info@caa.si) [general] or [examiner@caa.si](mailto:examiner@caa.si) [for EDD use]

SLOVENIA

INTENTIONALLY BLANK

### 3.29. SPAIN

Spanish Civil Aviation Authority (AESA - Agencia Estatal de Seguridad Aérea)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies. In addition, the requirements for the protection of personal data is regulated in the following <a href="#">link</a> .

<b>4.National administrative procedures</b>			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check (LPC) Class or type ratings, IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> <li>▪ Designation procedures for ATPL skill tests and issues of a class or type rating obtained in a third country apply (<b>see 4.3.1 for detailed information</b>)</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> <li>▪ Designation procedures for examiner assessment of competence apply (<b>see 4.3.1 for detailed information</b>)</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> <li>▪ Licence endorsement permitted (<b>see 4.2 for detailed information</b>)</li> <li>▪ No designation procedure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notification procedure apply</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	<ul style="list-style-type: none"> <li>▪ Notification procedure applies</li> </ul>

SPAIN

		<p><b>&gt; 3 years or rating not in licence</b></p>	<ul style="list-style-type: none"> <li>▪ Licence endorsement <b>NOT</b> permitted</li> <li>▪ No designation procedure</li> </ul>
<p><u>4.2 Licence endorsement procedures</u></p> <ul style="list-style-type: none"> <li>▪ Licence endorsement procedures</li> <li>▪ The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.</li> <li>▪ License endorsement is only permitted in class, type rating and IR revalidation.</li> <li>▪ The examiner shall revalidate a rating extending the validity period of the rating until the end of the relevant month.</li> <li>▪ The examiner shall not endorse on a Spanish license the initial issue of ratings.</li> <li>▪ The examiner shall not endorse on a Spanish license any rating or certificate renewal.</li> <li>▪ The examiner shall not endorse on a Spanish license any certificate revalidation.</li> <li>▪ <b>The examiner is not allowed to enter PBN/IR endorsement in the licence.</b></li> </ul>			
<p><u>4.3 Designation procedures</u></p> <p><u>4.3.1 Examiners designation</u></p> <p>The ATPL or MPL skill test can only be performed by an examiner accepted by AESA. Examiner must be expressly designated by AESA to carry out it for both each skill test and candidate.</p> <p>The form "<a href="#"><u>Application Form for ATPL(A)/ATPL(H) Examiner Designation (NON-SPANISH EXAMINERS)</u></a>" must be submitted by the examiner; the document can be found <a href="https://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/tit_lic_hab/default.aspx"><u>https://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/tit_lic_hab/default.aspx</u></a></p> <p>An examiner only conduct a skill test for the issue of a class or type rating contained in a license issued by a third country if the candidate holds an expressly authorization from AESA.</p> <p>An examiner only conduct an assessment of competence for the issue, revalidation or renewal of an examiner certificate if she/he has been expressly designated by AESA to carry out it for each assessment of competence and candidate. Examiner and candidate must contact with AESA to obtain the designation.</p> <p>Designation procedure for the rest of the skill test and proficiency checks is under development.</p> <p><u>4.3.2 Test notification (skill test, proficiency checks and assessment of competence)</u></p> <p>In accordance with the requirements in ARA.FCL.205(c), before any <b>skill test, proficiency check or assessment of competence</b> is conducted an examiner shall send the information listed in <a href="#"><u>general section 2.4.1</u></a> to <a href="mailto:dlpa.pvuelo.aesa@seguridadaerea.es"><u>dlpa.pvuelo.aesa@seguridadaerea.es</u></a></p> <p>In general, the examiner shall notify the AESA <b>5 days</b> prior to the skill test, proficiency check or assessment of competence. A change of examiner up to <b>1 hour</b> before the event is allowed.</p>			
<p><u>4.4 Skill test, proficiency check or assessment of competence forms</u></p> <p>Procedures for skill test, proficiency check or assessment of competence including both forms and cover letter of AESA are available in the following link:</p> <p><a href="http://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/proc_e_form_prueb_v/default.aspx"><u>http://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/proc_e_form_prueb_v/default.aspx</u></a></p> <p>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in <a href="#"><u>general section 2.4.2</u></a> <b>(including, if conducting PBN checks, skill test or proficiency check report form, a copy of examiner's logbook or equivalent record as confirmation that examiner holds PBN privileges and a copy of FSTD approval certificate with PBN-approches qualification)</b></p>			

The examiner must give a copy of his licence, copy of his examiner's certificate and copy of his medical certificate (if applicable) and original of skill test, proficiency check or assessment of competence form to the candidate who will subsequently give them to his licensing office to have her/his licence updated.

#### Implementation of PBN in Spain:

Examiners shall only conduct IR skill tests/proficiency checks including PBN-procedures, if they hold PBN privileges themselves. Examiners shall provide confirmation that they hold PBN privileges (examiner's logbook or equivalent record).

Examiners will need to collect evidence that the theoretical and practical requirements have been fulfilled. Such evidence is detailed in the information available on: [http://www.seguridadaerea.gob.es/media/4629058/guia\\_atribuciones\\_pbn.pdf](http://www.seguridadaerea.gob.es/media/4629058/guia_atribuciones_pbn.pdf)

The required evidence will be collected by the examiner at the time of the skill test or proficiency check under IR covering PBN approaches.

Alternatively if evidences are not enough to credit the theoretical and practical requirements the candidate cannot proceed for the IR PBN skill test or proficiency check and can only proceed for a normal IR proficiency check (without IR PBN)

#### PBN endorsement:

PBN endorsement to the IR privileges will be signed by the examiner in the pilot's logbook or equivalent record entering PBN APPROVED when the three RNP APCH, theoretical and practical training, was completed at an ATO or entering PBN followed by LNAV, LANV-VNAV or LPV according to the operator training recognized by AESA personnel licensing division.

The annual endorsement "PBN-approved" in the logbook is not required, unless other types of PBN approaches are assessed.

#### 4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found:

1. When exercising your examiner privileges on Spanish licences you are responsible for the compliance with the Spanish aviation safety law specified [here](#).
2. As a pilot in command during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations specified [here](#).

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The AESA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner support information

[http://www.seguridadaerea.gob.es/lang\\_castellano/prof\\_sector/pilotos/default.aspx](http://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/default.aspx)

<https://www.boe.es/buscar/act.php?id=BOE-A-2015-10565>

#### 4.8 Contact information

Agencia Estatal de Seguridad Aérea (AESA)

División de Licencias al Personal Aeronáutico

Av. General Perón, 40 Acceso puerta B 1ª Planta, 28020 Madrid, Spain

Phone: +34 91 396 80 00 / e-mail: [dlpa.pvuelo.aesa@seguridadaerea.es](mailto:dlpa.pvuelo.aesa@seguridadaerea.es)

Website: [http://www.seguridadaerea.gob.es/lang\\_castellano/home.aspx](http://www.seguridadaerea.gob.es/lang_castellano/home.aspx)



### 3.30. SWEDEN

Swedish Transport Agency (Transportstyrelsen)

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident Insurance</b>
General statement Section 2.2 applies.

<b>3.Data Protection</b>
General statement Section 2.3 applies.

#### 4.National Administrative Procedures

4.1 Testing and Checking Procedures  
The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures for <b>ATPL</b> apply.</li> <li>Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Designation procedures for <b>Examiner AoC</b> and <b>initial instructor AoC</b> apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>
<b>Revalidation</b>	Not applicable	Licence endorsement permitted, except for examiner certificates.	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	Licence endorsement permitted, except for examiner certificates.
		<b>&gt; 3 years and rating in licence</b>	
		<b>Rating not in licence</b>	Licence endorsement <b>NOT</b> permitted

4.2 Licence Endorsement Procedures

- The examiner may endorse the licence if the rating which is renewed or revalidated is still printed in the licence, even if it has been invalid for more than three years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

- In all other cases the Swedish Transport Agency shall issue a new licence with a valid rating.
- The Swedish Transport Agency has established procedures for the issue of a temporary permission to exercise privileges after a successful test, when licence endorsement is not permitted, in accordance with ARA.FCL.215 (d). The procedure and form can be found under the header "Endorsement in the licence / temporary privileges" [here](#). The temporary privileges can only be issued by the examiner who conducted the test and only in accordance with the described procedure.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.

#### 4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test or instructor assessment of competence** is conducted the examiner shall send the information listed in [general section 2.4.1](#) to [skilltest@transportstyrelsen.se](mailto:skilltest@transportstyrelsen.se)

The required skill test notification period is **5 days** prior to the test, with the possibility to allow a change of the examiner up to **1 hour** before the event. Please note that no approval will be issued to the examiner upon notification. If the Swedish Transport Agency wishes to assign another examiner or inspector the examiner will be notified. **If a notification is not possible 5 days in advance, a contact with [flygutbildning@transportstyrelsen.se](mailto:flygutbildning@transportstyrelsen.se) is required.**

##### 4.3.1 ATPL

The examiner shall not conduct a skill test for ATPL unless he/she has received a written designation for the specific test. The applicant (not the examiner) must send in an application on the relevant form at least 15 working days prior to the test. The examiner shall notify the test as per 4.3.

##### 4.3.2 Proficiency checks

No notification for proficiency checks are required.

##### 4.3.3 Examiner assessments of competence

**AoC for Examiner Certificate are to be conducted by a Swedish senior examiner or inspector, unless specifically approved otherwise. All requests regarding these tests must be sent to [flygutbildning@transportstyrelsen.se](mailto:flygutbildning@transportstyrelsen.se)**

#### 4.4 Test, Check or AoC forms

The forms can be obtained from <http://www.transportstyrelsen.se/en/Forms/>

Please send all test/check forms and applications to [certifikat.w3d3@transportstyrelsen.se](mailto:certifikat.w3d3@transportstyrelsen.se) as a scanned pdf.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#).

To enable grand fathers rights of PBN privileges the Swedish Transport Agency will use a specific form (BSL 14254) which must be completed once for all pilots who meets the grand fathering requirements. The form shall be enclosed together with the relevant test/check form where PBN proficiency was demonstrated. The form will be used from the 25<sup>th</sup> of august 2017 to the 25<sup>th</sup> of august 2020 and can be obtained from the address above.

#### 4.5 Safety Criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Sweden.

**Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination Fees

The Swedish Transport Agency does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

#### 4.7 Examiner Support Information

Examiner support information can be found [here](#).

#### 4.8 Contact Information

Address: Transportstyrelsen, 601 73 Norrköping, Sweden

Tel: +46 771-503 503

E-mail: [luftfart@transportstyrelsen.se](mailto:luftfart@transportstyrelsen.se)

Web: [www.transportstyrelsen.se](http://www.transportstyrelsen.se)

INTENTIONALLY BLANK

### 3.31. SWITZERLAND

Swiss Federal Office of Civil Aviation (FOCA)

#### 1. Liability

General statement Section 2.2 **does not** apply. The existence of liability of an examiner has to be evaluated case by case, therefore a generally applicable statement cannot be made.

#### 2. Accident insurance

General statement Section 2.2 **does not** apply. An accident or incident can be the cause for a liability issue. For the liability of an examiner see above.

#### 3. Data protection

General statement Section 2.3 **does not** apply. The EU Directive 95/46/46 is not applicable in Switzerland. But the Swiss regulation [Bundesgesetz über den Datenschutz \(DSG\)](#) protects mainly the same range of personal data.

#### 4. National administrative procedures

##### 4.1 Skill test, proficiency check and assessment of competence procedures

Examiners shall comply with the content of the FOCA examiner guide and all relevant FOCA documents, as applicable.

All examinations (skill tests, proficiency checks or assessments of competence) shall be notified at least 48 hours in advance on [www.flexco.ch](http://www.flexco.ch). [For CR/TR skill tests or proficiency checks conducted in FFS, a change of examiner up to 1 hour before the event is permitted.](#)

**MPA** and **HPA-Complex SPA skill** tests/proficiency checks on aeroplane require prior FOCA permission. Additional requirements for MPA and SPA (MP-OPS) skill tests/proficiency checks are specified in OD O-012E [here](#).

IR proficiency checks on **SPA**; examiners without IRE privileges shall hold a letter from their competent authority, stating that they comply with the requirements in FCL.1010.IRE(a). This is not applicable to IR proficiency checks on HP-complex SPA.

**Implementation of PBN in Switzerland:** Examiners shall only conduct IR skill tests/proficiency checks including PBN-procedures, if they hold PBN privileges themselves. Examiners without PBN privileges in their license shall provide confirmation from their competent authority, stating that they hold PBN privileges.

**PBN endorsement:** Examiners will need to collect evidence that the applicant went through the relevant IR PBN theory and practical course. Such evidence is detailed in the information available on [www.bazl.admin.ch/pbn](http://www.bazl.admin.ch/pbn). When satisfied that the evidence given is sufficient, examiners will be required to conduct a focused PBN knowledge verification (use FOCA form 69.800) to ensure that the actual PBN knowledge of the candidate is sufficient to conduct the IR PBN proficiency check. Between 5 and 10 questions shall be asked to decide if the PBN knowledge is sufficient or not - 75% being the recommended pass mark. If the PBN knowledge has been evaluated as sufficient the candidate may undertake the IR PBN proficiency check. Alternatively, if the PBN knowledge is deemed insufficient the candidate cannot proceed with the IR PBN proficiency check, and can only proceed for a normal IR proficiency check (without IR PBN).

The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings/ IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>▪ Notification procedures apply</li> <li>▪ Designation procedures apply, except for CR/TR</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>▪ Notification procedures apply</li> <li>▪ Designation procedures apply – SPA only</li> <li>▪ Examiner assessment of competence <b>NOT</b> permitted</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>
<b>Revalidation</b>	Not applicable	<ul style="list-style-type: none"> <li>▪ Notification procedures apply</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>	
<b>Renewal</b>	Not applicable	<b>&lt; 3 years and rating in licence</b>	<ul style="list-style-type: none"> <li>▪ Notification procedures apply</li> <li>▪ Licence endorsement <b>NOT</b> permitted</li> </ul>
		<b>&gt; 3 years and rating in licence</b>	
<b>4.2 Licence endorsement procedures</b>			
Licence endorsements are <b>NOT</b> permitted.			
<b>4.3 Designation procedures</b>			
<p>In accordance with the requirements in ARA.FCL.205(c), before any <b>licence or IR skill test</b>, is conducted, the ATO (<b>alternatively the operator or applicant for ATPL or CB-IR conversion skill test</b>) shall send the information listed in <a href="#">general section 2.4.1</a> <b>4 weeks</b> in advance to the FOCA (refer to 4.8), together with a choice of suitably qualified examiners; note that FOCA is not bound to designate one of the proposed examiners. The formal designation does not relieve the examiner from the notification required under 4.1</p> <p>Assessment of competence for the initial issue of a FI, CRI, IRI or an extension of a FI certificate to the privileges to instruct for IR, may only be conducted by FOCA inspectors or FOCA contracted examiners.</p>			
<b>4.4 Skill test, proficiency check or assessment of competence forms</b>			
<p>The forms can be obtained <a href="#">here</a>. The checklists can be obtained <a href="#">here</a>. Swiss forms are preferred; foreign forms are only accepted if written <b>and filled</b> in English. All forms shall be completed in English language.</p> <p>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the information listed in <a href="#">general section 2.4.2</a>. The original forms and supporting documents shall be sent by postmail to FOCA.</p> <p>For Swiss operators under the company examiner system in acc. with WI O-003: All documents shall be sent via the operator's company chief examiner for compliance verification.</p>			

#### 4.5 Safety criteria

References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

#### 4.6 Examination fees

The FOCA does not provide financial remuneration for expenses or services rendered. The examiner shall make arrangements with the training organisation or the candidate directly.

#### 4.7 Examiner support information

Refer to the FOCA examiner guide which is available [here](#) (see guide and work instructions).

#### 4.8 Contact information

##### **Federal Office of Civil Aviation (FOCA)**

CH-3003 Bern (Switzerland)

Internet: [www.foca.admin.ch](http://www.foca.admin.ch)

Inspector's contact details:

##### **SPA Examiners:**

Sandro Guidetti

E-mail: [sandro.guidetti@bazl.admin.ch](mailto:sandro.guidetti@bazl.admin.ch)

Phone: +41 58 461 1723

##### **MPA Examiners:**

Patrick Huggler

E-mail: [patrick.huggler@bazl.admin.ch](mailto:patrick.huggler@bazl.admin.ch)

Phone: +41 58 461 6040

##### **SPH/MPH Examiners:**

Emmanuel Ansermot

E-Mail: [emmanuel.ansermot@bazl.admin.ch](mailto:emmanuel.ansermot@bazl.admin.ch)

Phone: +41 58 465 8319

INTENTIONALLY BLANK



### 3.32. UNITED KINGDOM

UK CAA

<b>1.Liability</b>
General statement Section 2.2 applies.

<b>2.Accident insurance</b>
General statement Section 2.2 applies.

<b>3.Data protection</b>
General statement Section 2.3 applies. EU Directive 95/46/EC is implemented in the UK by the <u>Data Protection Act 1998</u> .

<b>4.National administrative procedures</b>																												
<b>4.1 Skill test, proficiency check and assessment of competence procedures</b>																												
Examiners shall comply with the content of the UK CAA flight examiners’ handbook or relevant UK CAA standards document, as applicable:																												
<table border="1"> <tr> <td>All SPA and SPH skill tests, proficiency checks and instructor assessments of competence.</td> <td>CAA flight examiner’s handbook</td> </tr> <tr> <td>IR skill tests and proficiency checks (A)</td> <td>CAA standards document 1(A)</td> </tr> <tr> <td>IR skill tests and proficiency checks (H)</td> <td>CAA standards document 1(H)</td> </tr> <tr> <td>CPL(A) skill test</td> <td>CAA standards document 3(A)</td> </tr> <tr> <td>CPL(H) skill test</td> <td>CAA standards document 3(H)</td> </tr> <tr> <td>SP instructors (A)</td> <td>CAA standards document 10(A)</td> </tr> <tr> <td>SP instructors (H)</td> <td>CAA standards document 10(H)</td> </tr> <tr> <td>SP class and type ratings (A <i>(not SPHPCA)</i>)</td> <td>CAA standards document 14(A)</td> </tr> <tr> <td>SP type ratings (H)</td> <td>CAA standards document 14(H)</td> </tr> <tr> <td>LAPL(A) and PPL(A) skill test</td> <td>CAA standards document 19(A)</td> </tr> <tr> <td>LAPL(H) and PPL(H) skill test</td> <td>CAA standards document 19(H)</td> </tr> <tr> <td>MP type ratings (A) and SPHPCA</td> <td>CAA standards document 24(A)</td> </tr> <tr> <td>MP type ratings (H)</td> <td>CAA standards document 24(H)</td> </tr> <tr> <td>TRI and SFI assessments of competence</td> <td>CAA standards document 43</td> </tr> </table>	All SPA and SPH skill tests, proficiency checks and instructor assessments of competence.	CAA flight examiner’s handbook	IR skill tests and proficiency checks (A)	CAA standards document 1(A)	IR skill tests and proficiency checks (H)	CAA standards document 1(H)	CPL(A) skill test	CAA standards document 3(A)	CPL(H) skill test	CAA standards document 3(H)	SP instructors (A)	CAA standards document 10(A)	SP instructors (H)	CAA standards document 10(H)	SP class and type ratings (A <i>(not SPHPCA)</i> )	CAA standards document 14(A)	SP type ratings (H)	CAA standards document 14(H)	LAPL(A) and PPL(A) skill test	CAA standards document 19(A)	LAPL(H) and PPL(H) skill test	CAA standards document 19(H)	MP type ratings (A) and SPHPCA	CAA standards document 24(A)	MP type ratings (H)	CAA standards document 24(H)	TRI and SFI assessments of competence	CAA standards document 43
All SPA and SPH skill tests, proficiency checks and instructor assessments of competence.	CAA flight examiner’s handbook																											
IR skill tests and proficiency checks (A)	CAA standards document 1(A)																											
IR skill tests and proficiency checks (H)	CAA standards document 1(H)																											
CPL(A) skill test	CAA standards document 3(A)																											
CPL(H) skill test	CAA standards document 3(H)																											
SP instructors (A)	CAA standards document 10(A)																											
SP instructors (H)	CAA standards document 10(H)																											
SP class and type ratings (A <i>(not SPHPCA)</i> )	CAA standards document 14(A)																											
SP type ratings (H)	CAA standards document 14(H)																											
LAPL(A) and PPL(A) skill test	CAA standards document 19(A)																											
LAPL(H) and PPL(H) skill test	CAA standards document 19(H)																											
MP type ratings (A) and SPHPCA	CAA standards document 24(A)																											
MP type ratings (H)	CAA standards document 24(H)																											
TRI and SFI assessments of competence	CAA standards document 43																											

**A hyperlink to the above documents is provided in Section 4.7 below.**

The table below illustrates the applicable procedures.

Type of examination	Licence skill test (LST) LAPL, PPL, CPL, ATPL, MPL, IR class or type rating	Licence proficiency check Class or type rating,IR	Assessment of competence Instructor or examiner certificate
<b>Initial</b>	<ul style="list-style-type: none"> <li>Designation procedures apply.</li> <li>Licence endorsement <b>NOT</b> permitted.</li> </ul>	Not applicable	<b>NOT</b> permitted for examiner certificates.
<b>Revalidation</b>	Not applicable	Licence endorsement permitted when specifically authorised by the UK CAA.	<b>NOT</b> permitted for examiner certificates.

		The rating must be listed in Section XII, page 4, of the applicant's licence.	
<b>Renewal</b>	Not applicable	Licence endorsement permitted when specifically authorised by the UK CAA. The rating must be listed in Section XII, page 4, of the applicant's licence.	<b>NOT</b> permitted for examiner certificates.
<p><u>4.2 Licence endorsement procedures</u> The specific authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidation or renewal is given when the UK CAA is advised of the planned skill test in accordance with Information Notice IN-2014/114.</p> <p>This is subject to conditions described in the relevant CAA standards documents and UK flight examiners' handbook. See the hyperlink in section 4.7 below.</p>			
<p><u>4.3 Designation procedures</u> In accordance with the requirements in ARA.FCL.205(c), before any <b>skill test</b> is conducted an examiner shall send the information detailed in <u>paragraph 2.4.1</u> above:</p> <ul style="list-style-type: none"> <li>• For CPL and IR skill tests to: <a href="mailto:FlightTestBookings@caa.co.uk">FlightTestBookings@caa.co.uk</a></li> <li>• For all other skill tests to: <a href="mailto:testnotification@caa.co.uk">testnotification@caa.co.uk</a></li> </ul> <p>Examiners shall comply with the procedures specified in information notice IN-2014/114. See the hyperlink in section 4.7 below.</p>			
<p><u>4.4 Skill test, proficiency check or assessment of competence forms</u> The relevant form(s) shall be completed by the examiner. See the hyperlink in section 4.7 below.</p> <p>The examiner shall send, by e-mail attachment, the documents detailed in <u>paragraph 2.4.2</u> above.</p>			
<p><u>4.5 Safety criteria</u> The UK CAA issues guidance as to the safe conduct of skill tests, proficiency checks and assessments of competence in CAA standards documents, The UK flight examiners' handbook, CAA safety notices and aeronautical information circulars (AIC). Examiners shall be familiar with this guidance prior to conducting skill tests, proficiency checks or Assessment of competence.</p> <p><b>Note:</b> References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.</p>			
<p><u>4.6 Examination fees</u> The UK CAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</p>			
<p><u>4.7 Examiner support information</u> CAA flight examiners' handbook and standards documents: <a href="http://www.caa.co.uk/fclstandards">http://www.caa.co.uk/fclstandards</a> Information notice IN-2016/003 (Procedures for examiners holding Part-FCL certificates issued by countries other than the UK)</p>			

IN-2016/003

'CAP 804 Flight Crew Licensing: Mandatory Requirements, Policy and Guidance'

<http://www.caa.co.uk/cap804>

CAA flight crew licensing forms

<http://www.caa.co.uk/fclforms>

Information notice IN-2016/003 - The UK's information relevant to the implementation of PBN – Guidance for all operators, ATOs and examiners:

IN-2017/026

4.8 Contact Information

Civil Aviation Authority

Shared Services Centre (Licensing, Test Notifications) GE

Aviation House

Gatwick Airport (South)

West Sussex

RH6 0YR

United Kingdom

Telephone: 00 44 1293 573700

Email: [FCLWEB@caa.co.uk](mailto:FCLWEB@caa.co.uk)

#### 4. EASA Member States safety criteria

Please review the safety criteria, if applicable, in the territory of the respective MS when conducting a skill test, proficiency check or assessment of competence in an aircraft in accordance with ARA.FCL.210(c).

Member States	Applicable safety criteria
Austria	Follow this <a href="#">link</a> .
Belgium	None applicable
Bulgaria	None applicable
Croatia	None applicable
Cyprus	<ul style="list-style-type: none"> <li>- Flying over sea</li> <li>- Ditching procedures</li> <li>- Occupied Territories</li> <li>- British Bases Territories</li> <li>- AIP's/VFR Manual (<a href="http://vfrmanual.dca.mcw.gov.cy/aic/body">http://vfrmanual.dca.mcw.gov.cy/aic/body</a>)</li> </ul>
Czech Republic	Follow this <a href="#">link</a> .
Denmark	None applicable
Estonia	None applicable
Finland	None applicable
France	None applicable
Germany	None applicable
Greece	None applicable
Hungary	None applicable
Iceland	None applicable
Ireland	The safety criteria at the 'Flight Examiner Standardisation Information Area' of the IAA website: <a href="#">IAA EXAMINER STANDARDISATION WEBSITE</a> .
Italy	The safety criteria to be observed by the examiner are reported, reported, if any, in the CAA-Italy (ENAC) website, "info in English" section, examiners page: <a href="http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html">http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html</a>
Liechtenstein	OD O-012E <a href="#">link</a> .
Latvia	None applicable
Lithuania	None applicable
Luxembourg	Refer to the JAA examiner handbook
Malta	Malta is a small island in the middle of the mediterranean sea. Examiners should be aware of and brief candidates on ditching procedures, especially when the event is conducted in a SE aircraft.
Netherlands	The examiner is fully responsible for the safety during the skill test or proficiency check, in the simulator or when acting as PIC in an aircraft.
Norway	None applicable
Poland	None applicable
Portugal	INAC flight examiners handbook containing the safety criteria <a href="#">link</a> .
Romania	Safety criteria to be observed by the examiner on all LPC forms, both in Romanian for RoCAA approved examiners and in English.
Slovakia	None applicable
Slovenia	None applicable
Spain	When exercising your examiner privileges on Spanish licenses you are responsible for the compliance with the Spanish aviation safety Law <a href="#">here</a> . As a PIC during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the skill test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations <a href="#">here</a> .
Sweden	None applicable
Switzerland	OD O-012E <a href="#">link</a> .
United Kingdom	The UK CAA issues guidance as to the safe conduct of skill tests, proficiency checks and assessments of competence in CAA standards documents, The UK flight examiners' handbook, CAA safety notices and aeronautical information circulars (AIC). Examiners shall be familiar with this guidance prior to conducting skill tests, proficiency checks or assessment of competences.

## 5. Links to Part-FCL national forms

### Austria:

Aeroplane: [http://www.austrocontrol.at/en/pilots/pilot\\_licenses/forms\\_part-fcl](http://www.austrocontrol.at/en/pilots/pilot_licenses/forms_part-fcl)

**Note:** For Single-Pilot High Performance Complex Types (all SP except caravan) use the form labeled MP(A)

Helicopter: [http://www.austrocontrol.at/jart/prj3/austro\\_control/main.jart?rel=en&reserve-mode=active&content-id=1364056485231&dokument\\_db\\_kategorie\\_id=1364056484994](http://www.austrocontrol.at/jart/prj3/austro_control/main.jart?rel=en&reserve-mode=active&content-id=1364056485231&dokument_db_kategorie_id=1364056484994)

### Belgium:

[http://www.mobilit.belgium.be/fr/transport\\_aerien/formulaires/immatriculation/](http://www.mobilit.belgium.be/fr/transport_aerien/formulaires/immatriculation/)

### Bulgaria:

<http://caa.gateway.bg/page.php?category=89&id=856>

### Croatia:

[http://www.ccaa.hr/english/forms\\_78/](http://www.ccaa.hr/english/forms_78/)

**Note:** Page not in English and EN button at top of page does not work. Scroll to the section that says "Ovlaštenja za tip / klasu" and use the appropriate form:

- MPA/SPHPCA – TLD-FRM-256
- Helicopters – TLD-FRM-257
- SPA (C208 Caravan only) – TLD-FRM-259

### Cyprus:

<http://www.mcw.gov.cy/mcw/DCA/DCA.nsf/All/D9D4389C6387C5A0C2257930002B3C15?OpenDocument>

### Czech Republic:

<http://www.caa.cz/forms/application-and-report-forms>

### Denmark:

<http://examiner.dk/Test-Forms/Testforms>

### Estonia:

<https://www.ecaa.ee/et/node/3810>

### Finland:

<https://asiointi.trafi.fi/en/web/asiointi/henkiloasiakkaat/ilmailu>

**Note:** Must scroll almost to bottom of page to find the forms.

### France:

Aeroplane: <http://www.developpement-durable.gouv.fr/pilotes-avions-examineurs>

Helicopter: <http://www.developpement-durable.gouv.fr/pilotes-helicopteres-examineurs>

### Germany:

Aeroplane:

[http://www.lba.de/DE/Luftfahrtpersonal/PraktischePruefung/Tab\\_Flugzeuge\\_E.html?nn=569538](http://www.lba.de/DE/Luftfahrtpersonal/PraktischePruefung/Tab_Flugzeuge_E.html?nn=569538)

Helicopter:

[http://www.lba.de/DE/Luftfahrtpersonal/PraktischePruefung/Tab\\_Hubschrauber\\_E.html?nn=569538](http://www.lba.de/DE/Luftfahrtpersonal/PraktischePruefung/Tab_Hubschrauber_E.html?nn=569538)

### Greece:

<http://www.ypa.gr/en/licensing-training/degrees-licences/present-documents>

**Note:** Page opens up to Helicopter JAR-FCL forms. Scroll down and click on the link that says "TABLE OF ALL VALID FORMS-APPLICATIONS (PART-FCL)"

**Hungary:**

<http://www.nkh.pogov.hu/web/legugyi-hivatal/vizsgaztatok>

**Iceland:** <http://www.icetra.is/forms/#&cat=Aviation&tag=Personal+licensing>

**Ireland:**

[https://www.iaa.ie/pl\\_application-forms](https://www.iaa.ie/pl_application-forms)

**Italy:**

[http://www.enac.gov.it/Servizio/Info\\_in\\_English/Examiners/Examiners%27\\_forms/index.html](http://www.enac.gov.it/Servizio/Info_in_English/Examiners/Examiners%27_forms/index.html)

**Latvia:**

<http://www.caa.lv/en/forms/personal-licensing>

**Liechtenstein:** Use Swiss procedures

**Lithuania:**

<http://www.caa.lt/index.php?2863279540>

**Note:** The forms are in both Lithuanian and English.

**Luxembourg:** <http://www.dac.public.lu/formulaires/personnel/index.html>

**Note:** Page not available in English but forms are, use the following forms:

- MPA/SPHPCA – [Form for ATPL/ MPL type rating /skill test and proficiency check on multi-engine multi-pilot aeroplanes and single-pilot high-performance complex aeroplanes](#)
- SPA – [Formulaire de qualification de type/classe/entrainement/épreuve pratique d'aptitude et contrôle de compétence sur avions monopilotes à l'exception des avions complexes hautes performances](#)
- Helicopter – [http://www.dac.public.lu/formulaires/personnel/PART-FCL\\_Skill\\_test\\_and\\_Proficiency\\_Check\\_forms/3EASA\\_Helicopter-training-skill-test-prof-check---Appendix-9-C-to-Annex-I-of-Commission-Regulation-EU-1178-2011-vfeb2015.pdf](http://www.dac.public.lu/formulaires/personnel/PART-FCL_Skill_test_and_Proficiency_Check_forms/3EASA_Helicopter-training-skill-test-prof-check---Appendix-9-C-to-Annex-I-of-Commission-Regulation-EU-1178-2011-vfeb2015.pdf)

**Malta:**

<http://www.transport.gov.mt/aviation/personnel-licensing/aircrew-regulation-app-forms>

**Norway:**

[http://www.luftfartstilsynet.no/caa\\_no/Forms\\_for\\_Flight\\_Crew\\_Licencing](http://www.luftfartstilsynet.no/caa_no/Forms_for_Flight_Crew_Licencing)

**Poland:**

<http://www.ulc.gov.pl/en/aviation-personnel/aviation-examination-commission/skill-test-report-forms>

**Portugal:**

<http://www.anac.pt/vPT/PessoalAeronautico/Formularios/Paginas/Formularios.aspx>

**Note:** page opens in Portuguese however if you scroll down, the list of forms is also in English

**Romania:**

<http://www.caa.ro/pages/formulare-aacr>

**Note:** page is in Romanian scroll down to the header that says "**Formulare examinare practica**" and click on the "*engleza*" link for the appropriate form:

- MPA and SPHPCA – Formular cod T-ATPL\_MPL\_MPA\_TR(A)
- SPA (C208 Caravan only) – Formular cod T-CR\_TR\_SE\_ME\_SPA(A)
- Helicopter –
  - MPH – Formular cod T-ATPL(H) / TR / IR(H) (not available in English)
  - SPH – Formular cod T-TR SPH SE/ME

**Slovakia:**

<http://lelectvo.nsat.sk/letecky-personal-2/piloti/protokoly-2/>

Note 1. Form F141-B is in Slovak only. We will prepare English version.

Note 2. There is no Application and report form for the IR(H), because we have not any holders IR(H) in our pilots register.

Protokoly = Form collection

No	Title
<b>F036-B</b>	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre PPL(A) APPLICATION AND REPORT FORM FOR THE PPL(A) SKILL TEST
<b>F056-B</b>	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre PPL(H) APPLICATION AND REPORT FORM FOR THE PPL(H) SKILL TEST
<b>F092-B</b>	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CPL(A) APPLICATION AND REPORT FORM FOR THE CPL(A) SKILL TEST
<b>F111-B</b>	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CPL(H) APPLICATION AND REPORT FORM FOR THE CPL(H) SKILL TEST
<b>F037-B</b>	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CR/IR (jednopilotné letúny okrem vysokovýkonných zložitých letúnov) APPLICATION AND REPORT FORM FOR CR/IR (SPA-EXCEPT FOR COMPLEX HPA) SKILL TEST
<b>F100-B</b>	Žiadosť o praktickú skúšku a správa z praktickej skúšky na získanie IR(A) APPLICATION AND REPORT FORM FOR THE IR(A) SKILL TEST
<b>F052-B</b>	Žiadosť a správa z výcviku a praktickej skúšky na získanie a predĺženie platnosti ATPL, MPL, typovej kvalifikačnej kategórie a predĺženie platnosti IR - letúny (A) APPLICATION AND REPORT FORM – ATPL, MPL, TYPE RATING, TRAINING, SKILL TEST AND PROFICIENCY CHECK FOR IRs – AEROPLANES (A)
<b>F141-B</b>	Žiadosť a správa z výcviku a praktickej skúšky na získanie a predĺženie platnosti ATPL, MPL, typovej kvalifikačnej kategórie a predĺženie platnosti IR - vrtuľníky (H)
<b>F050-B</b>	Žiadosť a správa o hodnotení spôsobilosti pre FI/IRI/CRI (examinátor) APPLICATION AND REPORT FORM FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (EXAMINER)

<b>F180-B</b>	Žiadosť a správa o hodnotení spôsobilosti pre TRI,SFI (examinátor) APPLICATION AND REPORT FORM FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (EXAMINER)
---------------	--

**Slovenia:**

Aeroplane: <http://www.caa.si/index.php?id=330&L=nmatilnalcv>  
 Helicopter: <http://www.caa.si/index.php?id=331&L=nmatilnalcv>  
 Balloons: <http://www.caa.si/index.php?id=453&L=qeyohyfrwfok>  
 Sailplanes: <http://www.caa.si/index.php?id=470&L=qeyohyfrwfok>

**Spain:**

Aeroplane:  
[http://www.seguridadaerea.gob.es/lang\\_en/prof\\_sector/pilotos/proc\\_e\\_form\\_prueb\\_v/f\\_aviion/default.aspx](http://www.seguridadaerea.gob.es/lang_en/prof_sector/pilotos/proc_e_form_prueb_v/f_aviion/default.aspx)  
 Helicopter:  
[http://www.seguridadaerea.gob.es/lang\\_en/prof\\_sector/pilotos/proc\\_e\\_form\\_prueb\\_v/f\\_helic/default.aspx](http://www.seguridadaerea.gob.es/lang_en/prof_sector/pilotos/proc_e_form_prueb_v/f_helic/default.aspx)

**Sweden:**

<http://www.transportstyrelsen.se/en/Forms/Aviation/Certificate-and-education/>  
 For SPHPCA use form L1648, webpage says MPA but when opened, the form is for both MPA and SPHPCA

**Switzerland:**

Aeroplane:  
[http://www.bazl.admin.ch/experten/ausbildung\\_licenzen/03167/03168/03175/03181/index.html?lang=en](http://www.bazl.admin.ch/experten/ausbildung_licenzen/03167/03168/03175/03181/index.html?lang=en)

- MPA – 50.530
- SPHPCA – 50.526
- SPA (C208 Caravan only) – 50.525

 Helicopter:  
[http://www.bazl.admin.ch/experten/ausbildung\\_licenzen/03167/03168/03175/03182/index.html?lang=en](http://www.bazl.admin.ch/experten/ausbildung_licenzen/03167/03168/03175/03182/index.html?lang=en)

**The Netherlands:**

[http://www.ilent.nl/onderwerpen/transport/luchtvaart/examinatoren/eufclexaminatoren/vereviste\\_documenten/index.aspx](http://www.ilent.nl/onderwerpen/transport/luchtvaart/examinatoren/eufclexaminatoren/vereviste_documenten/index.aspx)

**United Kingdom:**

<http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=list&type=formcat&id=30>

- MPA/SPHPCA – SRG1158 & SRG2199
- SPA (C208 Caravan only) – SRG1157 & SRG2199

 Helicopter – SRG213