

Issued: 8 January 2016

## Designation of UK Examiners for Skill Tests for Initial Issue of Licences, Ratings and Certificates

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).

<b>Applicability:</b>	
<b>Aerodromes:</b>	Not primarily affected
<b>Air Traffic:</b>	Not primarily affected
<b>Airspace:</b>	Not primarily affected
<b>Airworthiness:</b>	Not primarily affected
<b>Flight Operations:</b>	All AOC Holders
<b>Licensed/Unlicensed Personnel:</b>	All UK Examiners, Training Organisations and Licence Holders

### 1 Introduction

- 1.1 This Information Notice applies to the holders of examiner certificates issued by the UK CAA. The equivalent information for non-UK examiners is published in Information Notice [IN-2016/003 'Procedures for Examiners Holding Part-FCL Certificates Issued by Countries Other than the UK'](#).
- 1.2 ARA.FCL.205(c) requires the UK CAA to have procedures to designate examiners for the conduct of **skill** tests on holders of UK-issued licences or applicants for UK-issued licences. These procedures do not apply to proficiency checks or assessments of competence, as the designation of examiners is not required for those activities. Examiners intending to conduct skill tests for pilots who hold (or will hold) licences issued by European Aviation Safety Agency (EASA) States other than the UK must be designated according to the procedures of those States. Where any UK examiner intends to conduct a skill test (for initial issue of a licence or rating) for a UK pilot licence holder or for any applicant wishing to apply for a UK-issued pilot licence or rating, this Information Notice applies.
- 1.3 This Information Notice supersedes IN-2014/110.

### 2 Scope

- 2.1 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**. Where the skill test is for the

initial issue of any other licence or rating (not a CPL, IR or CB IR), the examiner may be designated by the CAA or alternatively a UK examiner may be designated by a UK-based Approved Training Organisation (ATO) or commercial operator that has a procedure approved by the CAA for that purpose. The alternative procedure is only available to ATOs and Air Operator Certificate (AOC) holders based in the UK and approved by the UK CAA.

### 3 Skill Tests for a Commercial Pilot Licence or Instrument Rating

3.1 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 must book the test via the CAA Flight Test Booking Service, using the following e-mail address: [flighttestbookings@caa.co.uk](mailto:flighttestbookings@caa.co.uk). The e-mail must be to the format specified in paragraph 3.2 below. The CAA will then designate an examiner for the test.

3.2 The content of the e-mail to be sent to [flighttestbookings@caa.co.uk](mailto: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 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.

3.3 Before undertaking the test, the 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.)

## 4 Skill Tests for Licences and Ratings Other than CPL and IR

### 4.1 Introduction

4.1.1 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) and Instrument Rating (Restricted) (IR(R))).

The selection and designation of a UK examiner may be made by the UK ATO or UK AOC holder that is recommending the applicant for the test. Designation by the ATO or AOC holder is subject to that organisation complying with the arrangements set out in paragraph 4.2. However, if designation by a UK ATO or UK AOC holder is not available application for designation of an examiner by the CAA shall be made through the CAA - see paragraph 4.3.

**Note:** This excludes designation for CPL, IR and CB IR tests which must be requested through Flight Test Bookings as specified in paragraph 3 above.

### 4.2 Designation of Examiners by UK ATOs and UK AOC Holders

4.2.1 UK AOC holders and UK-approved ATOs wishing to designate examiners (holding certificates issued by the UK CAA) for skill tests shall include a procedure in their CAA-approved manuals for the designation of examiners for each skill test. The ATO/AOC holder must provide the CAA with a list of the examiners they intend to use, specifying for each examiner:

- i) The course (or courses) for which each examiner is nominated to conduct skill tests.
- ii) Type of skill test including aircraft category, licence or rating title and (where applicable) specific type or class of aircraft.
- iii) Examiner's forename, initials and surname.
- iv) Examiner's UK licence/certificate number.
- v) Confirmation that the organisation has reviewed the examiner's certificate and verified that he has the examining privileges to conduct the tests specified in (ii) above.

This list must be sent to [testnotification@caa.co.uk](mailto:testnotification@caa.co.uk). The CAA must be provided with the latest version whenever the list of examiners is amended. Any one of the examiners nominated and detailed on the organisation's list may then, where appropriately qualified, be designated by the AOC holder or ATO to conduct the skill test.

4.2.2 The ATO/AOC holder's procedure must ensure that for each skill test conducted information equivalent to that specified under paragraph 4.3.2 below is captured and stored in the organisation's training records. These procedures and their application will be subject to audit by the CAA as part of the oversight of the ATO/AOC approval.

### 4.3 Designation of Examiners by the CAA

4.3.1 Where the procedure for designation by a UK ATO or UK AOC holder is not used, designation of the examiner must be requested from the CAA. The information specified in paragraph

4.3.2 below must be sent by e-mail to [examinerdesignation@caa.co.uk](mailto:examinerdesignation@caa.co.uk). For these skill tests (which exclude CPL, IR or CB IR, but include EIR and IR(R)), 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.

4.3.2 The content of the e-mail to be sent to [examinerdesignation@caa.co.uk](mailto:examinerdesignation@caa.co.uk) when a skill test for the initial issue of a licence or rating (other than 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 ExaminerFamilyName ExaminerLicence/CertificateNumber

Example: ST Biggles GBR.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 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):

**Examiner Details:**

Surname: Forename(s): Title:

UK Licence No:

Examiner Privilege to be exercised for the intended test:

**Test Details:**

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

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.

4.3.3 Where the examiner is designated by the CAA (and not by a UK AOC holder or UK ATO) the examiner shall **NOT** conduct the skill test unless they have an e-mail or other written notification by the CAA confirming their designation as the examiner for the test.

## 5 Part-FCL Examiners with Examiner Certificates Issued by Other EASA Member States

5.1 Non-UK Part-FCL examiners must comply with the procedures specified in Information Notice [IN-2016/003](#).

## 6 Further Information

- 6.1 In accordance with ARA.FCL.205, the UK CAA will publish a list of the examiners holding examiner certificates issued by the CAA.
- 6.2 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.

- 6.3 To comply with the obligations placed on the CAA by ARA.FCL.205, UK CAA Licensing Standards Inspectors, CAA Flight Examiners and CAA Training Inspectors will conduct sampling, audits and inspections of skill tests and proficiency checks as the CAA considers necessary in order to be assured that the test standards are being met and that the agreed processes and procedures are being complied with.
- 6.4 An examiner is 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.

**Note:** In the case of renewal of a rating by proficiency check, the holder of an examiner certificate **issued by the UK CAA** may endorse the certificate of revalidation in a pilot's licence, but only if the rating is still shown in Section XII on page 4 of the licence. If the rating is no longer shown in Section XII it will be shown on the back of the licence as a previously held rating. In such cases the application for renewal of the rating must be made to the CAA enclosing evidence of compliance with the renewal requirements. The licence will then be reprinted by the CAA with the rating reinstated as current.

## 7 Queries

- 7.1 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](mailto:testnotification@caa.co.uk)

## 8 Cancellation

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