Examiner Differences Document

to FCL.1015(b)(4) and (c) of Annex I (Part-FCL) of Commission Regulation (EU) No 1178/2011[1], 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.

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[1] 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).

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1. REVISION TABLE

Changes since last revision.

Page number(s)	Member State(s)	Type of Amendment
Please complete	Please complete	Please complete
51-53	Iceland	Text amended
29	Denmark	Text amended
59	Italy	Links updated
72, 115	Malta	Text amended and link updated
75	Netherlands	Text amended
39, 114	Germany	Text and links amended

Note: Changes are marked with red font in the body text.

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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[2]. 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 intented 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

[2] 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.

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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[3] 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 ansurance 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’)[4]

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.

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[3] 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).

[4] https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

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2.4.1 Information before a skill test

1.Examiner details:	**2.Candidate details:**	**3.Skill test details:**
▪ Examiner's (complete) name and initials ▪ Examiner's certificate number ▪ Country of examiner certification ▪ Contact details: mobile phone number, e-mail address	▪ Candidate's name and initials ▪ Candidate's licence number	▪ Type of skill test ▪ Type of aircraft ▪ Specify skill test in aircraft or FSTD ▪ Name of FSTD operator ▪ FSTD approval certificate ▪ Aircraft registration ▪ Date and time ▪ Place

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:

1. A skill test or proficiency check or assessment of rompetence form,
2. A flight test schedule (if applicable).
3. Copy of the statement of the approved training organisation (ATO) which confirms the required training has been completed (if applicable).
4. Copy of FSTD approval certificate (if applicable).
5. Copy of the examiner's licence. (if applicable).
6. Copy of the examiner's certificate.
7. Copy of the examiner's medical certificate. (if applicable).
8. Copy of endorsed licence (if entry on licence by examiner).

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

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3. EASA Member States national procedures

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3.1. AUSTRIA

Austro Control

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check
Class or type tating, IR</th><th>Assessment of competence Instructor or xaminer certificate</th></tr>
<tr><td>Initial</td><td>Designation procedures under development</td><td colspan="2">Not applicable</td><td>Designation procedures under development</td></tr>
<tr><td>Revalidation</td><td rowspan="3">Not applicable</td><td colspan="2">Licence endorsement permitted</td><td>Licence endorsement NOT permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td><u>< 3 years and</u> rating in licence</td><td colspan="2">Licence endorsement permitted</td></tr>
<tr><td><u>> 3 years or</u> rating not in licence</td><td colspan="2">Licence endorsement NOT permitted</td></tr>
</table>

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 requirments 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.

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AUSTRIA

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

Website: www.austrocontrol.at

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3.2. BELGIUM

Belgian Civil Aviation Authority (BCAA)

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, all examiners must process information in accordance with the Belgian law of December 8th 1992 regarding the protection of personal data.

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 ofcCompetence Instructor or examiner certificate**
Initial	▪ Notification procedure applies ▪ Licence endorsement **NOT** permitted ▪ No designation procedure, **except for ATPL**	▪ Not applicable		▪ Notification procedures applies; ▪ Licence endorsement **NOT** permitted. ▪ Examiner assessments only to be performed by senior examiners specifically approved by the Belgian CAA. ▪ Designation procedure for examiner certificate
Revalidation	Not applicable	▪ Notification procedure applies ▪ Licence endorsement permitted ▪ No designation procedure		▪ Notification procedure applies ▪ Licence endorsement **NOT** permitted.
Renewal	Not applicable	**< 3 years and rating in licence**	▪ Notification procedure applies	

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BELGIUM

		> 3 years and rating in licence	▪ Licence endorsement permitted ▪ No designation procedure	▪ Examiner assessments only to be performed by senior examiners specifically approved by the Belgian Civil Aviation Authority (BCAA). ▪ Designation procedure for **renewal** of examiner certificate
		Rating not in licence	▪ Notification procedure applies ▪ Licence endorsement **NOT** Permitted ▪ No designation procedure	

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 CPL skill tests and the assessment of competence for the issue and renewal of an examiner certificate.

The **CPL 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.[1]

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,

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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.

4.3.3. Vested interests

According FCL.1005 examiners shall not conduct skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate when they have been responsible for the recommendation for the skill test, in accordance with FCL.030 (b);

Postholders (Accountable manager, Head of Training, Chief Flight Instructor and Chief Theoretical Knowledge Instructor) and representatives of a specific training organisation (ATO or DTO) are therefore not allowed to take skill tests or assessments of competence from candidates who received training in their own training organisation.

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

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

(*): An application form is required if the pilot applies for a new licence or extends the privileges of the licence.

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 European flight examiner manual as soon as published.

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

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

4.7 Examiner support information

All questions and additional information can be requested by sending an email to bcaa.lic.dir@mobilit.fgov.be with the subject "examiner information".

The website contains information notices (click here) and specific information about examiners and instructors (click here).

4.8 Contact information

Belgian Civil Aviation Authority (BCAA)

Licensing Department

Vooruitgangstraat 56

B-1210 Brussels

E-Mail: bcaa.lic.dir@mobilit.fgov.be Website: www.mobilit.belgium.be

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3.3. BULGARIA

Bulgarian Civil Aviation Authority (BG CAA)

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. 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.

4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, R, class or type rating</th><th colspan="2">Licence proficiency check
Class or type rating, IR</th><th>Assessment of competence Instructor or examiner certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ Licence endorsement NOT permitted</td><td colspan="2">Not applicable</td><td rowspan="4">▪ Designation procedures apply for Examiner and instructor Assessment of competence
▪ Licence endorsement NOT permitted
▪ Examiner assessment of competence only to be performed by senior examiners specifically approved by the Bulgarian (BG) CAA or inspector from BG CAA</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="2">Licence endorsement permitted</td></tr>
<tr><td rowspan="3">Renewal</td><td rowspan="3">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td rowspan="3">Licence endorsement NOT permitted</td></tr>
<tr><td>> 3 years</td></tr>
<tr><td>rating not in licence</td></tr>
</table>

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BULGARIA

4.2 Licence endorsement procedures

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.

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, to the BGCAA on the following email address: 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

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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, proficiencyor assessment of competence check either by post or courier, or by the candidate. Scanned copies may be sent to 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 ATOor 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

Ms Vanya Naumova – vnaumova@caa.bg

Ms Katya Krirna – kkirina@caa.bg

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3.4. CROATIA

Croatian Civil Aviation Agency (CCAA)

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check
Class or type rating, IR</th><th>Assessment of competence Instructor or xaminer certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ License endorsement NOT permitted</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply for examiner assessment of competence
▪ License endorsement NOT permitted</td></tr>
<tr><td>Revalidation</td><td rowspan="3">Not applicable</td><td colspan="3">License endorsement NOT permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td>< 3 years <u>and</u> rating in licence</td><td>License endorsement NOT permitted</td><td rowspan="2">▪ Designation procedures apply for Examiner Assessment of competence
▪ License endorsement NOT permitted.</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>License endorsement NOT permitted</td></tr>
</table>

4.2 Licence endorsement procedures

The examiner is not allowed to enter any data in the Croatian pilot's 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, CCAA, to email: inoexaminers@ccaa.hr. The subject title of the email shall contain: "Skill test or Assessment of competence (as applicable) / examiner name / candidate name".

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CROATIA

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. 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

E-mail: inoexaminers@ccaa.hr

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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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings</th><th colspan="2">Licence proficiency check Class or type rating, IR</th><th>Assessment of competence Instructor or Examiner certificate</th></tr>
<tr><td>Initial</td><td>• Notification mandatory
• Designation procedures apply
• Licence endorsements NOT permitted</td><td colspan="2">Not applicable</td><td>• Notification mandatory
• Designation procedures apply
• License endorsements NOT permitted</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="2">• Notification procedures apply
• License endorsements permitted</td><td rowspan="3">• Notification procedures apply
• License or Certificate endorsements permitted
• Examiners Assessment of Competence only to be performed by Cyprus DCA Inspectors or Senior Examiners specifically authorized by Cyprus DCA</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in license</td><td>License endorsements permitted</td></tr>
<tr><td>> 3 years <u>or</u> rating not in license</td><td>License endorsements NOT permitted</td></tr>
</table>

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CYPRUS

4.2 License Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's license 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 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 or Assessment of Competence.
- 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 / Notification Procedures

4.3.1 Designation Procedure

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 an examiner shall send the following information listed, in **General section 2.4.1** to 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.

4.3.2 Notification Procedure

Before any proficiency check (revalidation or renewal) and assessment of competence (revalidation or renewal of instructor certificate) is conducted an examiner shall send the following information listed, in **General section 2.4.1** to eld@dca.mcw.gov.cy.

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 here.

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

Initial and revalidation of PBN endorsement to the IR privileges will be entered by the examiner in the pilot's license, such as A320 / IR / PBN or IR-SPA-ME-PBN, signature and authorisation number of examiner certificate (if applicable).

Revaliation of PBN conducted during a proficiency check does not need to be endorsed (examiner signature) in the logbook, unless other types of PBN approaches are assessed.

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

In the case that a FSTD is to be used for the above test, Examiners should ensure that the device is qualified for the above training and test. This should be indicated on the submitted FSTD's Qualification Certificate.

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.

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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.

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3.6. CZECH REPUBLIC

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

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings</th><th colspan="2">Licence proficiency check
Class or type rating, IR</th><th>Assessment of competence
Instructor or examiner certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ Licence endorsements are NOT permitted</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply
▪ Licence endorsements are NOT permitted</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Licence endorsements permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>Licence endorsements are permitted</td><td rowspan="2">Licence or certificate endorsements are not permitted</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>Licence endorsements are NOT permitted</td></tr>
</table>

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

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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 CZdoes 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

Website: www.caa.cz

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3.7. DENMARK

Danish Transport Authority (Trafikstyrelsen)

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check Class or type rating, IR</th><th>Assessment of competence Instructor or xaminer certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ Licence endorsement NOT permitted</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply for initial instructor assessments.
▪ Examiner assessments only to be performed by senior examiners specifically approved by the Danish Transport authority.
▪ Licence endorsement NOT permitted</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Licence endorsement permitted, except on examiner certificates.</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>Licence endorsement permitted</td><td rowspan="2">Licence endorsement permitted, except on examiner certificates</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>Licence endorsement NOT permitted</td></tr>
</table>

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.

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DENMARK

- 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

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 and proficiency checks to remove CO-PILOT restrictions 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.

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

Website: www.trafikstyrelsen.dk

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3.8. ESTONIA

Estonian Civil Aviation Administration (Lennuamet)

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. Further information can be found in Personal Data Protection Act.

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**
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement **NOT** permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted	
		> 3 years or rating not in licence		

4.2 Licence endorsement procedures

Licence endorsement **NOT** 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 **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to fcl@ecaa.ee.

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ESTONIA

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. 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

Website: www.ecaa.ee

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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 asPIC, 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 PICfor 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. thePIC'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

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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 xaminer certificate**
Initial	▪ Designation procedures apply to **CPL, IR and ATPL** ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply to **Examiner and Instructor Assessment of competence** ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		▪ Designation procedures apply to **Examiner and Instructor Assessment of competence** ▪ Licence endorsement permitted
Renewal	Not applicable	**rating in licence**	Licence endorsement permitted	▪ Designation procedures apply to **Examiner and Instructor Assessment of competence** ▪ Licence endorsement permitted if rating in licence
		rating not in licence	Licence endorsement **NOT** permitted	
4.2 Licence endorsement procedures				

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- 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.

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.

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

Trafidoes 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

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

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3.10. FRANCE

French Civil Aviation Authority (DGAC)

1.Liability
General statement Section 2.2 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.

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, 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
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable	▪ Designation procedures apply for instructor AoC only (initial instructor assessment of competence and assessment of competence for the extension of instructor privileges). ▪ **NOT** permitted for examiner certificates ▪ Licence endorsement **NOT** permitted.
Revalidation	Not applicable	▪ Licence endorsement **NOT** permitted	▪ **NOT** permitted for examiner certificates ▪ Licence endorsement **NOT** permitted

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FRANCE

Renewal	Not applicable	▪ Licence endorsement **NOT** permitted	▪ **NOT** permitted for examiner certificates ▪ Licence endorsement **NOT** permitted

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 comptence or privilege extension assessment of comptence. *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.

4.3.1 This procedure concerns CPL, IR, ATPL skill tests, initial instructor assessment of compteence and assessment of comptence 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

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.

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FRANCE

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/TyperRating 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

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.

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FRANCE

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

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, it is the candidate's responsibility to send the original skill test/proficienty 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, 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: examinateurs.pro@aviation-civile.gouv.fr

Website

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3.11. GERMANY

Luftfahrt-Bundesamt (LBA)

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, 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
Initial	▪ Designation procedures apply, except for class or type rating ▪ Licence endorsement **NOT** permitted	Not applicable	▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted	
Renewal	Not applicable	Licence endorsement **NOT** 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

According to ARA.FCL.205(c) the following designation procedure has to be regarded for skill tests concerning the first issue of licenses and of instrument ratings:

4.3.1 Designation procedures for PPL(As), CPL, ATPL, MPL and IR:

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GERMANY

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 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 training organisation 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 according to FCL.1030, the examiner report shall include the following information:

- 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 according to chapter 4.8 after having conducted the test.

4.5 Safety criteria

During the conduct of skill tests, proficiency checks and assessments of compentence 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 chapter 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

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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. The competent authorities of the related federal states and relevant information are listed in section "Service", A – Z, Letter L, Landesluftfahrtbehörden (Aeronautical Authorities of the Federal States).

These authorities are also listed on the homepage of the Luftfahrt-Bundesamt.

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

Email for copies of the report and licence in case of revalidation and licence endorsement by the examiner: aircrew@lba.de

In case of renewal please submit the documents to:

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

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3.12. GREECE

The Civil Aviation Authority of the Hellenic Republic (HCAA)

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 xaminer certificate**
Initial	▪ Designation procedures apply ▪ Licence endorsements **NOT** permitted	Not applicable	▪ Designation procedures apply ▪ Licence endorsements **NOT** permitted
Revalidation	Not applicable	Licence endorsements permitted	Licence endorsements **NOT** permitted
Renewal	Not applicable	Licence endorsement **NOT** 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 for designation purposes the Test Notification, with the information as listed in the general section 2.4.1, to: examiners@hcaa.gr.

Initial AoC for FI rating including FCL.905.FI (i) privileges may only be conducted with the presence of an HCAA Inspector.

Initial AoC for FI rating including addition of FCL.905.FI (i) privileges , require prior(10 days) notification e-mail to the HCAA in order to arrange the presence of the Aviation Safety Inspector who will monitor the AoC.

No equivalent requirements apply for other AoC, concerning Instructor Ratings, except the ones listed in general section 2.4.1 and 2.4.2 .

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GREECE

Notifications for class/type rating (LPC) 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.

After completion of a skill test, proficiency check or assessment of competence, the examiner report (examiners@hcaa.gr) 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)

All relevant documents for license processing purposes shall be submitted to the competent authority (see below under 4.8, submission via e-mail not accepted).

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 compentence 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 HCAAdoes 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

Hellenic Civil Aviation Authority (YPA), D2/B

4, Leontos & Eleftherias street, Argyroupoli, Post Code 16 452

GREECE

E-mail: examiners@hcaa.gr , d2b@hcaa.gr Website: www.hcaa.gr

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3.13. HUNGARY

Hungarian Civil Aviation Authority (Ministry for Innovation and Technology - MIT)

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

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a. its control be illegal;

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**
Initial	▪ Designation procedures apply. ▪ 48 hrs notification mandatory via eHivatal, see 4.3 . ▪ Licence endorsement **NOT** permitted	Not applicable	▪ Designation procedures apply. ▪ 48 hrs prior notification mandatory via eHivatal, see 4.3. ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	▪ 48 hrs prior notification mandatory via eHivatal, see 4.3 ▪ Licence endorsement **NOT** permitted	
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	▪ 48 hrs prior notification mandatory via eHivatal, see 4.3 .

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		> 3 years or rating not in licence	▪ Licence endorsement **NOT** permitted.

4.2 Licence endorsement procedures

Not applicable for examiners, only the MIT is allowed to make licence endorsements.

4.3 Registration / Designation/ Notification procedures

The MIT operates an online administration interface, which called **eHivatal.**
The eHivatal interface accepts only the registered examiners to report planned exams.

Registration procedure

For registration please send an e-mail to the following e-mail adress:exam@itm.gov.hu:
Attach the following copies in PDF format in **readable quality**:

- scanned copy of licence,
- scanned copy of medical certificate, (does not apply to SFE)
- scanned copy of examiner's authorization issued by the EU Member State.

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.

Designation procedure applies for any **skill test or initial assessment of competence:**

In accordance with the requirements in ARA.FCL.205(c), for any **skill Test or initial assessment of aompetence** the MIT nominates the examiner to conduct the examination.
MIT 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.

Notification procedure applies **for any revalidation and renewal:**

Minimum 48 hrs before any proficiency check conduted Examiner **must notify MIT via eHivatal**

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from MIT here: http://www.nkh.gov.hu/web/legugyi-hivatal/vizsgaztatok.

After completion of a skill test, proficiency check or assessment of competence:

It is the obligation and responsibility of the examiner **to give the original report form to the applicant** and **upload the copy of report form to the eHivatal.**

4.5 Safety criteria

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

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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 MIT 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 for Innovation and Technology Deputy State-Secretariat of Transport Authority Licensing Department Budapest PO. box: 1. 1440 www.nkh.gov.hu caa@itm.gov.hu

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3.14. ICELAND

The Icelandic Transport Authority (Samgöngustofa)

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 rating, IR		Assessment of competence Instructor or examiner certificate
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		Licence endorsement permitted, except for examiner certificates
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement permitted	Licence endorsement **NOT** permitted
		> 3 years or rating not in licence	Licence endorsement **NOT** 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.

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ICELAND

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test or initial instructor assessment of competence is conducted an examiner shall send the ~~following~~ information listed~~,~~ in general section 2.4.1 to 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.

Please note that the auto generated answer to the notification is to be considered a designation for the skilltest or assessment of competence as per ARA.FCL.205(c). Please submit a new notification if there are any changes made. The notification period does not apply to changes to an already submitted notification.

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

Please send the completed form 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.

Alternatively the form may be sent 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 initial theoretical and practical PBN competency is demonstrated during a skill test/proficien~~t~~y check, the examiner must endorse the applicant's logbook and submit a PBN qualification confirmation to ICETRA, 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.

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

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Iceland

Tel: +354 480 6000

E-mail: fcl@icetra.is

Website: www.icetra.is

3.15. IRELAND

Irish Aviation Authority (IAA)

1.Liability

General Statement Section 2.2 **does not apply**. Please refer to Examiner Liability section of IAA's **national administrative procedures** contained in personnellicensing advisory memorandum (PLAM) Reference No. 01/14 in the 'Flight Examiner Standardisation Information Area' of the IAA website. IAA EXAMINER STANDARDISATION WEBSITE

2.Accident insurance

General statement Section 2.2 **does not apply**. Please refer to 'Aircraft Insurance section' of IAA's **National Administrative Procedures** contained in PLAM Reference No. 01/14 in the 'Flight Examiner Standardisation Information Area' of the IAA website.

IAA EXAMINER STANDARDISATION WEBSITE

3.Data protection

General Statement Section 2.3 **does not apply**. Please refer to Data Protection section of IAA's **national administrative procedures** contained in PLAM Reference No. 01/14 in the 'Flight Examiner Standardisation Information Area' of the IAA website.

IAA EXAMINER STANDARDISATION WEBSITE

4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Test/Check</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, all ratings</th><th colspan="2">Licence proficiency check Class/Type ratings/ All other ratings</th><th>Assessment of competence Instructor or examiner certificate</th></tr>
<tr><td>Initial</td><td>Designation procedures apply See: IAA EXAMINER STANDARDISATION WEBSITE</td><td colspan="2">IAA EXAMINER STANDARDISATION WEBSITE</td><td>IAA EXAMINER STANDARDISATION WEBSITE</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Refer to PLAM 04/13</td></tr>
<tr><td>Renewal</td><td>Not applicable</td><td>< 3 years and rating in licence</td><td>PLAM 04/13</td><td>Designation procedures apply</td></tr>
</table>

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	Not applicable	**> 3 years <u>or</u> rating not in licence**	<u>PLAM 04/13</u>	

<u>4.2 Licence endorsement procedures</u>

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 - <u>PLAM 04/13</u>

<u>4.3 Designation procedures</u>

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 Reguilation' ((EU) 1178/2011 as amended) have been considered. Partticularily, 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 noification 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 **<u>does not differentiate</u>** between examiners holding an IAA issued examiner certificate and an examiner holding an examiner certificate from another EASAMS. **<u>All Examiners</u>** 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 revied the latest available IAA procedures.

Please see: <u>IAA EXAMINER STANDARDISATION WEBSITE</u>

<u>4.4 Skill test, proficiency check or assessment of competence forms</u>

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

<u>4.5 Safety criteria</u>

The safety criteria at the flight examiner standardisation information area of the IAA website: <u>IAA EXAMINER STANDARDISATION WEBSITE</u>

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.

<u>4.6 Examination fees</u>

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)**

<u>4.7 Examiner support information</u>

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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

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3.16. ITALY

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

1.Liability

General statement Section 2.2 applies.

2.Accident Insurance

General statement Section 1.2 applies. No further requirements.

3.Data Protection

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 http://www.garanteprivacy.it/web/guest/home_en/italian-legislation

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	Licence Proficiency Check class or type ratings/ IR	Assessment of Competence Instructor or examiner certificate
Initial	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
Revalidation	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
Renewal	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

- 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 ENAC shall issue a new print of the licence with the rating to be endorsed.

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ITALY

- The examiner is not allowed to enter any new rating in the licence after a passed Skill Test.

4.3 Designation and notification procedures

Examiners assessment of competence (ref. Subpart K art. FCL.1020) is permitted only if the senior examiner has participated to a "senior briefing Eeaminer" administered by ENAC or has been authorized by the proper authority.
Application for participating to a "senior briefing examiner" shall be sent to the e-mail: istruttoriesaminatori@enac.gov.it.
In accordance with the requirements in ARA.FCL.205(c), before any skill test, proficiency check or assessment of competence is conducted, an examiner shall send the relevant information to the e-mail address examiner.notification@enac.gov.it within the specified notification period and using the instructions and the "notification template" reported in the ENAC website, "*info in English*" section, examiners page:
https://www.enac.gov.it/en/air-safety/personnel-certification/examiners.

Notification period for hxaminers holder of a licence issued by MSother than ENAC

Type of skill test, proficiency check or assessment of competence	**Notification period and method**
TRPC or Class rating PC IR check	1gg previous notification on examiner.notification@enac.gov.it
Assessment of competence for revalidation/renewal of an examiner or instructor certificate	15gg previous notification on examiner.notification@enac.gov.it
Assessment of competence for initial issue of an examiner or instructor certificate	Request individual designation to istruttoriesaminatori@enac.gov.it (allow 30days for the designation)
Skill test type or class rating	7gg previous notification on examiner.notification@enac.gov.it
Skill test for CPL and/or IR	Request individual designation to personale.volo@enac.gov.it (allow 30days for the designation)
Skill tst for PPL, LAPL, SPL	7gg previous notification on examiner.notification@enac.gov.it
Skill test for ATPL	7gg previous notification on examiner.notification@enac.gov.it

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the ENAC website, "*info in English*" section, examiners page: https://www.enac.gov.it/en/air-safety/personnel-certification/examiners.

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: examiner.notification@enac.gov.it .

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

- A report form for skill test, proficiency check or assessment of competence as applicable
- A flight test schedule.

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- Copy of the statement of the ATO which confirms the required training has been completed (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.
- 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 .

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: https://www.enac.gov.it/en/air-safety/personnel-certification/examiners.

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 or e-mail to: personale.volo@enac.gov.it

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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.

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3.18. LATVIA

Civil Aviation Agency

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 cating	Licence proficiency check Class or type ratings, IR	Assessment of competence Instructor or examiner certificate
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.	Not applicable	▪ Instructors – Designation procedure applicable; licence endorsement NOT permitted. ▪ Examiners – Designation procedure applicable; licence endorsement NOT permitted.
Revalidation	Not applicable	Designation procedure not applicable; Licence endorsement permitted (see 4.2 for detailed information).	▪ Instructors – Designation procedure NOT applicable; licence endorsement NOT permitted except TRI/SFI. ▪ Examiners – Designation procedure applicable;

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				licence endorsement NOT permitted.
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	Designation procedure not applicable; licence endorsement permitted (see 4.2 for detailed information).	▪ Instructors – Designation procedure applicable; licence endorsement NOT permitted. ▪ Examiners – Designation procedure applicable; licence endorsement NOT permitted.
		> 3 years <u>or</u> rating not in licence	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted	

<u>4.2 Licence endorsement procedures</u>

- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- The examiner may endorse the licence if the rating which is revalidated is still printed in the licence and valid.
- The examiner may endorse the licence if the rating which is renewed is still printed in the licence fulfils FCL.625 IR (c) and FCL.740 (b) requirements.
- Validity periods shall be endorsed according to ARA.FCL.215 requirements.
- If rating is revalidated more than 3 months immediately preceding the expiry date of the rating, new validity period shall be endorsed.
- In case of mistake within endorsement relevant endorsement shall be crossed out and new endorsement made.
- 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.

<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 <u>general section 2.4.1</u> and the relevant application form located <u>here</u> to Armands.Ozolins@caa.gov.lv including copies of examiner licence, medical certificate and examiner certificate.

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 day** before the event. Change of examiner shall be notified to Armands.Ozolins@caa.gov.lv including copies of examiner licence, medical certificate and examiner certificate.

Skill tests and assessments of competence shall be performed only after receiving permission number from the Civil aviation agency of of Latvia. In case of change of examiner shall be used initially designated permission number.

<u>4.4 Skill test, proficiency check or assessment of competence forms</u>

The forms can be obtained <u>here</u>.

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LATVIA

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall send the following information listed in general section 2.4.2 to REPORTS@caa.gov.lv within 7 days via e-mail.

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: Biroju iela 10, Lidosta "Riga", Marupe district, LV-1053, Latvia
Registration number: LV 90000196469
Bank: "Valsts kase", Code: TRELLV22
Account number: LV27TREL9170394005000
Phone: + 371 67830936
Fax: +371 67830967
E-mail: caa@caa.gov.lv

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3.19. LITHUANIA

Civil Aviation Administration

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check
Class or type rating, IR</th><th>Assessment of competence
Instructor or examiner certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">▪ Licence endorsement NOT permitted
▪ Designation procedures apply only for examiner certificate</td></tr>
<tr><td rowspan="2">Renewal</td><td>Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td rowspan="2">▪ Licence endorsement NOT permitted
▪ Designation procedures apply only for examiner certificate</td></tr>
<tr><td>Not applicable</td><td>> 3 years <u>or</u> rating not in licence</td></tr>
</table>

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.

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LITHUANIA

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

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3.20. LUXEMBOURG

Direction de l'Aviation Civile (DAC)

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.

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

4.2 Licence endorsement procedures

Licence endorsments 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.

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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

DACdoes 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

Website: www.dac.lu

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3.21. MALTA

Transport Malta Civil Aviation Directorate (TM CAD)

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check Class or type rating, IR</th><th>Assessment of competence Instructor or Examiner certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
<tr><td>Revalidation</td><td>▪ Not applicable</td><td colspan="2">Licence endorsement permitted</td><td>▪ Licence endorsement permitted for Instructor certificate.
▪ Licence endorsement NOT permitted for Examiner certificate.</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>Licence endorsement permitted if authorised by TM CAD</td><td rowspan="2">▪ Licence endorsement for Instructor Certificate permitted if authorised by TM CAD
▪ Licence endorsement for Examiner Certificate NOT permitted</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>Licence endorsement NOT permitted</td></tr>
</table>

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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. Refer to the latest PEL notice 49 available from the Transport Malta website: https://www.transport.gov.mt/aviation/personnel-licensing/fcl-atco-license-pel-notices-701.

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. Send request to cadpel.tm@transport.gov.mt.

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the Transport Malta website: http://www.transport.gov.mt/aviation.

Note: if competency in performance-based navigation (PBN) is checked, the examiner shall use the appropriate 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.

Examiners shall make entries in the pilot's logbook, and complete the relevant flight test form. Entries in the pilot's logbook are made in accordance with following instructions: In the remarks section – enter the type of test that is performed, such as PC / ST / AC, signature and authorisation number (or stamp if applicable) of the examiner authorisation.

Initial PBN endorsement to the IR privileges will be signed by the examiner in the pilot's logbook: In the remarks section – enter the type of test that is performed, such as A320 / IR / PBN or IR-SPA-ME-PBN, signature and authorisation number of examiner certificate (if applicable).

Revaliation of PBN conducted during a proficiency check does not need to be endorsed (examiner signature) in the logbook, unless other types of PBN approaches are assessed.

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

Note: The examiner is **not** allowed to enter PBN/IR endorsement in the licence.

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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 as follows:

ATPL(A), MPL, CPL(A), IR(A), IR(H), EIR (When applicable BIR): EUR 100

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

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

Aeroplane/ Helicopter 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

Refer to the latest PEL notice 66 or PEL notice 68 (as applicable) for examiner support information.

4.8 Contact information

Personnel Licensing Section
Civil Aviation Directorate
Transport Malta
Malta Transport Centre
Pantar Road
Lija LJA 2021
Malta
Email: cadpel.tm@transport.gov.mt
Website: www.transport.gov.mt

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3.22. NETHERLANDS

CAA-Netherlands (ILT – Inspectie Leefomgeving en Transport)

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 rating, IR		Assessment of competence Instructor or examiner certificate
Initial	▪ Notification mandatory ▪ Designation procedures apply.	Not applicable		▪ Notification mandatory ▪ Designation procedures apply. ▪ ~~Only instructor AoC allowed~~.
Revalidation	Not applicable	▪ Designation procedures apply. ▪ Licence endorsement permitted.		
Renewal	Not applicable	**< 3 years and rating in licence**	▪ Designation procedures apply. ▪ Licence endorsement permitted.	▪ Only instructor assessment of assessment allowed. ▪ Designation procedures apply. ▪ License endorsement permitted.
	Not applicable	**~~> 3 years or~~ rating NOT in licence**	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.	

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.

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NETHERLANDS

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.

After 25 August 20202021 PBN privileges shall be required for every IR. Therefore an IR or EIR without PBN privileges shall not be extended passed 25 August 20202021. All IR or EIR valid after this date shall contain PBN privileges and have been issued or extended accordingly.

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 CAA-NL 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.

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'.

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- 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 NL.Luchtvaart@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 16191

2500 BD Den Haag

The Netherlands

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Tel: +3188-489 00 00 https://english.ilent.nl/

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3.23. NORWAY

Norwegian Civil Aviation Authority (NCAA) (Luftfartstilsynet)

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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check
Class or type rating, IR</th><th>Assessment of competence Instructor or examiner certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Licence endorsement permitted, except for instructor and examiner certificates</td></tr>
<tr><td rowspan="3">Renewal</td><td rowspan="3">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td rowspan="2" colspan="2">Licence endorsement permitted, except for instructor and examiner certificates*</td></tr>
<tr><td>> 3 years <u>and</u> rating in licence</td></tr>
<tr><td>Rating not in licence</td><td colspan="2">Licence endorsement <u>NOT</u> permitted</td></tr>
</table>

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

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NORWAY

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

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 at st@caa.no. The notification should be sent at least **5 working days prior** to the skill test or assessment of competence for instructor certificate. 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

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 by clicking this link 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 theNCAA. The preferred method is to send the form and attachments by e-mail to postmottak@caa.no and please send only one e-mail for each candidate. Forms 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

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No further information.
4.8 Contact information Correspondence address: PO Box 243 N-8001 Bodø NORWAY Telephone: +47 75 58 50 00 E-mail : postmottak@caa.no Web-site: www.caa.no

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3.24. POLAND

Civil Aviation Autority (ULC)

1.Liability

General statement Section 2.2 applies.

2.Accident iinsurance

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
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		Licence endorsement permitted, except for examiner certificates
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted	Licence endorsement **NOT** permitted
		> 3 years or rating not in licence	Licence endorsement **NOT** 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 ULCshall 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.

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- 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 ULCdoes 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
www.ulc.gov.pl

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3.25. PORTUGAL

Autoridade Nacional de Aviação Civil (ANAC)

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 (LPC) Class or type ratings, IR**		**Assessment of competence Instructor or Examiner certificate**
Initial	▪ Designation procedures apply ▪ License endorsement **NOT** permitted	Not applicable		▪ Not applicable for Initial examiner assessment of competence, only performed by ANAC Inspectors. ▪ Designation procedures apply for instructor assessment of competence . ▪ License or certificate endorsement **NOT** permitted.
Revalidation	Not applicable	License endorsement **NOT** permitted.		▪ Designation procedures apply for **examiner assessment of competence** . ▪ License or ertificate endorsement **NOT** permitted.
Renewal	Not applicable	**< 3 years and rating in licence**	License endorsement **NOT** permitted	▪ Designation procedures apply for **examiner assessment of competence** . ▪ License or ertificate endorsement **NOT** permitted.
		> 3 years or rating not in licence		

4.2 Licence Endorsement Procedures

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Licence endorsements **NOT** permitted.

4.3 Designation procedures

The designation of examiners procedure applies for **skill test, ATPL skill test, examiner assessment of competence and initial instructor assessment of competence.**

For **ATPL skill Test** the candidate must submit an application, as in CIA nº5/2019 (see 5.4.1).

The assessment of competence for the issue of an examiner certificate can only be performed by an inspector from the ANAC or in special conditions by a senior examiner with a certificate issued by the ANAC.

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, ATPL 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 , with copies of the examiner documentation and also, if applicable, ATO certificate and FSTD certificate. The subject title of the email **shall** contain: "Skill Test or AOC *(as applicable)* / examiner name / candidate name"

Formal **skill test, ATPL skill test, examiner assessment of competence or initial instructor assessment of competence** notification period is at least **5 days prior** to the Event (see 7.9.1 "Timeframes for notification" in ANAC flight examiners Handbook. Notification day and the event day not included).

For Examiner assessment of competence the required notification period **is at least 15 days prior** to the event.

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

After completion of any skill test, proficiency check or assessment of competence, the examiner shall send the information listed in general section 2.4.2 to lpf.examinadores@anac.pt within **15 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 Portuguese licenses' holders.

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 information listed in general section 2.4.2.
The report shall be sent to 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.

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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

Website: www.anac.pt

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3.26. ROMANIA

Romanian Civil Aeronautical Authority

1.Liability
General statement Section 2.2 applies. No further requirements.

2.Accident insurance
General Statement Section 2.2 applies. No further requirements.

3.Data protection
General Statement Section 2.3 applies. No further requirements.

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**	**Licence proficiency check Class or type ratings/ IR**		**Assessment of competence Instructor or Examiner Certificate**
Initial	• Designation procedures applies for all categories of skill tests • License endorsement **NOT** permitted	Not applicable		• Designation procedure applies for all categories of assessment of competences • License endorsement **NOT** permitted
Revalidation	Not applicable	License endorsement **NOT** permitted.		• Designation procedures apply for examiner and instructor assessment of competence. • License or certificate endorsement **NOT** permitted.
Renewal	Not applicable	**< 3 years and rating in licence**	License endorsement **NOT** permitte	• Designation procedures apply for examiner and instructor assessment of. • License or certificate
	Not applicable	**> 3 years or rating not in licence**		

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ROMANIA

				endorsement **NOT** permitted

4.2 Licence endorsement procedures

In all situations the Romanian Civil Aeronautical Authority shall issue a new licence with a valid rating.
Licence endorsements **NOT** permitted.

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, examiner or instructor assessment of competence** is conducted an examiner shall send the following form for approval by Romanian Civil Aeronautical Authority http://www.caa.ro/media/docs/A17_-_FCL-PLAN-EXAM_EN.pdf

For revalidation and renewals of class and type ratings, the examiner has to notify the examination to examinations@caa.ro and provide the following information:

1.Examiner details
- Examiner's name and initials
- Examiners certificate number
- Country of examiner certification
- Contact details; mobile phone number, e-mail address

2.Candidate details:
- Candidate's name and initials
- Candidate's licence number

3.Test details:
- Type of skill test
- Type of aircraft
- Specify test in aircraft or FSTD
- Name of FSTD operator
- Aircraft registration
- Date and time
- Place

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from http://www.caa.ro/pages/formulare-aacr

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:
- A Skill test and proficiency check report form,
- A flight test schedule.
- Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
- Copy of FSTD approval certificate (if applicable).
- Copy of FSTD logbook
- Copy of the examiner's licence.
- Copy of the examiner's certificate.
- Copy of the examiner's medical certificate.

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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 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

4.8 Contact information

Romanian Civil Aeronautical Authority

Cristian OLINESCU
Phone +40 021 208.15.22
E-mail cristian.olinescu@caa.ro

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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.

<table>
<tr><th>Type of examination</th><th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th><th colspan="2">Licence proficiency check Class or type ratings, IR</th><th>Assessment of competence Instructor or xaminer certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ Licence endorsements NOT permitted</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply
▪ Licence endorsements are NOT permitted</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Licence endorsements permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>Licence endorsements permitted</td><td rowspan="2">Licence or certificate endorsements are NOT permitted</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>Licence endorsements NOT permitted</td></tr>
</table>

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

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SLOVAKIA

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 skusky@nsat.sk, operations@nsat.sk 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 examinátormi** 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 Website: www.nsat.sk

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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**
Initial	▪ Designation procedures apply ▪ License endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ License endorsement **NOT** permitted
Revalidation	Not applicable	▪ Notification procedure applies ▪ Licence endorsement permitted ▪ No designation procedure		
Renewal	Not applicable	**< 3 years and rating in licence**	▪ Notification procedure applies ▪ Licence endorsement permitted ▪ No designation procedure	
		> 3 years or rating not in licence	▪ Notification procedure applies ▪ Licence endorsement **NOT** permitted ▪ No designation procedure	

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.

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SLOVENIA

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;

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.

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-jadralnih-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-SIdoes 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.

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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 [general] or examiner@caa.si [for EDD use]

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3.29. SPAIN

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

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, the requirements for the protection of personal data is regulated in the following link.

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
Initial	▪ Notification procedure applies ▪ Licence endorsement **NOT** permitted ▪ Designation procedures for ATPL skill tests and issues of a class or type rating obtained in a third country apply (**see 4.3.1 for detailed information**)	Not applicable	▪ Notification procedure applies ▪ Licence endorsement **NOT** permitted ▪ Designation procedures for examiner assessment of competence apply (**see 4.3.1 for detailed information**)
Revalidation	Not applicable	▪ Notification procedure applies ▪ Licence endorsement permitted (**see 4.2 for detailed information**) ▪ No designation procedure	▪ Notification procedure apply ▪ Licence endorsement **NOT** permitted

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SPAIN

Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	▪ Notification procedure applies ▪ No designation procedure ▪ Licence endorsement **NOT** permitted	▪ Notification procedure applies ▪ Licence endorsement **NOT** permitted ▪ Designation procedures for examiner assessment of competence apply (**see 4.3.1 for detailed information**)
		> 3 years <u>or</u> rating not in licence		

<u>4.2 Licence endorsement procedures</u>

- Licence endorsement procedures
- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.
- License endorsement is only permitted in class, type rating and IR revalidation.
- The examiner shall revalidate a rating extending the validity period of the rating until the end of the relevant month.
- The examiner shall not endorse on a Spanish license the initial issue of ratings.
- The examiner shall not endorse on a Spanish license any rating or certificate renewal.
- The examiner shall not endorse on a Spanish license any certificate revalidation.
- The examiner is not allowed to enter PBN/IR endorsement in the licence.

<u>4.3 Designation procedures</u>

<u>4.3.1 Examiners designation</u>

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.

The form **"<u>Application Form for ATPL(A)/ATPL(H) Examiner Designation (NON-SPANISH EXAMINERS)</u>"** must be submitted by the examiner; the document can be found

<u>https://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/tit_lic_hab/default.aspx</u>

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**.

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.

Designation procedure for the rest of the skill test and proficiency checks is under development.

<u>4.3.2 Test notification (skill test, proficiency checks and assessment of competence)</u>

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, proficiency check or assessment of competence** is conducted an examiner shall send the information listed in <u>general section 2.4.1</u> to <u>dlpa.pvuelo.aesa@seguridadaerea.es</u>

In general, the examiner shall notify the AESA **5 days** prior to the skill test, proficiency check or assessment of competence. A change of examiner up to **1 hour** before the event is allowed.

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SPAIN

4.4 Skill test, proficiency check or assessment of competence forms

Procedures for skill test, proficiency check or assessment of competence including both forms and cover letter of AESAare available in the following link:

http://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/proc_e_form_prueb_v/default.aspx

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, 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)

The examiner must hand 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 applicant or to organisation (Operator/ATO) who will subsequently deliver, by post or in person to AESA, these documents to his/her 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

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 IRprivileges 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.

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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

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

Website: http://www.seguridadaerea.gob.es/lang_castellano/home.aspx

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3.30. SWEDEN

Swedish Transport Agency (Transportstyrelsen)

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 Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Examination</th><th>Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating</th><th colspan="2">Licence Proficiency Check (LPC) Class/Type Ratings,IR</th><th>Assessment of Competence (AoC) Instructor/Examiner Certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ Licence endorsement <u>NOT</u> permitted</td><td colspan="2">Not applicable</td><td>▪ Notification procedure apply for initial instructor certificate
▪ <u>Designation</u> procedure apply for initial examiner certificate
▪ Licence endorsement <u>NOT</u> permitted.</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Licence endorsement permitted and expected except for examiner certificate</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>Rating printed in licence</td><td colspan="2">Licence endorsement permitted and expected except for examiner certificate</td></tr>
<tr><td>Rating not printed in licence</td><td colspan="2">Licence endorsement <u>NOT</u> permitted, see 4.2 Temporary permission to exercise privileges.</td></tr>
</table>

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

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SWEDEN

- 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 successfull test, when licence endorsement is not permitted, in accordance with ARA.FCL.215 (d). The form can be found here. **The examiner shall issue a temporary permission to exercise privileges when licence endorsement is not permitted (not applicable to certificates and licences such as ATPL, Examiner, PPL etc.).** More information regarding the procedure 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.

4.3 Notification Procedures

In accordance with the requirements in ARA.FCL.205(c), before conducting any **skill test or initial instructor assessment of competence** the examiner shall enter the information listed in general section 2.4.1 into the form on the Swedish Transport Agency website; Briefing for non-swedish examiners, which can be found following the link below.

https://www.transportstyrelsen.se/en/aviation/Flight-Training-and-Licensing/Briefing-on-Non-Swedish-Examiners/

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 the auto generated answer to the notification is to be considered a designation for the skilltest or assessment of competence as per ARA.FCL.205(c). If any changes to the notification are made, e.g. due to weather or technical reasons, a new notification has to be submitted. Please note that the notification period of 5 days does not apply to changes to an already submitted notification. If the Swedish Transport Agency wishes to assign another examiner or inspector the examiner will be notified.

4.3.1 ATPL skilltest

As per 4.3

4.3.2 Proficiency checks

No notification for proficiency checks are required.

4.3.3 Initial examiner Assessments of Competence (AoC), **designation procedure apply**

An initial AoC for Examiner Certificate is to be conducted by a Swedish inspector or senior examiner unless specifically approved otherwise. An examiner for an initial examiner AoC shall be specifically **designated** by the Swedish Transport Agency. Requests regarding an initial examiner AoC must be sent to notification@transportstyrelsen.se and contain the information listed in general section 2.4.1. Please write "Examiner AOC" in the email subject line. The AoC notification period is minimum **20 work days** prior to the AoC. The applicant has the option to suggest an inspector or senior examiner.

4.3.4 AoC for the revalidation and renewal of examiner certificates

All assessments of competence for the revalidation or renewal of examiner certificates is to be conducted by a Swedish inspector or senior examiner, unless specifically approved by the Swedish Transport Agency.

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 as a scanned pdf, no other format is accepted.

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After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the 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 25th of august 2017 to the 25th 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 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: flygutbildning@transportstyrelsen.se

Web: www.transportstyrelsen.se

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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 evalutated 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 assessements of competence) shall be notified at least 48 hours in advance on www.flexco.bazl.admin.ch. For CR/TR skill tests or proficiency checks, a change of examiner before the event is permitted, provided that the 48 hours period was initially complied with. In this case the test/check shall be notified on flexco by the new examiner aditionally. FOCA will not respond to your Flexco entry, since this is just our oversight tool. If you are eligible to take the test/check remains in your responsibility.

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 FOCA GM/INFO - Conduct of PC/LPC OPC and LC in Multi Pilot Operation.

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.

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
Initial	▪ Notification procedures apply ▪ Designation procedures apply, except for CR/TR	Not applicable	▪ Notification procedures apply ▪ Designation procedures apply – FI/CRI/IRI; TRI(H) only

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SWITZERLAND

	▪ Licence endorsement **NOT** permitted		▪ Examiner assessment of competence **NOT** permitted ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	▪ Notification procedures apply ▪ Licence endorsement **NOT** permitted	
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence** **> 3 years <u>and</u> rating in licence**	▪ Notification procedures apply ▪ Licence endorsement **NOT** permitted

4.2 Licence endorsement procedures

Licence endorsements are **NOT** permitted.

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **licence or IR skill test,** is conducted, the ATO (alternatively the operator or applicant for ATPL or CB-IR conversion skill test) shall send the information listed in general section 2.4.1 **2 weeks** in advance to 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.

Assessment of competence for the initial issue of a FI, CRI, IRI or TRI (Helicopter only) or an extention of a FI certificate to the privileges to instruct for IR, may only be conducted by FOCA inspectors or FOCA contracted examiners.

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here. The checklists can be obtained here. Swiss forms are preferred; foreign forms are only accepted if written and filled in English. All forms shall be completed in English language.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the information listed in general section 2.4.2. The original forms and supporting documents shall be sent by postmail to FOCA.

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.

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).

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4.8 Contact information

Federal Office of Civil Aviation (FOCA)
CH-3003 Bern (Switzerland)
Internet: www.foca.admin.ch

Contact detail:

pel-inspector@bazl.admin.ch

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3.32. UNITED KINGDOM

UK CAA

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. EU Directive 95/46/EC is implemented in the UK by the Data Protection Act 1998.

4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

Examiners shall comply with the content of the UK CAA flight examiners' handbook or relevant UK CAA standards document, as applicable:

All SPA and SPH skill tests, proficiency checks and instructor assessments of competence.	CAA flight hxaminer'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 *(not SPHPCA)*	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**
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.	Not applicable	**NOT** permitted for examiner certificates.

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UNITED KINGDOM

Revalidation	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.	**NOT** permitted for examiner certificates.
Renewal	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.	**NOT** permitted for examiner certificates.

4.2 Licence endorsement procedures

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.

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.

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 information detailed in paragraph 2.4.1 above:

- For CPL and IR skill tests to: FlightTestBookings@caa.co.uk
- For all other skill tests to: testnotification@caa.co.uk

Examiners shall comply with the procedures specified in information notice IN-2014/114.

See the hyperlink in section 4.7 below.

4.4 Skill test, proficiency check or assessment of competence forms

The relevant form(s) shall be completed by the examiner. See the hyperlink in section 4.7 below.

The examiner shall send, by e-mail attachment, the documents detailed in paragraph 2.4.2 above.

4.5 Safety criteria

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.

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 UK CAA 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

CAA flight examiners' handbook and standards documents:

http://www.caa.co.uk/fclstandards

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Information notice IN-2016/003 (Procedures for examiners holding Part-FCL certificates issued by countries other than the UK)

IN-2016/003

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

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

CAA flight crew licensing orms

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

Information notice IN-2016/003 - The UK's information relevant to the implementation ofPBN – Guidance for all operators, ATOsand 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

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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 link.
Belgium	None applicable
Bulgaria	None applicable
Croatia	None applicable
Cyprus	- Flying over sea - Ditching procedures - Occupied Territories - British Bases Territories - AIP's/VFR Manual (http://vfrmanual.dca.mcw.gov.cy/aic/body)
Czech Republic	Follow this link.
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: IAA EXAMINER STANDARDISATION WEBSITE.
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: http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html
Liechtenstein	OD O-012E link.
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 link.
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 here. As a PICduring 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 here.
Sweden	None applicable
Switzerland	OD O-012E link.
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.

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5. Links to Part-FCL national forms

Austria:

Aeroplane: 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

Belgium:

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/

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-examinateurs

Helicopter: http://www.developpement-durable.gouv.fr/pilotes-helicopteres-examinateurs

Germany:

English language (Aeroplane, Helicopter, Airship, Powered-Lift Aircraft):
https://www.lba.de/DE/Luftfahrtpersonal/Pruefer/Formulare/01_Formulare_Berichte_des_Pruefers_E.html?nn=2560324

German language (Aeroplane, Helicopter, Airship, Powered-Lift Aircraft, Balloon, Sailplane):
https://www.lba.de/DE/Luftfahrtpersonal/Pruefer/Formulare/01_Formulare_Berichte_des_Pruefers.html?nn=2560324

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)"

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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

Italy:
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

Malta:

https://www.transport.gov.mt/Aviation/Personnel-Licensing/FCL-ATCO-License-Application-Forms-2292

Norway:
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

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Slovakia:
http://letectvo.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
F036-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre PPL(A) APPLICATION AND REPORT FORM FOR THE PPL(A) SKILL TEST
F056-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre PPL(H) APPLICATION AND REPORT FORM FOR THE PPL(H) SKILL TEST
F092-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CPL(A) APPLICATION AND REPORT FORM FOR THE CPL(A) SKILL TEST
F111-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CPL(H) APPLICATION AND REPORT FORM FOR THE CPL(H) SKILL TEST
F037-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
F100-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky na získanie IR(A) APPLICATION AND REPORT FORM FOR THE IR(A) SKILL TEST
F052-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)
F141-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)
F050-B	Žiadosť a správa o hodnotení spôsobilosti pre FI/IRI/CRI (examinátor) APPLICATION AND REPORT FORM FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (EXAMINER)
F180-B	Žiadosť a správa o hodnotení spôsobilosti pre TRI,SFI (examinátor) APPLICATION AND REPORT FORM FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (EXAMINER)

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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=qeyohyfrcwfok
Sailplanes: http://www.caa.si/index.php?id=470&L=qeyohyfrcwfok

Spain:
Aeroplane:
http://www.seguridadaerea.gob.es/lang_en/prof_sector/pilotos/proc_e_form_prueb_v/f_avion/default.aspx
Helicopter:
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_lizenzen/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_lizenzen/03167/03168/03175/03182/index.html?lang=en

The Netherlands:
http://www.ilent.nl/onderwerpen/transport/luchtvaart/examinatoren/eufclexaminatoren/vereiste_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

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