



Issued: 8 January 2016

Procedures for Examiners Holding Part-FCL Certificates Issued by Countries Other than the UK

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All AOC Holders
Licensed/Unlicensed Personnel:	All Non-UK Examiners, UK Licensed Pilots and Approved Training Organisations

1 Introduction

- 1.1 This Information Notice applies to the holders of examiner certificates issued by European Aviation Safety Agency (EASA) Member State authorities other than the UK CAA (non-UK examiners). The equivalent information for UK examiners is published in Information Notice [IN-2016/004](#).
- 1.2 ARA.FCL.210(a) requires the UK CAA to have national administrative procedures which shall be used by examiners when conducting skills tests, proficiency checks or assessment of competence of an applicants for UK-issued licences, were the examiner is not a UK licence holder.
- 1.3 This Information Notice sets out the procedures for examiner designation and test notification for non-UK examiners and supersedes IN-2015/050.

2 Preparation for Any Skill Test, Proficiency Check or Assessment of Competence

- 2.1 Please refer to the requirements as reproduced in the [Appendix](#) to this Information Notice. The pre-test requirement is to study the information that is published by EASA as the [Examiner Differences Document](#). This may be found on the EASA website. The Examiner Differences Document contains material written by EASA that is common to all Member States, followed by additional material produced by each country to address their local administrative and operational procedures. As the listing is in alphabetical order, the UK information is towards the end of the document. Non-UK examiners intending to test pilots

who hold (or will apply for) licences and ratings issued by the UK CAA must review and comply with the EASA common information and the additional material specified by the UK CAA that is given in the Examiner Differences Document. Subsequent to the test, proficiency check, or assessment of competence the examiner must make a declaration that he complied with the material contained in the Examiner Differences Document when conducting the test.

- 2.2 The obligation to comply with the published Examiner Differences Document information and to declare compliance applies to all skill tests, proficiency checks and assessments of competence.
- 2.3 ARA.FCL.205 requires the CAA to monitor the conduct and performance of examiners, including non-UK examiners, testing pilots licensed by the CAA. In order for the CAA to be able to comply with this obligation, non-UK examiners are required to notify the CAA in advance of each skill test, proficiency check and assessment of competence they intend to conduct. The notification procedure (by e-mail) is set out in paragraphs 3 and 4 below. The UK CAA requires at least three working days' notification of tests and checks undertaken by non-UK examiners on applicants for whom the UK CAA is the responsible authority. This is to enable the UK CAA to meet its obligations to monitor, if required, the performance and conduct of examiners and to meet its responsibility for examiner oversight. Failure to give sufficient advance notification may result in approval being delayed or the application rejected.
- 2.4 Non-UK examiners should expect that the CAA may require their first (or any subsequent) test, check or assessment of a UK licence holder to be observed by a CAA Staff Examiner/Inspector as part of the UK's Examiner Monitoring Programme in compliance with ARA.FCL.205.

3 Designation of Examiners for Skill Tests and Notification of Skill Tests

3.1 Introduction

- 3.1.1 In **all** cases where a skill test is to be conducted for the initial issue of a **Commercial Pilot Licence (CPL) or Instrument Rating (IR) (including a 'Competency Based' IR (CB IR))** the examiner shall be selected and designated by the **UK CAA**.

3.2 Notification and Designation of Examiners before any Skill Test for a Commercial Pilot Licence or Instrument Rating

- 3.2.1 For any skill test for a UK-issued Part-FCL CPL or to add an IR (including a CB IR) to a UK-issued licence the applicant's Approved Training Organisation (ATO) must book the test via the CAA Flight Test Booking Service, using the following e-mail address: flighttestbookings@caa.co.uk. The e-mail must be to the format specified in paragraph 3.2.2 below. The CAA will then designate an examiner for the test. The designation of the examiner by the CAA satisfies the requirement to notify the test in advance. Separate notification of the skill test is not required.

- 3.2.2 The content of the e-mail to be sent to flighttestbookings@caa.co.uk when a skill test for the initial issue of a CPL, IR or CB IR is to be conducted **must** conform to the following:

- The subject field/title of the e-mail **MUST** be to the following format:

ST ApplicantFamilyName ApplicantLicence/CertificateNumber

Example: ST Biggles GBR.FCL.123456A.A

ST denotes "Skill Test". There **MUST** be a space between the letters ST and the **applicant's** family name (surname) and another space before the licence number.

- The body text of the e-mail **MUST** contain the following information:

Details of pilot/applicant who is to be tested:

Surname: Forename(s): Title:

Licence No./CAA Reference No:

Date of Birth (dd/mm/yyyy):

Test Details:

Type of Test being conducted: *(CPL / IR / C-B IR)*

Class or Type of Aircraft:

Simulator No. or Aircraft Registration:

Date of Test (dd/mm/yyyy):

Venue for Test:

Time when test is to be carried out (24 hour clock):

Optional Information:

When requesting examiner designation, the applicant's ATO may advise the CAA of the name, licence/certificate number and contact details of an examiner, local to the intended test venue, by whom they would prefer to have the test conducted. However, the CAA will not be bound to designate the examiner nominated by the applicant.

- 3.2.3 Before undertaking the test, the ATO/applicant must have written confirmation from the CAA identifying the examiner designated for the test. Once this e-mail confirmation has been received the test may proceed with that examiner. (Any automated acknowledgement of receipt of e-mail sent to Flight Test Bookings is not confirmation of designation by the CAA of an examiner for a CPL, IR or CB IR skill test.)

3.3 Skill Tests for Licences and Ratings Other than CPL and IR

- 3.3.1 For initial skill tests for:

- the Light Aircraft Pilot Licence (LAPL);
- the Private Pilot Licence (PPL);
- the Sailplane Pilot Licence (SPL);
- the Balloon Pilot Licence (BPL);
- the Multi-crew Pilot Licence (MPL);
- the Airline Transport Pilot Licence (ATPL); and
- Class, Type or additional ratings (including the En-route Instrument Rating (EIR))

(but not for CPL, IR or CB IR), the selection and designation of the examiner shall be made by the CAA - see paragraph 3.4.

Note: This excludes designation for CPL, IR and CB IR tests which must be requested through Flight Test Bookings as specified in paragraph 3.2 above.

3.4 Notification and Designation of Examiners by the CAA Before Any Skill Test

- 3.4.1 The examiner must be designated by the CAA. The information specified in paragraph 3.4.2 below must be sent by e-mail to testnotification@caa.co.uk. For these skill tests (which exclude CPL, IR or CB IR), the applicant or examiner shall propose the examiner to be used.

The reply will acknowledge receipt of the request and will confirm that the examiner is designated for the test provided that he holds a valid examiner certificate appropriate to the intended test.

3.4.2 The content of the e-mail to be sent to testnotification@caa.co.uk when a skill test for the initial issue of a licence or rating (other than a CPL, IR or CB IR) **must** conform to the following:

- The subject field/title of the e-mail **MUST** be to the following format:

ST ExaminerFamilyName ExaminerCertificateNumber

Example: ST Biggles XXX.FCL.123456A.A

ST denotes "Skill Test". There **MUST** be a space between the letters ST and the **examiner's** family name (surname) and another space before the examiner **certificate** number.

- The body text of the e-mail **MUST** contain the following information:

Details of pilot/applicant who is to be tested:

Surname: Forename(s): Title:

Licence No./CAA Reference No:

Date of Birth (dd/mm/yyyy):

Examiner Details:

Surname: Forename(s): Title:

Licence/Certificate No:

Member State of Licence/Certificate Issue:

Date of Birth (dd/mm/yyyy):

Examiner Privileges:

Test Details:

Type of Test being conducted: (LAPL / PPL / SPL / BPL / MPL / ATPL / CLASS / TYPE / MR / EIR)

Class or Type of Aircraft:

Simulator No. or Aircraft Registration:

Date of Test (dd/mm/yyyy):

Venue for Test:

Time when test is to be carried out (24 hour clock):

Note: If this format is not followed accurately, you will **NOT** receive confirmation of designation.

3.4.3 Examiners shall **NOT** conduct a skill test unless they have an e-mail or other written notification by the CAA confirming their designation as the examiner for the test.

4 Notification to the UK CAA before any Proficiency Check or Assessment of Competence

4.1 Non-UK examiners authorised by EASA States other than the UK must inform the UK CAA on each and every occasion of their intent to conduct a proficiency check or assessment of competence for the holder of a UK-issued Part-FCL (or JAR-FCL) licence. Pre-notification of

the intended check or assessment is required in order for the CAA to be able to fulfil its obligations to monitor examiners in accordance with ARA.FCL.205.

4.2 Non-UK examiners shall inform the UK CAA in advance of any proficiency check or assessment of competence by sending an e-mail to testnotification@caa.co.uk. The e-mail shall be to the following format:

- The subject/title text in the e-mail **MUST** begin with PC or AC followed by a space then the examiner's name, another space and the certificate number.

The pre-fix:

- PC is for a Proficiency Check; and
- AC is for an Assessment of Competence.

Example: PC Biggles XXX.FCL.123456A.A

- The body text of the e-mail **MUST** contain the following information:

Details of pilot/applicant who is to be tested:

Surname: Forename(s): Title:
Licence No./CAA Reference No:
Date of Birth (dd/mm/yyyy):

Examiner Details:

Surname: Forename(s): Title:
Licence/Certificate No:
Member State of Licence/Certificate Issue:
Date of Birth (dd/mm/yyyy):
Examiner Privileges:

Test Details:

Type of Test being conducted: (LAPL / PPL / SPL / BPL / MPL / ATPL / CLASS / TYPE / MR / EIR)
Class or Type of Aircraft:
Simulator No. or Aircraft Registration:
Date of Test (dd/mm/yyyy):
Venue for Test:
Time when test is to be carried out (24 hour clock):

Note: If this format is not followed accurately, you will **NOT** receive confirmation of notification.

4.3 Non-UK examiners shall not conduct a proficiency check or assessment of competence until they have received an e-mail confirming that the CAA has accepted the pre-notification of the test. (In the case of a skill test, the examiner will have been designated for the test by the CAA and the test may proceed when the designation is received from the CAA as the pre-notification requirement is then satisfied.)

5 After any Skill Test, Proficiency Check or Assessment of Competence

- 5.1 FCL.1030(b)(3)(iv) specifies that following the test, check or assessment the examiner shall make a declaration that he has applied the information set out in the Examiner Differences Document. The UK CAA is amending the relevant examiner report forms to include a 'tick box' for non-UK examiners with the following declaration:

"I have reviewed and applied the relevant national procedures and requirements of the UK CAA contained in version of the Examiner Differences Document."

When completing the relevant form, non-UK Part-FCL examiners must enter the version number of the EASA document they have reviewed and tick the box confirming that they have acted in accordance with the published material when conducting the skill test, proficiency check or assessment of competence.

- 5.2 As specified in FCL.1030(b)(3)(v) a copy of the examiner's certificate (detailing examiner privileges) must be enclosed when the result of the test/check/assessment is submitted to the UK CAA.

6 Endorsement of Licences by Examiners

- 6.1 Examiners are not permitted to endorse a UK-issued licence with a new rating following the (initial) skill test. Where a rating is to be added to a licence (in Section XII), application must be made to the CAA for the licence to be amended.
- 6.2 Unless specifically authorised by the UK CAA, examiners holding Part-FCL examiner certificates issued by countries other than the UK are not permitted to endorse the certificate of revalidation of a UK-issued licence. Where the examiner notifies the intent to conduct a proficiency check or assessment of competence in accordance with the procedure under paragraph 4 of this Information Notice, the e-mail from the CAA confirming notification will include an authorisation permitting the examiner to endorse the revalidation page of the licence. This authorisation will be valid once only and will be for the specific renewal/revalidation of the qualification for the particular licence holder being examined. Where the non-UK examiner is not authorised to endorse the licence, the application for revalidation/renewal must be made to the CAA enclosing evidence of compliance with the renewal requirements.

7 Further Information

- 7.1 Examiners are reminded that FCL.1005 states that examiners shall not conduct:
- (a) *skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:*
 - (1) *to whom they have provided more than 25 % of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or*
 - (2) *when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b);*
 - (b) *skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.'*

For the purpose of (a)(1), instruction includes any flight that relies upon the privileges of the instructor certificate, and so includes 'progress checks' completed during the course.

8 **Queries**

- 8.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

Test Notifications, Licensing
Shared Services Centre
Civil Aviation Authority
GE, Aviation House
Gatwick Airport
RH6 0YR

E-mail: testnotification@caa.co.uk

9 **Cancellation**

- 9.1 This Information Notice will remain in force until further notice.

Appendix The Texts of FCL.1015 and FCL.1030 Following the Coming into Force of the Amending Regulation (EU) No. 245/2014

FCL.1015 Examiner standardisation

- (a) Applicants for an examiner certificate shall undertake a standardisation course provided by the competent authority or by an ATO and approved by the competent authority.
- (b) The standardisation course shall consist of theoretical and practical instruction and shall include, at least:
 - (1) the conduct of 2 skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;
 - (2) instruction on the applicable requirements in this part and the applicable air operations requirements, the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting;
 - (3) a briefing on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees;
 - (4) a briefing on the need to review and apply the items in (3) 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; and
 - (5) an instruction on how to get access to these national procedures and requirements of other competent authorities when needed.
- (c) Holders of an examiners certificate shall not conduct 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, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority.

FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence

- (a) When conducting skill tests, proficiency checks and assessments of competence, examiners shall:
 - (1) ensure that communication with the applicant can be established without language barriers;
 - (2) verify that the applicant complies with all the qualification, training and experience requirements in this Part for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken;
 - (3) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.
- (b) After completion of the skill test or proficiency check, the examiner shall:
 - (1) inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the

rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;

- (2) in the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's licence or certificate with the new expiry date of the rating or certificate, if specifically authorised for that purpose by the competent authority responsible for the applicant's licence;
- (3) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. The report shall include:
 - (i) a declaration that the examiner has received information from the applicant regarding his/her experience and instruction, and found that experience and instruction complying with the applicable requirements in this Part;
 - (ii) confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
 - (iii) the result of the test, check or assessment of competence;
 - (iv) a declaration that the examiner has reviewed and applied the national procedures and requirements of the applicant's competent authority if the competent authority responsible for the applicant's licence is not the same that issued the examiner's certificate;
 - (v) a copy of the examiner certificate containing the scope of his/her privileges as examiner in the case of 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.
- (c) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.
- (d) Upon request by the competent authority responsible for the examiner certificate, or the competent authority responsible for the applicant's licence, examiners shall submit all records and reports, and any other information, as required for oversight activities.