



**NOTICE OF PROPOSED AMENDMENT (NPA) No 2008-22b**

**DRAFT OPINION OF THE EUROPEAN AVIATION SAFETY AGENCY,  
FOR A COMMISSION REGULATION establishing the implementing rules for the  
competent authorities, including general requirements, approved training  
organisations, aeromedical centres, licensing and medical certification of flight crew.**

**and**

**DRAFT DECISION OF THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION  
SAFETY AGENCY on  
acceptable means of compliance and guidance material related to the implementing  
rules for the competent authorities, including general requirements, approved  
training organisations, aeromedical centres, licensing and medical certification of  
flight crew.**

**and**

**DRAFT OPINION OF THE EUROPEAN AVIATION SAFETY AGENCY,  
FOR A COMMISSION REGULATION establishing the implementing rules for  
organisations, including general requirements, approved training organisations,  
flight simulation training devices and aeromedical centres.**

**and**

**DRAFT DECISIONS OF THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION  
SAFETY AGENCY on  
acceptable means of compliance, certification specifications and guidance material  
related to the implementing rules for managements systems, including general  
requirements, approved training organisations, flight simulation training devices and  
aeromedical centres.**

***"Authority and Organisation Requirements"***

**B. Authority Requirements**

**NOTE:** The NPA on "Authority and Organisation Requirements" contains draft Opinion on the Implementing Rules for Authorities, draft Opinion on the Implementing Rules for Organisations and the related draft Decisions and Regulatory Impact Assessments. The NPA is split into six separate NPAs (2008-22A, 2008-22B, 2008-22C, 2008-22D, 2008-22E AND 2008-22F) as indicated in the Table of Contents below. The documents are published in the Comment-Response Tool (CRT) available at <http://hub.easa.europa.eu/crt/>.

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**I DRAFT OPINION PART-AR****ANNEX 1 TO IMPLEMENTING REGULATION  
PART AUTHORITY REQUIREMENTS (AR)****SUBPART GEN - GENERAL REQUIREMENTS****SECTION 1****GENERAL****AR.GEN.005 Scope**

This Part establishes the requirements to be followed by the competent authorities in charge of the implementation and enforcement of the Basic Regulation and its implementing rules, and specifically regarding:

- (a) the issuance, continuation, change, limitation, suspension or revocation of:
  - 1. organisation approvals;
  - 2. flight simulation training device (FSTD) qualifications; and
  - 3. personnel licences, ratings, certificates and attestations.
- (b) the arrangements for theoretical knowledge examinations;
- (c) medical certification; and
- (d) oversight of persons and organisations exercising activities on the territory of the Member State.

**AR.GEN.020 Acceptable Means of Compliance**

- (a) The Agency shall develop acceptable means of compliance (AMC) that may be used to establish compliance with Basic Regulation and its implementing rules.

When the acceptable means of compliance are complied with, the related requirements of the implementing rules shall be considered as met.

- (b) Alternative acceptable means of compliance may be used to establish compliance with the implementing rules.

These alternative acceptable means of compliance shall only be used when it is demonstrated that the safety objective set out in the implementing rules is met.

- (c) The competent authority shall within a month from the date of application evaluate all alternative means of compliance proposed by an applicant, by analysing the documentation and safety assessment provided and, if considered necessary, conducting an inspection of the applicant.

When the competent authority finds that the alternative acceptable means of compliance are in accordance with the requirements of (b) above, it shall without undue delay:

- (1) notify the applicant that they may implement them and, if applicable, amend the approval or certificate of the applicant accordingly.
  - (2) publish the alternative acceptable means of compliance; and
  - (3) notify the Agency of their content, including copies of all relevant documentation.
- (d) When the competent authority uses alternative or additional acceptable means of compliance, it shall immediately notify the Agency. The competent authority shall provide the Agency with a full description of the alternative or additional acceptable means of compliance, including any revisions to national procedures that may be

relevant, as well as a safety assessment demonstrating that the safety objective set out in the implementing rules is met.

- (e) Upon receiving a notification from a competent authority that alternative or additional acceptable means of compliance are being used, the Agency shall assess compliance with the paragraphs above and notify the competent authority of its conclusion.

#### **AR.GEN.025 Coordination and information**

- (a) The competent authority shall have a controlled process in accordance with AR.GEN.200 to implement the Basic Regulation and its implementing rules.
- (b) The competent authority shall without undue delay notify the Agency in case of any difficulty in the implementation of the Basic Regulation and its implementing rules.
- (c) The competent authority shall have safety promotion programmes to make safety information broadly available to persons and organisations.

#### **AR.GEN.030 Mutual exchange of information**

- (a) In order to contribute to the improvement of air safety, the competent authorities shall participate in a mutual exchange of all necessary information, including all finding raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities on the territory of a Member State.
- (b) Without prejudice to the competencies of the Member States, in cases involving more than one Member State, the concerned competent authorities shall assist each other in carrying out the necessary oversight action.

#### **AR.GEN.035 Mandatory safety information**

- (a) The competent authorities shall issue mandatory safety information to react to a safety problem which involves person(s) or organisation(s) subject to the Basic Regulation and its implementing rules and requiring immediate action.
- (b) Mandatory safety information shall be made publicly available and contain, as a minimum, the following information:
  - (1) the identification of the safety problem;
  - (2) the identification of the affected activities;
  - (3) the actions required and their rationale;
  - (4) the time limit for compliance with the actions required by the mandatory safety information; and
  - (5) its date of entry into force.
- (c) The competent authority shall immediately notify any mandatory safety information issued to the Agency, the Commission and the other Member States.

#### **AR.GEN.040 Reporting**

- (a) In addition to the reports required by the applicable legislation on occurrence reporting in civil aviation, the competent authority shall provide reports on safety significant occurrences to the Agency.
- (b) The reports shall be:
  - (1) provided in a form and manner specified by the Agency;
  - (2) recorded and maintained by the competent authority;
  - (3) open to inspection; and
  - (4) communicated in a timely manner to the Agency.

#### **AR.GEN.045 Notification of exemptions**

When applying Article 14 (4) of the Basic Regulation, the notification of Member States granting an exemption of repetitive nature or for a period of more than two months shall specify:

- (a) the requirement from which the exemption was granted;
- (b) the reason for granting the exemption and
- (c) the following data as appropriate:
  - (1) the type of aircraft concerned;
  - (2) the registration and serial number of the aircraft concerned;
  - (3) the type of operation concerned;
  - (4) the person(s) or organisation(s) to whom the exemption is granted;
  - (5) the applicability date and the duration of the exemption;
  - (6) indication of previous similar exemptions;
  - (7) a description of the mitigating measures demonstrating that the level of safety is not adversely affected.

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## **SECTION 2**

### **MANAGEMENT**

#### **AR.GEN.200 Management system**

- (a) The competent authority shall establish and maintain a management system, including as a minimum:
  - (1) documented policies and procedures to describe its organisation, means and methods to fulfil the requirements of this Part. The procedures shall be kept up to date and serve as the basic working documents within that competent authority for all related tasks;
  - (2) a sufficient number of staff to perform its tasks and discharge its responsibilities. Such staff shall be adequately qualified and have the necessary knowledge, experience, initial training and continuation training to perform their allocated tasks;
  - (3) adequate facilities and office accommodation to perform the allocated tasks; and
  - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures. Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure corrective actions as necessary.
  - (5) a person or group of persons, ultimately responsible to the senior management of the competent authority, for monitoring compliance of the management system with the relevant requirements and adequacy of the procedures.
- (b) The competent authority shall, for each field of activity, appoint one or more persons responsible for the relevant task(s).
- (c) A copy of the procedures related to the management system and their amendments shall be made available to the Agency.

#### **AR.GEN.205 Changes in the management system**

- (a) The competent authority shall notify any significant change in the management system to the Agency.
- (b) The Agency may decide to review the management system of the competent authority of the Member State and request any clarification or changes.
- (c) The competent authority shall update its management system relating to any change to the Basic Regulation and its implementing rules in a timely manner to ensure effective implementation.

#### **AR.GEN.220 Record-keeping**

- (a) The competent authorities shall establish a system of record-keeping that allows adequate traceability of:
  - (1) certification processes;
  - (2) oversight;
  - (3) findings, corrective actions and date of action closure;
  - (4) enforcement measures taken;
  - (5) mandatory safety information;
  - (6) ramp inspections; and
  - (7) use of the flexibility provisions in accordance with art 14 of the Basic Regulation.

- (b) All records shall be kept for a minimum period of 5 years.
- (c) Records specified in this Part shall be made available, subject to data protection rules, upon request to the Agency and, when necessary to meet the objectives of the Basic Regulation and its implementing rules, to other competent authorities.

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### SECTION 3

#### CERTIFICATION, OVERSIGHT AND ENFORCEMENT

##### **AR.GEN.300 Continuing oversight**

- (a) The competent authority shall verify:
  - (1) compliance with applicable requirements of persons, products, organisations or undertakings prior to the issue of a certificate, as applicable;
  - (2) continued compliance of certified persons, products, organisations or undertakings with the applicable requirements; and
  - (3) implementation of mandatory safety information.
- (b) This verification shall:
  - (1) be based on documented procedures;
  - (2) be supported by documentation specifically intended to provide staff responsible for safety oversight with guidance to perform their functions;
  - (3) provide persons, organisations and undertakings concerned with an indication of the results of the safety oversight activity;
  - (4) be based on audits, inspections and reviews conducted; and
  - (5) provide the competent authority with the evidence needed to support further action, including the conduct of investigations, ramp inspections and grounding of aircraft to prevent the continuation of an infringement.

##### **AR.GEN.305 Monitoring of activities**

- (a) The competent authority shall establish and maintain an oversight programme to monitor persons and organisations exercising activities on the territory of the Member State or certified by the competent authority that is proportionate to the complexity of the activities and the risks involved. The programme shall be developed taking into account the size of the organisation, local knowledge, possible certification according to industry standards and past surveillance activities.
- (b) The oversight programme shall include:
  - (1) sample inspections, including unannounced inspections;
  - (2) for each organisation, at least once every 24 months:
    - (i) regular audits at intervals determined by the results of past surveillance activities;
    - (ii) meetings convened with the accountable manager to ensure they remain informed of significant issues arising during audits..
- (c) The oversight shall focus on a number of key risk elements and identify any finding.
- (d) The competent authority shall keep and update the continuing oversight programme, including a list of the approved organisations under its supervision, the dates when audit visits are due and when such visits were carried out.

##### **AR.GEN.310 Certification procedure – organisations**

- (a) Upon receiving an application for the issue of an approval or certificate for an organisation, the competent authority shall verify the organisation's compliance with the applicable requirements, and conduct, where relevant, an inspection of the organisation.
- (b) When satisfied that the organisation is in compliance with the applicable requirements, the competent authority shall issue the organisation approval certificate, as established

in Appendix I to this Part. The certificate shall contain the privileges and the scope of the activities that the organisation is approved to conduct.

- (c) The competent authority shall agree with the organisations it certifies the scope of the changes to the organisation's procedures that require prior approval.

#### **AR.GEN.315 Indirect approval**

When the amendments to a document related to the processes of an organisation require an approval from the competent authority, this may be achieved through an indirect approval procedure. In that case, the indirect approval procedure shall be established by the organisation as part of the organisation manual, in accordance with Part OR, and shall be approved by the competent authority responsible for approving that organisation.

#### **AR.GEN.330 Changes – organisations**

- (a) Upon receiving an application for a change that requires prior approval, the competent authority shall apply the procedure in AR.GEN.310, restricted to the extent of the change.
- (b) For other changes, the competent authority shall assess the documents provided to verify compliance with the applicable requirements. In case of any non-compliance, the competent authority shall notify the organisation that the change is not approved.

#### **AR.GEN.340 Declaration – persons and organisations**

- (a) Upon receipt of a declaration from a person or organisation intending to carry out activities for which a declaration is required, the competent authority shall verify that the declaration complies with the applicable requirements.
- (b) In case of compliance of the declaration with applicable requirements, the competent authority shall acknowledge receipt of the declaration to the person or organisation.
- (c) In case of non-compliance, the competent authority shall:
  - (1) record this non-compliance;
  - (2) notify the person or organisation; and
  - (3) take actions in accordance with AR.GEN.345 or AR.GEN.350, as applicable.

#### **AR.GEN.345 Findings and corrective actions – organisations**

- (a) The competent authority shall have a system to analyse findings for their safety significance.
- (b) When a finding is detected during an audit or by any other means, the competent authority shall, without prejudice to any additional action required by the Basic Regulation and its implementing rules:
  - (1) communicate it to the organisation, including a request for corrective actions to address the non-compliance(s) identified; and
  - (2) for level 1 findings, take immediate appropriate actions to prohibit or limit activities, including, if appropriate, actions to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the operator;
  - (3) for level 2 findings, grant the organisation a corrective action period appropriate to the nature of the finding;
  - (4) apply any penalties laid down by the Member State in accordance with article 68 of the Basic Regulation.
- (c) In the case of level 2 findings:
  - (1) the competent authority shall assess the corrective actions and the implementation plan proposed by the organisation and accept them if the assessment concludes that they are sufficient to address the non-compliance(s).

- (2) where an organisation fails to perform the corrective actions within the time period accepted by the competent authority, the competent authority shall take appropriate enforcement measures, including the suspension or revocation of certificates and the application of any penalties laid down by the Member State in accordance with article 68 of the Basic Regulation.
- (d) The competent authority shall record all findings, corrective actions and date of action closure and, where applicable, the enforcement measures taken or penalties applied.

**AR.GEN.350 Enforcement measures and penalties - persons**

- (a) If during oversight or by any other means evidence is found showing a non-compliance with the applicable requirements of a person holding a licence, certificate, rating, authorisation or attestation issued in accordance with the Basic regulation and its implementing rules, the competent authority shall raise a finding.
- (b) The competent authority shall record all findings and confirm them in writing to the licence, certificate, rating, authorisation or attestation holder.
- (c) When the competent authority that raised the finding is the one that issued the licence, certificate, rating, authorisation or attestation, it shall:
  - (1) limit, suspend or revoke the licence, certificate, rating, authorisation or attestation, in case a safety issue has been identified.
  - (2) take any further enforcement measures necessary to prevent the continuation of an infringement, including the application of any penalties laid down by the Member State in accordance with article 68 of the Basic Regulation.
- (d) In other cases, the competent authority that raised the finding shall inform the competent authority that issued the licence, certificate, rating, authorisation or attestation. In this case, the competent authority that issued the licence, certificate, rating, authorisation or attestation shall take action in accordance with paragraph (c) above and inform the competent authority that raised the finding.
- (e) If during oversight or by any other means evidence is found showing a non-compliance with the applicable requirements of a person not holding a licence, certificate, rating, authorisation or attestation issued in accordance with the Basic regulation and its implementing rules, the competent authority shall take any further enforcement measures necessary to prevent the continuation of an infringement, including the application of any penalties laid down by the Member State in accordance with article 68 of the Basic Regulation.

**AR.GEN.355 Activities in more than one Member State**

- (a) Where the activity of a person, organisation or undertaking involves more than one Member State the oversight shall be carried out in conjunction with the competent authorities from the Member States in whose territory the activities are performed.
- (b) The competent authority in whose territory the activities are performed shall apply the provisions as defined in AR.GEN.305 and AR.GEN.350, as applicable.
- (c) In addition, where during an inspection or by any other means, evidence is found showing a non-compliance with the Basic Regulation and its implementing rules, the competent authority shall inform:
  - (1) the person or organisation;
  - (2) the competent authority of the Member State which certified the person or organisation; and
  - (3) the State in which the aircraft is registered, if applicable.
- (d) The competent authorities concerned shall cooperate when handling the corrective action(s) and, where necessary, facilitate the taking of appropriate enforcement measures and the application of penalties.

**SUBPART ATO - SPECIFIC REQUIREMENTS RELATED TO APPROVED TRAINING ORGANISATIONS (ATOs)**

**SECTION 1**

**GENERAL**

**AR.ATO.020 Record-keeping**

- (a) In addition to the records required in AR.GEN.220, the competent authority shall include in its system of record-keeping details of courses provided by the ATO, and if applicable, records related to FSTD used for training.
- (b) The competent authority shall keep and update a programme listing the qualified FFS, FTD or FNPT under its supervision, the dates when evaluations are due and when such evaluations were carried out.

**AR.ATO.105 Monitoring of activities - ATOs**

The oversight programme of training organisations shall include the monitoring of course standards, including the sampling of training flights with students.

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**SECTION 2****FLIGHT SIMULATION TRAINING DEVICE (FSTD) QUALIFICATIONS****AR.ATO.200 Initial evaluation procedure**

- (a) The competent authority shall:
- (1) evaluate the FSTD submitted for initial evaluation against the applicable qualification basis;
  - (2) assess the FSTD in those areas that are essential to completing the flight crew member training and checking process, as applicable;
  - (3) conduct objective, subjective and functions tests in accordance with the qualification basis and review the results of such tests to establish the Qualification Test Guide (QTG).
- (b) The QTG shall only be approved after completion of the initial evaluation of the FSTD and when any discrepancies in the QTG have been addressed. The QTG resulting from the initial evaluation procedure shall be the Master QTG (MQTG), which shall be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.
- (c) Qualification basis and special conditions.
- (1) The competent authority shall only prescribe special conditions for the FSTD qualification basis when the requirements of OR.ATO.360(a) are met and when it is demonstrated that the special conditions ensure an equivalent level of safety to that established in the applicable certification specification.
  - (2) When the competent authority, if not the Agency, has established special conditions for the qualification basis of an FSTD, it shall without undue delay notify the Agency thereof. The notification shall be accompanied by a full description of the special conditions prescribed, and a safety assessment demonstrating that an equivalent level of safety to that established in the applicable certification specification is met.
  - (3) Upon receiving a notification from a competent authority that special conditions have been prescribed, the Agency shall evaluate them to establish compliance with paragraph (a) (1) above.  
  
When the Agency considers them to be compliant, it shall initiate a rulemaking task in order to adopt them as Certification Specification, in accordance with its rulemaking procedure.  
  
When the Agency considers them not to be compliant, it shall notify the competent authority and shall take action in accordance with its standardisation procedure.

**AR.ATO.210 Issue of a FSTD qualification certificate**

When satisfied that the FSTD is in compliance with the applicable requirements, the competent authority shall issue the FSTD qualification certificate, using the form as established in Appendix II to this Part.

**AR.ATO.220 Continuation of a FSTD qualification**

- (a) The competent authority shall conduct recurrent evaluations of the FSTD in accordance with the procedures detailed in paragraph AR.ATO.200.
- (b) The competent authority shall continuously monitor the approved training organisation operating the FSTD to verify whether:
- (1) the complete MQTG is progressively run between each annual evaluation for a FNPT, FTD or FFS and for a BITD between each triennial evaluation conducted by the competent authority;

- (2) the results of that evaluation are dated and retained; and
- (3) a configuration control system is established to ensure the continued integrity of the hardware and software of the qualified FSTD.

**AR.ATO.230 Changes**

- (a) Upon receipt of an application for any changes to the FSTD qualification, the competent authority shall comply with the applicable elements of the initial evaluation procedure requirements as described in AR.ATO.200 paragraphs (a) and (b).
- (b) The competent authority may complete a special evaluation following major changes or when a FSTD appears not to be performing at its initial Qualification Level.
- (c) Special evaluation shall be required before the award of a higher Level of Qualification.

**AR.ATO.235 Findings and corrective actions - FSTD qualification certificate**

A FSTD qualification certificate shall be limited, suspended or revoked if the competent authority can no longer be satisfied that the FSTD's fidelity can be maintained at the required standard for the Qualification Level that it holds.

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**SUBPART FCL - SPECIFIC REQUIREMENTS RELATED TO FLIGHT CREW LICENSING****SECTION 1****GENERAL****AR.FCL.020 Record-keeping**

In addition to the records required in AR.GEN.220, the competent authority shall include in its system of record-keeping details of theoretical knowledge examinations and examinations and assessments of pilot's skill.

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## SECTION 2

### LICENCES, RATINGS AND CERTIFICATES

#### **AR.FCL.200 Procedure for issue and revalidation of a licence, rating or certificate**

- (a) Upon receipt of an application for the issue, revalidation, renewal or change of a licence, rating or certificate and any supporting documentation, the competent authority shall verify whether the applicant meets the applicable requirements.
- (b) When satisfied that the applicant meets the requirements, the competent authority shall issue, renew or revalidate the relevant licence, rating or certificate.
- (c) *Issue of licences and ratings.* When satisfied that the applicant is in compliance with the applicable requirements, the competent authority shall issue the pilot licence and associated ratings, using the form as established in Appendix III to this Part.
- (d) *Issue of instructor and flight examiner certificates.* When satisfied that the applicant is in compliance with the applicable requirements, the competent authority shall issue the certificate as:
  - (1) an endorsement of the relevant privileges in the pilot licence as established in Appendix III to this Part; or
  - (2) a separate document, in a form and manner specified by the competent authority.

#### **AR.FCL.205 Monitoring of examiners**

- (a) The competent authority shall develop an oversight programme to monitor the conduct and performance of examiners taking into account:
  - (1) the number of examiners it has certified and
  - (2) the number of examiners certified by other competent authorities exercising their privileges within the territory where the competent authority exercises oversight.
- (b) The competent authority shall have a sufficient number of inspectors to implement the oversight programme to monitor the conduct and performance of examiners.

#### **AR.FCL.210 Information for examiners**

The competent authority shall provide flight examiners with safety criteria to be observed in the conduct of the skill tests and proficiency checks.

#### **AR.FCL.215 Validity period**

- (a) When issuing, revalidating or renewing a rating or instructor certificate, the competent authority shall extend the validity period of the rating or instructor certificate until the end of the month in which the validity would otherwise expire. That date shall remain the expiry date of the rating or instructor certificate.
- (b) The competent authority shall enter the expiry date on the licence or the certificate.
- (c) The competent authority may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 4 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.



**AR.FCL.220 Procedure for the re-issue of a pilot licence**

- (a) The competent authority shall re-issue the licence whenever necessary for administrative reasons and:
  - (1) after initial issue of a rating or its renewal;
  - (2) when paragraph XII of Appendix III to this Part in the licence is completed and no further spaces remain.
- (b) Valid ratings shall be transferred to the new licence document by the competent authority.

**AR.FCL.250 Limitation, suspension and revocation of licences, ratings and certificates**

- (a) The competent authority shall limit, suspend or revoke a pilot licence and associated ratings or a certificate where a safety issue has been identified, including the following:
  - (1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;
  - (2) falsification of the logbook and licence or certificate records;
  - (3) during the investigation following an incident or accident in which the licence holder is involved when exercising the privileges of his licence, rating or certificate;
  - (4) the licence holder no longer complies with the applicable requirements;
  - (5) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;
  - (6) non-compliance with the operational requirements as established in Part-OPS;
  - (7) upon the written request of the licence or certificate holder;
  - (8) evidence of malpractice or fraudulent use of the certificate; or
  - (9) unacceptable performance in any phase of the flight examiner's duties or responsibilities.
- (b) All skill tests and proficiency checks conducted during suspension or after the revocation of an examiner's certificate will be invalid.

**SECTION 3****THEORETICAL KNOWLEDGE EXAMINATIONS****AR.FCL.300 Examination procedures**

- (a) The competent authority shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.
- (b) In the case of professional licences and instrument ratings, those procedures shall comply with the following:
  - (1) Questions for an examination shall be selected by the competent authority according to a common method which allows coverage of the entire syllabi in each subject;
  - (2) The examination in Communications may be provided separately from those in other subjects. An applicant who has previously passed one or both of the examinations in VFR and IFR Communications shall not be re-examined in the relevant sections.
- (c) The competent authority shall inform applicants of the languages available for examinations.
- (d) The competent authority shall establish appropriate procedures to ensure the integrity of the examinations.
- (e) If the competent authority finds that the applicant is not complying with the examination procedures during the examination, this shall be assessed with a view to failing the applicant, either in the examination of a single subject or in the examination as a whole.
- (f) The competent authority shall ban applicants, who are proven to be cheating, from taking any further examination within 12 months of the date of the examination in which they were found cheating.

**SUBPART AEMC - SPECIFIC REQUIREMENTS RELATED TO AEROMEDICAL CENTRES  
(AEMCs).**

**SECTION 1**

**GENERAL**

**AR.AeMC.005 Continuing oversight and monitoring of activities**

The continuing oversight and monitoring activities for an AeMC shall follow the provisions laid down in AR.GEN.305, except that the competent authority shall:

- (a) carry out audits of the AeMC it has approved at regular intervals not exceeding 36 months and
- (b) convene meetings with the head of AeMC at least once every 36 months to ensure they remain informed of significant issues arising during audits.

**AR.AeMC.010 Certification procedure**

The certification procedure for an AeMC shall follow the provisions laid down in AR.GEN.310, except that upon receiving an application for the issue of the approval for an AeMC, the competent authority shall conduct an inspection of the organisation before issuing an approval certificate.

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**SUBPART MED - SPECIFIC REQUIREMENTS RELATED TO AEROMEDICAL  
CERTIFICATION****SECTION 1****GENERAL****AR.MED.020 Medical assessor**

The competent authority shall have one or more medical assessors to undertake the tasks described in this Section. A medical assessor shall be licensed and qualified in medicine and have

- (a) undergone postgraduate training in medicine of at least 5 years;
- (b) specific knowledge and experience in aviation medicine; and
- (c) specific training in medical certification.

**AR.MED.025 Referral to the competent authority**

When an AeMC or AME or GMP has referred the decision on the fitness of an applicant, the competent authority shall:

- (a) evaluate the relevant medical documentation;
- (b) request further examinations and tests, as necessary; and
- (c) determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) if required.

**AR.MED.030 Medical certificate format**

The format of the medical certificate shall be in accordance with Appendix IV to this Part.

**AR.MED.120 Record-keeping**

- (a) In addition to the records required in AR.GEN.220, the competent authority shall include in its system of record-keeping details of aeromedical examinations and assessments submitted by an AME, AeMC or GMP.
- (b) All aeromedical records of licence holders shall be kept for a minimum period of 10 years after the expiry of their licence.
- (c) Aeromedical records shall only be made available to:
  - (1) an AeMC, AME or GMP for the purpose of completion of an aeromedical assessment
  - (2) the pilot concerned upon their written request;
  - (3) a competent authority of another member state for the purpose of collective oversight; or
  - (4) the Agency for standardisation purposes.

## SECTION 2

### AEROMEDICAL EXAMINERS (AMEs)

#### **AR.MED.200 Procedure for the issue of an AME certificate**

- (a) The certification procedure for an AME shall follow the provisions laid down in AR.FCL.200, except that upon receiving an application for the issue of an AME certificate the competent authority shall conduct an inspection of the AME office before issuing a certificate.
- (b) The AME certificate shall contain the privileges and the scope of the activities that the AME is certified to conduct.
- (c) The competent authority shall establish the format of the AME certificate. It shall contain as a minimum:
  - (1) first name, last name and title;
  - (2) postgraduate qualification;
  - (3) AME number;
  - (4) privileges and scope of the activity;
  - (5) address of the AME office;
  - (6) date of the issue of the AME certificate.

#### **AR.MED.230 Changes – approved AMEs**

- (a) Upon receiving an application for a change that requires prior approval, the competent authority shall apply the procedure in AR.GEN.330, restricted to the extent of the change.
- (b) For other changes, the competent authority shall assess the documents provided to verify compliance with the applicable requirements. In case of any non-compliance, the competent authority shall notify the AME that the change is not approved.

#### **AR.MED.240 General Medical Practitioners (GMP) acting as AMEs**

- (a) A Member State shall notify the Agency and other Member States if aeromedical examinations for LPL can be carried out on its territory by GMP.
- (b) The competent authority of such Member State shall maintain a list of all declared GMP acting as AME on their territory. This list shall be disclosed to other Member States and the Agency upon request.
- (c) Section 3 of this subpart also applies for aeromedical examination carried out by GMP to licensing authorities of Member States which have not permitted such aeromedical examinations on their territory.

#### **AR.MED.245 Monitoring of AME and GMP**

- (a) The competent authority shall develop an oversight programme to monitor the conduct and performance of aeromedical examiners and GMP as defined in AR.GEN.305.  
The programme shall be developed taking into account the number of AME and GMP exercising their privileges within the territory where the competent authority exercises oversight.

**AR.MED.250 Limitation, suspension and revocation of an aeromedical examiner's certificate**

- (a) The competent authority shall limit, suspend or revoke an aeromedical examiner's certificate whenever a safety issue has been identified, including, but not limited to, the following:
- (1) the AME no longer complies with applicable requirements;
  - (2) failure to meet the criteria for certification or continuing certification;
  - (3) deficiency of aeromedical record-keeping or submission of incorrect data or information;
  - (4) falsification of medical records, certificates or documentation;
  - (5) concealment of facts appertaining to an application for, or holder of, a medical certificate or false or fraudulent statements or representations to the competent authority;
  - (6) failure to correct findings from audit of the AME office;
  - (7) unprofessional behaviour or ill health incompatible with practice as an aeromedical examiner; and
  - (8) at the request of the certified aeromedical examiner.
- (b) The certificate of an AME shall be automatically revoked in either of the following circumstances:
- (1) revocation of medical licence to practice; or
  - (2) removal from the Medical Register.

**AR.MED.255 Enforcement measures and penalties**

Medical certificates issued by AeMC, AME or GMP shall be rendered invalid if non-compliance of AeMC, AME or GMP is found.

**SECTION 3****MEDICAL CERTIFICATION****AR.MED.315 Review of examination reports**

- (a) The competent authority shall
  - (1) review the examination and assessment reports received from the AMEs and AeMCs and inform them of any inconsistencies, mistakes or errors made in the assessment process;
  - (2) assist AMEs and AeMCs on their request regarding their decision on aeromedical fitness in contentious cases;
- (b) When the competent authority, as a result of the review of examination reports, reaches the conclusion that a medical certificate has been issued incorrectly, it shall revoke it and take appropriate enforcement measures towards the AME, AeMC or GMP that issued it.

**AR.MED.320 Issuance and removal of limitation(s) to medical certificates**

- (a) The competent authority shall impose a limitation on a medical certificate in accordance with MED.A.045 when required to ensure flight safety whilst the holder is exercising the privileges of the applicable licence(s).
- (b) The competent authority shall remove a limitation from a medical certificate in accordance with MED.A.045 when satisfied that it is no longer required.
- (c) If more than one limitation is imposed on a medical certificate, the competent authority shall ensure that the additive and interactive effects on flight safety are considered prior to certificate issue.

**AR.MED.325 Secondary review policy**

The competent authority shall establish a procedure for the review of borderline and contentious cases with independent medical specialists experienced in the practice of aviation medicine to consider and advise on an applicant's fitness for medical certification.

**APPENDIX I TO ANNEX 1 PART AUTHORITY REQUIREMENTS****EASA STANDARD ORGANISATION APPROVAL CERTIFICATE**

**European Union  
Competent Authority  
APPROVAL CERTIFICATE**

## REFERENCE:

Pursuant to the EU Regulations for the time being in force and subject to the conditions specified below,  
the [competent authority] hereby certifies

[NAME OF THE ORGANISATION]

[ADDRESS OF THE ORGANISATION]

as a Part OR approved organisation with the privileges and the scope of activities as listed in the attached  
approval schedule.

## CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved organisation manual, and
2. This approval requires compliance with the procedures specified in the approved organisation manual, and
3. This approval is valid whilst the approved organisation remains in compliance with the applicable requirements.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of issue:..... Signed:.....



**TRAINING/COURSE(S) – APPROVAL SCHEDULE FOR APPROVED TRAINING ORGANISATIONS**

Organisation:.....

Approval Reference:.....

**Training/Course(s):**

This training/course(s) approval is valid when working in accordance with Part OR approved training organisation manual:.....

Date of issue:.....

Signed:.....

For the Member State/EASA

**APPROVAL SCHEDULE FOR AEROMEDICAL CENTRES (AEMCs)**

Organisation:.....

Approval Reference:.....

**Medical Examinations/Issue of Medical Certificates:**

This approval is valid when working in accordance with Part OR approved AeMC organisation manual:.....

Date of issue:.....

Signed:.....

For the Member State/EASA

<b>AIR OPERATOR CERTIFICATE</b> <b>(Approval schedule for air operators)</b>		
<sup>3</sup>	<b>State of the Operator<sup>1</sup></b> <hr/> <b>Issuing Authority<sup>2</sup></b>	<sup>3</sup>
<b>AOC #<sup>4</sup>:</b> <hr/> <b>Expiry Date<sup>5</sup>:</b> <hr/>	<b>Operator Name<sup>6</sup></b> <b>Db</b> a Trading Name <sup>7</sup> Operator address <sup>9</sup> :  Telephone <sup>10</sup> : Fax: E-mail:	<b>Operational Points of Contact:<sup>8</sup></b> Contact details, at which operational management can be contacted without undue delay, are listed in ..... <sup>11</sup> .
This certificate certifies that ..... <sup>12</sup> is authorised to perform commercial air operations, as defined in the attached operations specifications, in accordance with the Operations Manual, Annex IV of the Basic Regulation and Part-OPS.		
<b>Date of issue<sup>13</sup>:</b>	<b>Name and Signature<sup>14</sup>:</b> <b>Title:</b>	

<sup>1</sup> Replaced by the name of the State of the Operator.

<sup>2</sup> Replaced by the identification of the issuing competent authority.

<sup>3</sup> For use of the competent authority.

<sup>4</sup> Approval reference, as issued by the competent authority.

<sup>5</sup> Date after which the AOC ceases being valid (dd-mm-yyyy). If there is no expiry date, state "unlimited".

<sup>6</sup> Replaced by the operator registered name.

<sup>7</sup> Operator trading name, if different. Insert "Db" (for "Doing business as") before the trading name.

<sup>8</sup> The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.

<sup>9</sup> Operator principal place of business address.

<sup>10</sup> Operator principal place of business telephone and fax details, including the country code. E-mail to be provided if available.

<sup>11</sup> Insertion of the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference. E.g.: "Contact details ... are listed in the Operations Manual, Gen/Basic, Chapter 1, 1.1"; or "... are listed in the Operations Specifications, page 1"; or "... are listed in an attachment to this document".

<sup>12</sup> Operator registered name.

<sup>13</sup> Issuance date of the AOC (dd-mm-yyyy).

<sup>14</sup> Title, name and signature of the competent authority representative. In addition, an official stamp may be applied on the AOC.

OPERATIONS SPECIFICATIONS (subject to the approved conditions in the Operations Manual)				
Issuing Authority Contact Details Telephone <sup>1</sup> : _____; Fax: _____; E-mail: _____				
AOC# <sup>2</sup> :	Operator Name <sup>3</sup> : Dba Trading Name	Date <sup>4</sup> :	Signature:	
<b>Aircraft Model<sup>5</sup>:</b>				
<b>Types of operation:</b>		Commercial air transportation (CAT)	Passengers;	Cargo;
		Commercial operations other than CAT	7.....	Other <sup>6</sup> :.....
		Non-commercial operations	Passengers;	Cargo;
Other:.....				
<b>Area of operation<sup>8</sup>:</b>				
<b>Special Limitations<sup>9</sup>:</b>				
<b>Special Authorisations:</b>	<b>Yes</b>	<b>No</b>	<b>Specific Approvals<sup>10</sup></b>	<b>Remarks</b>
<b>Dangerous Goods</b>				
<b>Low Visibility Operations</b> Approach and Landing Take-off			CAT <sup>11</sup> .... RVR: m DH: ft RVR <sup>12</sup> : m	
<b>RVSM<sup>13</sup> N/A</b>				
<b>ETOPS<sup>14</sup> N/A</b>			Maximum Diversion Time <sup>15</sup> : min.	
<b>Navigation Specifications for PBN Operations<sup>16</sup></b>				<sup>17</sup>
<b>Continuing Airworthiness</b>			<sup>18</sup>	
<b>Minimum Navigation Performance Specification</b>				
<b>Operations without a safed forced landing capability</b>				
<b>Night vision imaging system operations</b>				
<b>Helicopter hoist operations</b>				
<b>Helicopter emergency medical service operations</b>				
<b>Others<sup>19</sup></b>				

<sup>1</sup> Telephone and fax contact details of the competent authority, including the country code. E-mail to be provided if available.

<sup>2</sup> Insertion of associated AOC number.

<sup>3</sup> Insertion of the operator registered name and the operator trading name, if different. Insert "Dba" before the trading name (for "Doing business as").

<sup>4</sup> Issuance date of the operations specifications (dd-mm-yyyy) and signature of the competent authority representative.

- <sup>5</sup> Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>.
- <sup>6</sup> Other type of transportation to be specified.
- <sup>7</sup> Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
- <sup>8</sup> Listing of geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
- <sup>9</sup> Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
- <sup>10</sup> List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
- <sup>11</sup> Insertion of applicable precision approach category: CAT I, II, IIIA, IIIB or IIIC. Insertion of minimum RVR in meters and Decision Height in feet. One line is used per listed approach category.
- <sup>12</sup> Insertion of approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.
- <sup>13</sup> Not Applicable (N/A) box may be checked only if the aircraft maximum ceiling is below FL290.
- <sup>14</sup> Extended range operations (ETOPS) currently applies only to twin-engined aircraft. Therefore the Not Applicable (N/A) box may be checked if the aircraft model has more than 2 engines.
- <sup>15</sup> The threshold distance may also be listed (in nm), as well as the engine type.
- <sup>16</sup> Performance-based Navigation (PBN): one line is used for each PBN specifications authorization (e.g. RNAV 10, RNAV 1, RNP 4,...), with appropriate limitations or conditions listed in the "Specific Approvals" and/or "Remarks" columns.
- <sup>17</sup> Limitations, conditions and regulatory basis for operational approval associated with the Performance-based Navigation specifications (e.g. GNSS, DME/DME/IRU, ...).
- <sup>18</sup> Insert the name of the person/organisation, responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation which requires the work, i.e. Part M, Subpart G.<sup>19</sup> Other authorisations or data can be entered here, using one line (or one multi-line block) per authorisation (e.g. special approach authorisation, approved navigation performance, authorisation to provide cabin crew initial safety training and, if applicable, to issue the attestation provided for in Part CC, for those operators who provide such training directly or indirectly, etc.).

**APPENDIX II TO ANNEX 1 PART AUTHORITY REQUIREMENTS****FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE****Introduction**

EASA Form XXX shall be used for the FSTD Qualification Certificate. This document shall contain the FSTD Specification including any limitation(s) and special authorisation(s) or approval(s) as appropriate to the FSTD concerned and shall be issued in addition to the Certificate.

The Qualification Certificate shall be printed in English and in any language(s) determined by the competent authority.

All Qualification Certificates shall carry a serial number prefixed by a code in letters, which shall be specific to that FSTD. The letter code shall be specific to the competent authority of issue.

NPA 2008-22b

**European Union  
Competent Authority**

**FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE**

REFERENCE:

Pursuant to the EU Regulations for the time being in force and subject to the conditions specified below,  
the [competent authority] hereby certifies

FSTD [XYZ]  
located at [ADDRESS OF THE ORGANISATION]

has satisfied the Qualification requirements prescribed in Part OR and CS-FSTD and subject to the  
conditions of the attached FSTD specification.

CONDITIONS:

1. This approval is valid whilst the FSTD remains in compliance with the applicable requirements of Part OR and CS-FSTD.
2. Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has previously been surrendered, superseded, suspended or revoked.

Date of issue:..... Signed:.....

FSTD Qualification [Reference]

Page 1

[competent authority]

**FSTD QUALIFICATION CERTIFICATE: [Reference]**

**FSTD SPECIFICATIONS**

**A. Type or Variant of Aircraft:**

**B. FSTD Qualification Level:**

**C. Visual System:**

**D. Motion System:**

**E. Engine Fit:**

**F. Instrument Fit:**

**G. TCAS Fit:**

**H. Windshear:**

**I. Additional Capabilities:**

**J. Restrictions or Limitations:**

Date of issue:.....

Signed:.....

For the Member State/EASA

FSTD Qualification [Reference]

Page 2



**APPENDIX III TO ANNEX 1 PART AUTHORITY REQUIREMENTS****STANDARD EASA LICENCE FORMAT**

The flight crew licence issued by an EASA Member State in accordance with Part-FCL shall conform to the following specifications:

- (a) *Content.* The item number shown will always be printed in association with the item heading. Items I to XI are the 'permanent' items and items XII to XIV are the 'variable' items which may appear on a separate or detachable part of the main form. Any separate or detachable part shall be clearly identifiable as part of the licence.
- (1) Permanent items
- (I) State of licence issue.
  - (II) Title of licence.
  - (III) Serial number commencing with the postal code of the issuing State and followed by a code of numbers and/or letters in Arabic numerals and in Roman script.
  - (IV) Name of holder (in Roman alphabet, if script of national language is other than Roman).
  - (V) Holder's address.
  - (VI) Nationality of holder.
  - (VII) Signature of holder.
  - (VIII) Competent authority and, where necessary, conditions under which the licence was issued.
  - (IX) Certification of validity and authorisation for the privileges granted.
  - (X) Signature of the officer issuing the licence and the date of issue.
  - (XI) Seal or stamp of the competent authority.
- (2) Variable items
- (XII) Ratings and certificates- class, type, instructor certificates, etc., with dates of expiry. Radio telephony (R/T) privileges may appear on the licence form or on a separate certificate.
  - (XIII) Remarks - i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency.
  - (XIV) Any other details required by the competent authority.
- (b) *Material.* The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the competent authority.
- (c) *Language.* Licences shall be written in the national language and in English and such other languages as the competent authority deems appropriate.

## Cover page

Competent authority name and logo (English and national language)
European Aviation Safety Agency (English only)
FLIGHT CREW LICENCE (English and national language)
Issued in accordance with Part-FCL This licence complies with ICAO standards, except for the LPL privileges (English and national language)

## Requirements

Size of each page shall be not less than one eighth A4

## Page 2

<b>I</b>	<b>State of issue</b>
<b>III</b>	<b>Licence number</b>
<b>IV</b>	<b>Last and first name of holder</b>
<b>XIV</b>	<b>Date</b> (see instructions) and <b>Place of birth</b>
<b>V</b>	<b>Address</b> Street, town, area, postal code
<b>VI</b>	<b>Nationality</b>
<b>VII</b>	<b>Signature of holder</b>
<b>VIII</b>	<b>Issuing competent authority</b> E.g. This CPL(A) has been issued on the basis of an ATPL issued by ..... (third country) .....
<b>X</b>	<b>Signature of issuing officer and date</b>
<b>XI</b>	<b>Seal or stamp of issuing competent authority</b>

## Requirements

Licence number will always commence with the U.N. country code of the State of licence issue.

Standard date format is to be used, i.e. day/month/year in full (e.g., 21/01/1995)

II	<b>Titles of licences, date of initial issue and country code</b>
IX	<p><b>Validity:</b> The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege.</p> <p>This licence is to be re-issued not later than .....</p> <p>A document containing a photo shall be carried for the purposes of identification of the licence holder.</p>
XII	<b>Radiotelephony privileges:</b> The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in English (other languages specified).
XIII	<p><b>Remarks:</b> e.g. valid only on aeroplanes registered in the State of licence issue.</p> <p>Language Proficiency: (language(s))</p>

In case of LPL: LPL not issued in accordance with ICAO standards

[illegible]

Operational limitations will be entered in the Remarks/Restrictions against the appropriate restricted privilege, e.g. IR skill test taken with co-pilot, restricted instruction privileges to one aircraft type.

Pages 5, 6 and 7:

Ratings that are not validated will be removed from the licence by the competent authority and not later than 5 years from the last revalidation.

XII

Rating	Date of test	Valid until	Examiners certificate no.	Examiners signature

(Each page will contain 10 spaces for initial issue and revalidation of ratings)

Page 8

Abbreviations used in this licence	

e.g. ATPL (Airline Transport Pilot Licence), CPL (Commercial Pilot Licence), IR (Instrument rating), R/T (Radio Telephony), MEP (Multi-Engine Piston aeroplanes), FI (Flight Instructor), TRE (Type Rating Examiner), etc.

**APPENDIX IV TO ANNEX 1 PART AUTHORITY REQUIREMENTS****STANDARD EASA MEDICAL CERTIFICATE FORMAT**

The medical certificate issued by an AeMC or AME approved in an EASA Member State in accordance with Part-MED shall conform to the following specifications:

- (a) Content
  - (1) State where the medical certificate has been issued (I),
  - (2) Class of medical certificate (II),
  - (3) Certificate number commencing with the country code of the issuing State and followed by a code of numbers and/or letters (III),
  - (4) Name of holder (IV),
  - (5) Nationality of holder (VI),
  - (6) Date and place of birth of holder: (dd/mm/yyyy) (XIV),
  - (7) Signature of holder (VII)
  - (8) Limitation(s) (XIII)
  - (9) Expiry date of the medical certificate (IX),
  - (10) Expiry date of previous medical certificate
  - (11) Date of medical examination
  - (12) Date of last electrocardiogram
  - (13) Date of last audiogram
  - (14) Date of issue and signature of the AME, GMP or medical assessor that issued the certificate (X),
  - (15) Seal or stamp (XI)
- (b) Material: The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the authority.
- (c) Language: Licences shall be written in the national language and in English and such other languages as the authority deems appropriate.
- (d) A standard EASA medical certificate format is shown in this Appendix.

LOGO

NAME  
OF  
COMPETENT AUTHORITY

NATIONAL LANGUAGE  
MEDICAL CERTIFICATE

PERTAINING TO A  
FLIGHT CREW LICENCE

I	Nat. lang./State of Issue	
III	Nat. lang.:/EASA Licence No(s) (if held) and/or NAA licence/reference No(s) (if applicable)	XIII National lang./Limitations: Code: Description :
IV	National language:/ Last and first name of holder:	X Nat. lang./* Date of issue: (dd/mm/yyyy)
XIV	National lang.:/Date of birth: (dd/mm/yyyy)	
VI	National lang./Nationality:	Signature of issuing AME /GMP:
VII	National language/ Signature of holder:	XI National lang./Stamp:

IX Nat. lang./ Expiry date of this certificate	Class 1 (dd/mm/yyyy)	
	Class 2 (dd/mm/yyyy)	
	LPL(dd/mm/yy	
Nat. lang./ Examination date: (dd/mm/yyyy)		
Nat. lang./ Advisory Information	Most recent (dd/mm/yyyy)	Next (dd/mm/yyyy)
Nat. lang./ECG		
Nat. lang./ Audiogram		
Nat. lang./ Ophthalmology (when required)		

\* Date of issue is date the certificate is issued and signed

**II DRAFT DECISION AMC AND GM FOR PART-AR****AMC and GM to Part - Authority Requirements (AR)****SUBPART GEN –GENERAL REQUIREMENTS****SECTION 1****GENERAL****GM to AR.GEN.020(b) Acceptable means of compliance**

One way to demonstrate that the safety objective set out in the implementing rules is met is to demonstrate that an equivalent level of safety to that established by the AMC adopted by the Agency is met.

**GM to AR.GEN.030 Mutual exchange of information**

An exchange of information should especially take place in accordance with Article 14 of the Basic Regulation:

- an immediate reaction of a competent authority of the Member State to a safety problem;
- granting of exemptions by the competent authority of the Member State from the substantive requirements of the Basic Regulation and its implementing rules (for a period of more than two months or when the exemptions become repetitive); and
- granting of approvals on an equivalent level of protection by the competent authority of the Member State by derogation from the requirements.



## **SECTION 2**

### **MANAGEMENT SYSTEM**

#### **AMC to AR.GEN.200(a) Management system**

##### **GENERAL**

1. In deciding upon the required organisational structure, the competent authority should review the number of certificates and approvals to be issued, the number of approved organisations within that Member State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Member State's aviation industry. It should also take into account the potential growth of activities in the field of civil aviation.
2. The set-up of the organisational structure should ensure that the various tasks and obligations of the competent authority are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

#### **GM to AR.GEN.200(a) Management system**

##### **GENERAL**

1. The competent authority designated by each Member State should be organised in such a way that:
  - there is specific and effective management authority in the conduct of all relevant activities;
  - the functions and processes described in the applicable requirements of the Basic Regulation and its implementing rules and AMC, CS and GM may be properly implemented;
  - the competent authority policy, organisation and operating procedures for the implementation of the applicable requirements of the Basic Regulation and its implementing rules are properly documented and applied;
  - all competent authority personnel involved in the related activities are provided with training where necessary;
  - specific and effective provision is made for the communication and interface as necessary with the Agency and the competent authorities of the Member States; and
  - all functions related to the implementation of the applicable requirements are adequately described and shown (Standardisation)
2. A general policy in respect of activities related to the applicable requirements of the Basic Regulation and its implementing rules should be developed, sponsored and implemented by the manager at the highest appropriate level, for example the top of the functional area of the competent authority that is responsible for the related matters.
3. Appropriate steps should be taken to ensure that the policy is known and understood by all staff involved, and all necessary steps should be taken to implement and maintain the policy.
4. Whilst satisfying also additional national regulatory responsibilities, the general policy should in particular take into account:
  - the provisions of the Basic Regulation;
  - the provisions of the applicable implementing rules and its AMC, CS and GM;
  - the needs of industry; and

- the needs of the Agency and of the competent authority.
5. The policy should define specific objectives for key elements of the organisation and processes for implementation of related activities, including the corresponding control procedures and the measurement of the achieved standard.

**AMC to AR.GEN.200(a)(1) Management system – Documented procedures**

1. The various elements of the organisation for the activities related to the Basic Regulation and its implementing rules should be documented in order to establish a reference source for the establishment and maintenance of this organisation.
2. The documented procedures should be established in a way that facilitates their use. They should be clearly identified, kept up-to-date and made readily available to all the personnel involved in the relevant activities.
3. The documented procedures should cover, as a minimum, the following aspects:
  - policy and objectives,
  - organisation structure,
  - responsibilities and attached authority,
  - procedures and processes,
  - internal and external interfaces,
  - internal control procedures,
  - training of personnel,
  - cross-references to associated documents,
  - assistance from other competent authorities or the Agency (where required).
4. Except for smaller competent authorities, it is likely that the information is held in more than one document or series of documents, and suitable cross-reference information should be provided. For example, organisational structure and job descriptions are not usually in the same documentation as the detailed working procedures. In such cases it is recommended that the documented procedures include an index of cross-references to all such other related information, and the related documentation should be readily available when required.

**AMC 1 to AR.GEN.200(a)(2) Management System - Qualification and training INSPECTORS**

1. Initial training programme. The initial training programme for inspectors should include, as appropriate to their role, at least instruction in the following:
  - a. aviation legislation organisations and structure;
  - b. the Chicago Convention, relevant ICAO annexes and documents;
  - c. the applicable requirements and procedures;
  - d. management systems, including safety management system, accident prevention programmes, auditing and reporting techniques;
  - e. human factors principles;
  - f. inspecting staff manual of the competent authority;
  - g. "on the job" training;
  - h. suitable technical training appropriate to the role and tasks of the inspector, in particular for those areas requiring approvals.
2. Recurrent training programme. The recurrent training programme should reflect, at least, changes in aviation legislation and industry. The programme should also cover the specific needs of the inspectors and the competent authority.

**GM to AR.GEN.200(a)(2) Management system - Qualification and training****GENERAL**

1. The competent authority of the Member State should ensure appropriate and adequate training of its personnel to meet the standard that is considered necessary to perform the work. Arrangements should be made for initial and recurrent training as required.
2. It is understood that the basic competence of the competent authority's staff is a matter of recruitment and normal management functions in selection of staff for particular duties. Moreover, it is understood that the competent authority provides training in the basic skills as required for those duties. However, to avoid differences in understanding and interpretation, it is considered important that all personnel should be provided with further training specifically related to the Basic Regulation and its implementing rules.
4. The competent authority of the Member State may provide training through its own training organisation with qualified trainers or through another qualified training source (e.g., training provided by other competent authorities, the Agency or qualified entities).

**AMC to AR.GEN.205 Changes in the management system**

1. Changes related to the following should be considered significant changes:
  - the organisation's structure,
  - decision making levels,
  - number and qualification of personnel.
2. The competent authority should provide any further explanation/information requested by the Agency. This might also apply when a change in the regulations takes place and the Agency decides that a specific assessment/monitoring of the competent authorities related to that change is necessary.

**AMC 1 to AR.GEN.220(a) Record-keeping**

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout the competent authority (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place, special care should be taken that all necessary data continues to be accessible at least through the full period specified in AR.GEN.220 (b).

**AMC 2 to AR.GEN.220(a) Record-keeping**

Records related to an approved organisation should include, as a minimum:

1. the application for an organisation approval;
2. the organisation approval certificate including any changes;
3. a copy of the audit programme listing the dates when audits are due and when audits were carried out;
4. continued oversight records including all audit records;
5. copies of all relevant correspondence;
6. details of any exemption and enforcement actions;

7. any report from other competent authorities relating to the oversight of the organisation;
8. the organisation manual with amendments;
9. the training manual with amendments;
10. the operations manual with amendments;
11. a copy of any other document directly approved by the competent authority.

**AMC 3 to AR.GEN.220(a) Record-keeping**

Records related to licences, ratings and certificates should include, as a minimum:

1. the application for a licence, rating or certificates or change to a licence, rating or instructor certificate, including all supporting documentation;
2. a copy of the licence or certificate including any changes;
3. all relevant correspondence or copies thereof;
4. details of any exemption;
5. details of any enforcement actions;
6. any report from other competent authorities relating to the licence holder and certificate holder.

**AMC to AR.GEN.220(c) Record-keeping**

1. Records should be made available to other competent authorities at least in the following cases:
  - incidents or accidents;
  - findings through the monitoring programme where organisations approved by another competent authority are involved, to determine the root cause;
  - aircraft mainly operated in another Member State;
  - an aircraft previously operated in another Member State; and
  - an organisation having approvals in several Member States.
2. When records are requested by another competent authority, the reason for the request should be clearly stated.
3. The records can be made available by sending a copy or by allowing their consultation.

**SECTION 3****CERTIFICATION, OVERSIGHT AND ENFORCEMENT****AMC to AR.GEN.300(a) Continuing oversight - ATO**

1. The competent authority should only conduct inspections after being satisfied that the application shows compliance with the applicable requirements.
2. The inspection should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.
3. The inspection should focus:
  - Detailed management structure, including names and qualifications of managerial and instructional staff. Adequacy of the organisation and management structure;
  - Staff – adequacy of number and qualifications – flight instructors – validity of licences and ratings – logbooks;
  - Safety management and compliance monitoring with applicable requirements;
  - Evidence of sufficient funding;
  - Training aircraft in use - registration - associated documents – maintenance records;
  - Aerodromes – heliports – associated facilities;
  - Facilities – adequacy to the courses being conducted and number of students;
  - Flight simulation training devices – qualification certificates – associated documents - maintenance records;
  - Documentation – documents related to courses – updating system – training and operations manual;
  - Training records and checking forms; and
  - Flight instruction, including pre-briefing, actual flight and debriefing;

**AMC 1 to AR.GEN.305 Monitoring of activities - ATO**

Credit may be claimed by the competent authority inspector(s) for specific item audits completed during the preceding 23 month period subject to four conditions:

1. the specific item audit should be the same as that required by Part OR – Subpart ATO latest Amendment;
2. there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken;
3. the competent authority inspector(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;
4. the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.

**AMC 2 to AR.GEN.305 Monitoring of activities - ATO**

1. Where the competent authority has decided that a series of audit visits are necessary to arrive at a complete audit of an organisation, the programme should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on two ongoing aspects of the ATO approval, namely the organisations internal self compliance monitoring reports produced by the compliance monitoring personnel to determine if the organisation is identifying

and correcting its problems and secondly the number of concessions granted by the safety manager.

3. At the successful conclusion of the audit including approval of the manual, an audit report form should be completed by the auditing inspector including all recorded findings, closure actions and recommendation.
4. The accountable manager should be seen at least once every 24 months to ensure he/she fully understands the significance of the approval.

#### **AMC to AR.GEN.310      Certification procedure – organisations**

1. The competent authority should only issue an organisation approval certificate when all applicable requirements have been met.
2. In case of non-compliance, the applicant should be informed in writing of the improvements which are required.
3. In case an application for an organisation approval is refused, the applicant should be informed of the rights of appeal as exist under national regulations.

#### **AMC to AR.GEN.310(a)      Certification procedure-OPS**

Upon receipt of an application for an air operator certificate, the competent authority should:

1. review the Operations Manual and any other documentation provided by the operator; and
2. verify the operator's compliance with the applicable requirements. For this purpose, the competent authority shall conduct an inspection at the operator's facilities and may require the conduct of one or more demonstration flights operated as if they were commercial air transport flights.

#### **AMC to AR.GEN.330      Changes - organisations**

1. Changes in nominated persons. The competent authority should have adequate control over any changes to personnel specified in Part OR. Such changes will require an amendment to the manual.
2. It is recommended that a simple manual status sheet should be maintained which contains information on when an amendment was received by the competent authority and when it was approved.
3. The competent authority should define the class of amendments to the manual which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the ATO manual.
4. The organisation should submit each manual amendment to the competent authority whether it is an amendment for competent authority approval or an indirectly approved amendment. Where the amendment requires competent authority approval, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure, the competent authority should acknowledge receipt in writing.

#### **GM to AR.GEN.330      Changes - ATO**

1. A change of name of the ATO requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation manual with the new name. On receipt of the application and the manual, the competent authority should re-issue the approval certificate.
2. A name change alone does not require the competent authority to audit the organisation, unless there is evidence that other aspects of the organisation have changed.

3. A change of accountable manager requires the ATO to submit such fact to the competent authority as a matter of urgency together with the amendment to the accountable manager's part of the manual.
4. A change of any of the senior personnel requires the ATO to notify the competent authority in respect of the particular person. If satisfied that the qualifications and experience meet the standard required by the applicable requirements, the competent authority should indicate acceptance in writing to the ATO.
5. A change in the ATO's manual requires the competent authority to establish that the procedures specified in the manual are in compliance with the intent of the applicable requirements and then to establish if these are the same procedures intended for use within the training facility.
6. Any change of location of the ATO requires the organisation to make a new application to the competent authority together with the submission of an amended manual.
7. The complete or partial re-organisation of an ATO should require the re-audit of those elements that have changed.
8. Any additional training courses require the ATO to make a new application to the competent authority together with the submission of an amended manual.

**GM to AR.GEN.340 Declaration**

The verification made by the authority upon receipt of a declaration does not imply any inspection. The aim is to check whether what is declared complies with applicable regulations.

NPA 2008-22b

**SUBPART ATO – SPECIFIC REQUIREMENTS RELATED TO APPROVED TRAINING ORGANISATIONS (ATOs)****SECTION 1****GENERAL****AMC to AR.ATO.020****Record-keeping - FSTDs**

Records related to FSTDs should include, as a minimum:

1. the application for a FSTD qualification;
2. the FSTD qualification certificate including any changes;
3. a copy of the evaluation programme listing the dates when evaluations are due and when evaluations were carried out;
4. initial and recurrent evaluation records;
5. copies of all relevant correspondence;
6. details of any exemption and enforcement actions; and
7. any report from other competent authorities relating to initial and recurrent evaluations.



## SECTION 2

### FLIGHT SIMULATION TRAINING DEVICE (FSTD) QUALIFICATIONS

#### **AMC 1 to AR.ATO.200(a)(1) Initial evaluation procedure**

#### **ASSESSMENT PROCESS LEADING TO THE ISSUE OF A FSTD QUALIFICATION**

1. An FSTD will require evaluation leading to qualification. The required process should be accomplished in two distinct steps. Firstly, a check should be made to determine whether or not the FSTD complies with the applicable requirements. When making this check, the competent authority should ensure that accountability for the issue of a FSTD qualification is clearly defined. In all cases an individual department manager of the competent authority should be appointed under whose personal responsibility the issue of a FSTD qualification is to be considered. The second step should be the grant (or refusal) of a FSTD qualification.
2. When checking compliance with the applicable requirements, the competent authority should ensure that the following steps are taken:
  - a. Once a FSTD is contracted to be built the ATO operating a FSTD operator has the responsibility to ensure that the regulatory standard upon which the FSTD will eventually be qualified against is acceptable to the competent authority. This should be at least the current applicable version of CS-FSTD.
  - b. A written application for a FSTD evaluation should be submitted, in a format acceptable to the competent authority, at least 3 months before the date of intended operation except that the Qualification Test Guide may be submitted later, but not less than 21 days before the date of intended evaluation. The application form should be printed in language(s) of the competent authority's choosing.
  - c. An individual should be nominated by the department manager of the competent authority to oversee, and become the focal point for all aspects of the FSTD qualification process, and to co-ordinate all necessary activity. The nominated person should be responsible to the department manager for confirming that all appropriate evaluations/inspections are made.
  - d. The ability of the applicant to secure, in compliance with the applicable requirements and certification specifications, the safe and reliable operation and proper maintenance of the FSTD should be assessed.
  - e. The applicant's proposed compliance monitoring system should be scrutinised with particular regard to the allocated resources. Care should be taken to verify that the system is comprehensive and likely to be effective.
  - f. The competent authority should inform the applicant of its final decision concerning the qualification within 14 days of completion of the evaluation process irrespective of any temporary qualification issued.
  - g. On completion of the evaluation process, the application, together with a written recommendation and evidence of the result of all evaluations or assessments, should be presented to the person responsible for FSTD qualification. This action is to be taken by the person with overall responsibility, nominated in accordance with sub-paragraph b. above.
  - h. The department manager of the competent authority should only issue a FSTD Qualification Certificate if he is completely satisfied that all requirements have been met. If he is not satisfied, the applicant should be informed in writing of the improvements which are required in order to satisfy the competent authority.

- i. Should an application for an STD qualification be refused, the applicant should be informed of such rights of appeal as exist under national regulations.

#### **AMC 2 to AR.ATO.200(a)(1) Initial evaluation procedure**

##### **GENERAL**

1. During initial and recurrent FSTD evaluations it should be necessary for the competent authority to conduct the Objective and Subjective tests described in Part OR Subpart ATO, and detailed in CS-FSTD(A) and CS-FSTD(H). There should be occasions when all tests cannot be completed – for example during recurrent evaluations on a convertible FSTD – but arrangements should be made for all tests to be completed within a reasonable time.
2. Following an evaluation, it is possible that a number of defects may be identified. Generally, these defects should be rectified and the competent authority notified of such action within 30 days. Serious defects, which affect flight crew training, testing and checking, could result in an immediate downgrading of the Qualification Level, or if any defect remains unattended without good reason for period greater than 30 days, subsequent downgrading may occur or the FSTD qualification could be revoked.
3. For the evaluation of a Full Flight Simulator the standard form as mentioned in AMC 5 to AR.ATO.200(a)(1) should be used.

#### **AMC 3 to AR.ATO.200(a)(1) Initial evaluation procedure**

##### **INITIAL EVALUATION**

1. Objective Testing is centred around the Qualification Test Guide (QTG). Before testing can begin on an initial evaluation, the acceptability of the validation tests contained in the QTG should be agreed with the competent authority well in advance of the evaluation date to ensure that the FSTD time, especially devoted to the running of some of the tests by the competent authority, is not wasted. The acceptability of all tests depends upon their content, accuracy, completeness and recency of the results.
2. Much of the time allocated to Objective Tests depends upon the speed of the automatic and manual systems set up to run each test and whether or not special equipment is required. The competent authority should not necessarily warn the ATO operating a FSTD of the sample validations tests which should be run on the day of the evaluation, unless special equipment is required.
3. It should be remembered that the FSTD cannot be used for Subjective Tests whilst part of the QTG is being run. Therefore, sufficient time (at least 8 consecutive hours) should be set aside for the examination and running of the QTG.
4. The Subjective Tests for the evaluation can be found in CS-FSTD(A) or CS-FSTD(H), and a suggested Subjective Test Profile is described in AMC to AR.ATO.200(a)(3). Essentially, one working day should be required for the Subjective Test routine, which effectively denies use of the FSTD for any other purpose.
5. To ensure adequate coverage of Subjective and Objective Tests and to allow for cost effective rectification and re-test before departure of the inspection team, adequate time (up to three consecutive days) should be dedicated to an initial evaluation of an FSTD.

#### **AMC 4 to AR.ATO.200(a)(1) Initial evaluation procedure**

##### **COMPOSITION OF THE EVALUATION TEAM**

1. The competent authority should appoint a technical team to evaluate a FSTD in accordance with a structured routine to gain a Qualification Level. The team should normally consist of at least the following personnel:
  - a. A technical FSTD inspector of the competent authority, or an accredited inspector from another competent authority, qualified in all aspects of flight

simulation hardware, software and computer modelling or, exceptionally, a person designated by the competent authority with equivalent qualifications; and

b. One of the following:

- i. A flight inspector of the competent authority, or an accredited inspector from another competent authority, who is qualified in flight crew training procedures and is holding a valid type rating on the aeroplane/helicopter (or for Basic Instrument Training Device (BITD), class rated on the class of aeroplane) being simulated; or
- ii. A flight inspector of the competent authority who is qualified in flight crew training procedures assisted by a Type Rating Instructor, holding a valid type rating on the aeroplane/helicopter (or for BITD, class rated on the class of aeroplane) being simulated; or, exceptionally,
- iii. A person who is qualified in flight crew training procedures and is holding a valid type rating on the aeroplane/helicopter (or for BITD, class rated on the class of aeroplane) being simulated and sufficiently experienced to assist the technical team. This person should fly out at least part of the functions and subjective test profiles.

2. For an FTD level 1 and FNPT Type I, one suitably qualified Inspector may combine the functions in paragraphs 1.a. and 1.b. above.
3. For a BITD this team consists of an Inspector from a competent authority and one from another competent authority, including the manufacturer's competent authority, if applicable.
4. Additionally, the following persons should be present:
  - a. For FFS, FTD and FNPT a type or class rated instructor from the ATO operating A FSTD or main FSTD users.
  - b. For all types, sufficient FSTD support staff to assist with the running of tests and operation of the instructor's station.
5. On a case-by-case basis, when an FFS is being evaluated, the Authority may reduce the evaluation team to a competent authority flight inspector supported by a type rated instructor from a main flight simulator user for evaluation of a specific flight simulator of a specific ATO operating a FSTD, provided:
  - a. This composition is not being used prior to the second recurrent evaluation;
  - b. Such an evaluation should be followed by an evaluation with a full competent authority evaluation team;
  - c. The competent authority's flight inspector should perform some spot checks in the area of objective testing;
  - d. No major change or upgrading has been applied since the directly preceding evaluation;
  - e. No relocation of the FSTD has taken place since the last evaluation;
  - f. A system should be established enabling the competent authority to monitor and analyse the status of the FSTD on a continuous basis;
  - g. The FSTD hardware and software has been working reliably for the previous years. This should be reflected in the number and kind of (technical log) discrepancies and the results of the compliance monitoring system audits.

**AMC 5 to AR.ATO.200(a)(1)****FSTD Evaluation Report**

Date:.....

[competent authority]

**FSTD EVALUATION REPORT**

[competent authority] Code (if applicable):

EASA FSTD ID Code:

Aircraft Type and Variant:

Engine Version(s) Simulated:

**Contents**

1. Full Flight Simulator characteristics
2. Evaluation details
3. Supplementary information
4. Training, testing and checking considerations
5. Classification of items
6. Results
7. Evaluation team

*This report is provisional*

The conclusions presented are those of the evaluation team. The [competent authority] reserves the right to change these after internal review. The qualification certificate finalises the evaluation report, unless a modified report has been issued.

<b>1. Full Flight Simulator (FFS) characteristics</b>
(a) Approved Training Organisation operating FSTD:
(b) Location:
(c) FSTD Identification (EASA FSTD Code):
(d) FFS Manufacturer and FSTD Identification serial number:
(e) First entry into service (month/year):
(f) Visual system (manufacturer and type):
(g) Motion system:
(h) Aircraft type and variant:
(i) Engine type(s): Engine instrumentation: Flight instrumentation:

<b>2. Evaluation details</b>	
(a) Data of evaluation:	(b) Date of previous evaluation:
(c) Type of evaluation: <input type="checkbox"/> initial <input type="checkbox"/> recurrent <input type="checkbox"/> special	
(d) FSTD Qualification Level recommended: FSTD – FFS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> AG <input type="checkbox"/> BG <input type="checkbox"/> CG <input type="checkbox"/> DG <input type="checkbox"/> SC	
Technical criteria primary reference document:	

<b>3. Supplementary information</b>	
Company representative (Main FSTD user)	
FSTD Seats available	
Visual databases used	
Specific airfield	
Other	

<b>4. Training, testing and checking considerations</b>			
CAT I	RVR 550m	DH 200ft	
CAT II	RVR 300m	DH 100ft	
CAT III (lowest minimum)	RVR	DH	
LVTO	RVR		
Recency			
Line Check			
IFR-Training/Check			
Type Rating			
Proficiency Checks			
Autocoupled Approach			
Autoland/Roll Out Guidance			
ACAS I / II			
Windshear Warning System/Predictive Windshear			
WX-Radar			
HUD/HUGS			
FANS			

4. Training, testing and checking considerations	
GPWS/EGPWS	
ETOPS Capability	
GPS	

## 1. Classification of items

### UNACCEPTABLE

An item which fails to comply with the required standard and, therefore, affects the level of qualification or the qualification itself. If these items will not be corrected or clarified within a given time limit, the (*competent authority*) may have to suspend, vary, restrict or revoke the FSTD qualification.

### RESERVATION

An item where compliance with the required standard is not clearly proven and the issue will be reserved for later decision. Resolution of these items will require either:

1. A (*competent authority*) policy ruling or
2. Additional substantiation

### UNSERVICEABILITY

A device which is temporarily inoperative or performing below its nominal level.

### RESTRICTION

An item which prevents the full usage of the FSTD according to the training, testing and checking considerations due to the unusable devices, systems or parts thereof.

### RECOMMENDATION FOR IMPROVEMENT

An item which meets the required standard, but where considerable improvement is strongly recommended.

### COMMENT

Self-explanatory

## 2. Findings

### Subjective

#### A Unacceptable

1	
---	--

#### B Reservation

1	
---	--

#### C Unserviceability

1	
---	--

#### D Restriction

1	
---	--

**E Recommendation for improvement**

1	
---	--

**F Comment**

1	
---	--

**Objective****A Unacceptable**

1	
---	--

**B Reservation**

1	
---	--

**E Recommendation for improvement**

1	
---	--

**F Comment**

1	
---	--

**3. Evaluation Team**

Name	Position	Organisation	Signature
	Technical Inspector (TI)		
	Flight Inspector (FI)		
		[FSTD User]	
		[ATO operating an FSTD]	

Signed: .....

For the competent authority

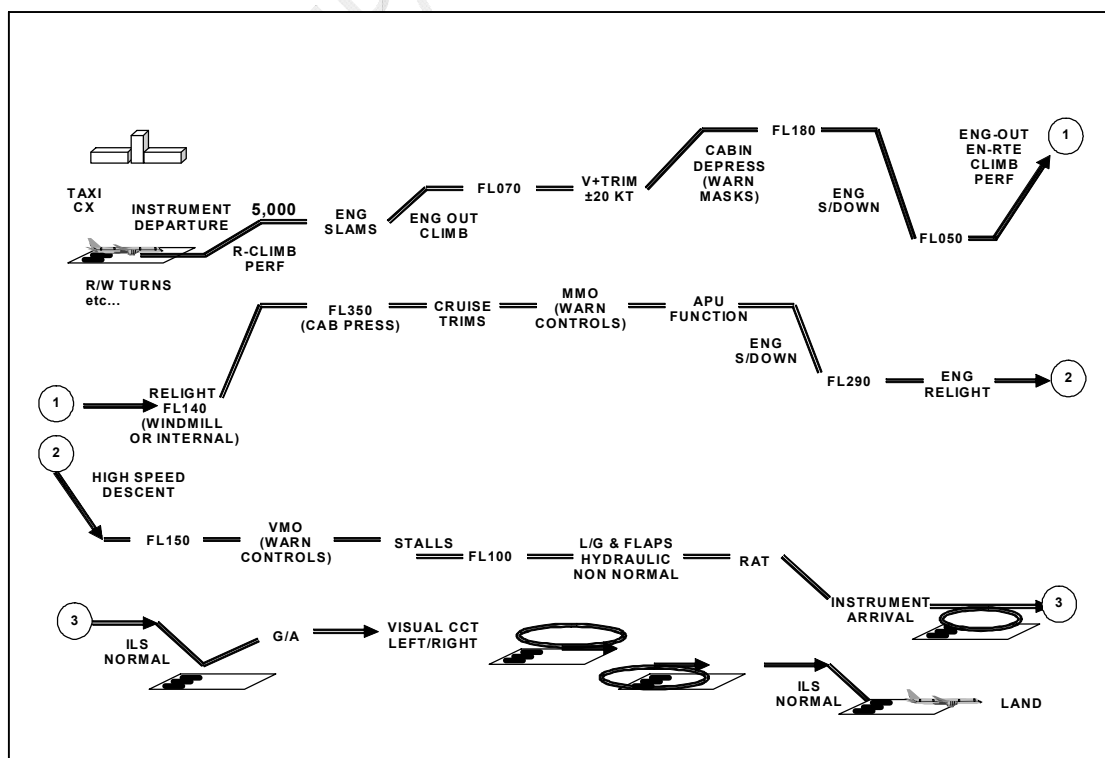


**GM to AR.ATO.200(a)(1) Initial evaluation procedure****INITIAL EVALUATION**

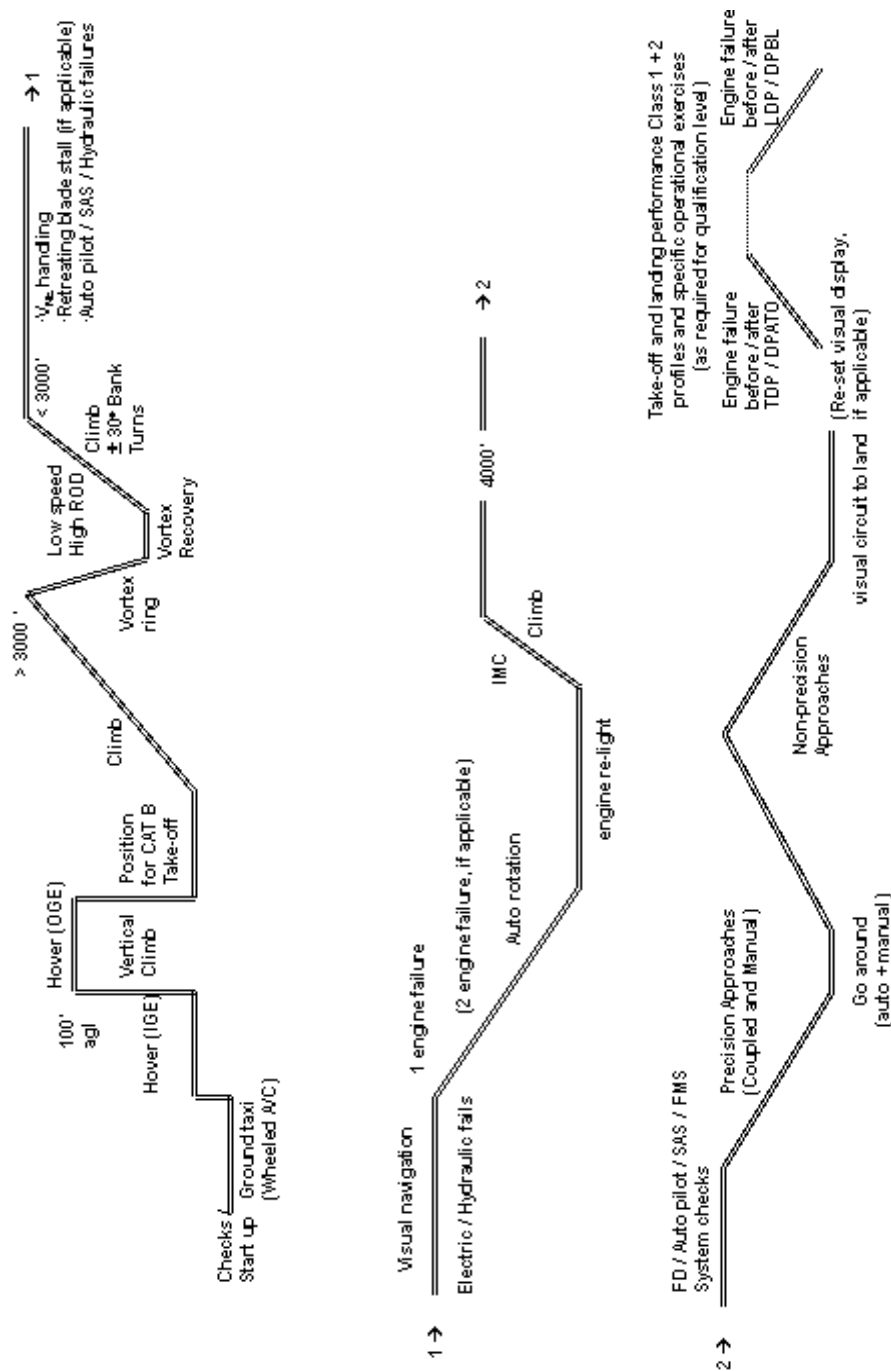
A useful explanation of how the validation tests should be run is contained in the 'RAeS Aeroplane Flight Simulator Evaluation Handbook' (February 95 or as amended) produced in support of the ICAO Manual of Criteria for the Qualification of Flight Simulators.

**AMC to AR.ATO.200(a)(3) Initial evaluation procedure****FUNCTIONS AND SUBJECTIVE TESTS – SUGGESTED TEST ROUTINE**

1. During initial and recurrent evaluations of an FSTD, the competent authority should conduct a series of Functions and Subjective Tests that together with the Objective Tests complete the comparison of the FSTD with the type or class of aeroplane.
2. Whereas functions tests verify the acceptability of the simulated aeroplane systems and their integration. Subjective Tests verify the fitness of the FSTD in relation to training, checking and testing tasks.
3. The FSTD should provide adequate flexibility to permit the accomplishment of the desired/required tasks while maintaining an adequate perception by the flight crew that they are operating in a real aircraft environment. Additionally, the Instructor Operating Station (IOS) should not present an unnecessary distraction from observing the activities of the flight crew whilst providing adequate facilities for the tasks.
4. It is important that both the competent authority and the ATO operating a FSTD understand what to expect from the routine of FSTD Functions and Subjective Tests. It should be remembered that part of the Subjective Tests routine for an FSTD should involve an uninterrupted fly-out (except for FTD level 1) comparable with the duration of typical training sessions in addition to assessment of flight freeze and repositioning. An example of such a profile is to be found in paragraphs 6 and 7 (for BITD paragraph 8) below.
5. The competent authorities and ATO operating FSTD who are unfamiliar with the evaluation process are advised to contact the Agency or competent authorities of another Member State with the adequate expertise in this field.
6. Typical Test Profile for a FSTD Aeroplane.



### Typical Test Profile for a FSTD Helicopter:



8. Typical Subjective Test Profile for BITDs (approximately 2 hours) - items and altitudes, as applicable.
- Instrument departure, rate of climb, climb performance
  - Level-off at 4 000 ft
  - Fail engine (if applicable)
  - Engine out climb to 6 000 ft (if applicable)
  - Engine out cruise performance (if applicable), restart engine
  - All engine cruise performance with different power settings
  - Descent to 2000 ft
  - All engine performance with different configurations, followed by ILS approach
  - All engine go-around
  - Non-precision approach
  - Go-around with engine failure (if applicable)
  - Engine out ILS approach (if applicable)
  - Go-around engine out (if applicable)
  - Non precision approach engine out (if applicable), followed by go-around
  - Restart engine (if applicable)
  - Climb to 4000 ft
  - Manoeuvring
  - Normal turns left and right
  - Steep turns left and right
  - Acceleration and deceleration within operational range
  - Approaching to stall in different configurations
  - Recovery from spiral dive
  - Auto flight performance (if applicable)
  - System malfunctions - Approach

### **GM to AR.ATO.200(a)(3) Initial evaluation procedure**

A useful explanation of Functions and Subjective Tests and an example of Subjective Test routine check-list may be found in the RAeS Airplane Flight Simulator Evaluation Handbook Volume II (February 95 or as amended) produced in support of the ICAO Manual of Criteria for the Qualification of Flight Simulators.

### **AMC to AR.ATO.210 Issue of a FSTD qualification certificate**

#### **BASIC INSTRUMENT TRAINING DEVICE (BITD)**

1. The competent authority should only grant a BITD qualification for the BITD model to a BITD manufacturer following satisfactory completion of an evaluation.
2. This qualification should be valid for all serial numbers of this model without further technical evaluation.
3. The BITD model should be clearly identified by a BITD model number. A running serial number should follow the BITD model identification number.
4. The competent authority should establish and maintain a list of all BITD qualifications it has issued, containing the number of the BITD model with a reference to the hardware and software configuration.

**AMC to AR.ATO.220 Continuation of a FSTD qualification****RECURRENT EVALUATIONS**

1. *Objective Testing.* During recurrent evaluations, the competent authority should wish to see evidence of the successful running of the QTG between evaluations. The competent authority should select a number of tests to be run during the evaluation, including those that may be cause for concern. Again adequate notification would be given when special equipment is required for the test.
2. Essentially the time taken to run the Objective Tests depends upon the need for special equipment, if any, and the test system, and the FSTD cannot be used for Subjective Tests or other functions whilst testing is in progress.
3. For a modern FSTD incorporating an automatic test system, four (4) hours would normally be required. FSTDs that rely upon Manual Testing may require a longer period of time.
4. *Subjective Testing.* Essentially the same subjective test routine should be flown as per the profile described in AMC to AR.ATO.200(a)(3) with a selection of the subjective tests taken from CS-FSTD(A) or CS-FSTD(H).
5. Normally, the time taken for recurrent Subjective Testing is about four (4) hours, and the FSTD should not perform other functions during this time.
6. To ensure adequate coverage of Subjective and Objective Tests during a recurrent evaluation, a total of 8 hours should be allocated, (4 hours for a BITD). However, it should be remembered that any FSTD deficiency that arises during the evaluation could necessitate the extension of the evaluation period.
7. In the case of a BITD, the recurrent evaluation may be conducted by one suitably qualified Flight Inspector only, in conjunction with the inspection of any ATO, using the BITD.

**AMC 1 to AR.ATO.230 Changes**

If the upgrade evaluation does not fall upon the anniversary of the original qualification date, a special evaluation should be required to permit the FSTD to continue to qualify even at the previous Qualification Level.

**AMC 2 to AR.ATO.230 Changes**

1. An ATO operating a FTSD, who wishes to modify, upgrade, de-activate or re-locate his FSTD should notify the competent authority. When considering applications for a change of the existing FSTD Qualification Level, the competent authority should ensure that accountability for the change is clearly defined.
2. An individual department manager of the competent authority should be appointed under whose personal authority a FSTD qualification may be changed.
3. An ATO operating a FSTD written application for a change, including appropriate extracts from the Qualification Test Guide indicating proposed amendments, should be submitted, in a format and manner as specified by the competent authority, no later than 30 days before the date of intended change, or otherwise agreed.
4. On receipt of a request for a change of the existing FSTD Qualification Level, the competent authority should conduct such evaluations and inspections as are necessary to ensure that the full implications of the request have been addressed by the ATO operating a FSTD.
5. During the processing of a change request, the continued adequacy of the compliance monitoring should be reviewed.
6. When the request has been considered and examined, the competent authority should decide on the depth of inspection of the FSTD that is required.

7. The department manager, if satisfied that the ATO operating a FSTD remains competent and the Qualification Level of the FSTD can be maintained, should issue revised FSTD qualification documentation, as appropriate.
8. The Authority should inform the ATO operating a FSTD of its decision within 30 days of receipt of all documentation where no inspection is required or within 14 days of any subsequent inspection.
9. Such documentation includes the appropriate extracts from the QTG amended, when necessary, to the competent authority's satisfaction.

**AMC 1 to AR.ATO.235 Findings and corrective actions - FSTD qualification certificate**

**GENERAL**

1. The competent authority's inspection and monitoring process may serve to confirm the competent authority's continued confidence in the effectiveness of the ATO operating a FSTD operator's compliance monitoring system and his ability to maintain an adequate standard.
2. If the competent authority is not satisfied, the ATO operating FSTD should be informed in writing of the details of the conduct of his operation which are causing the competent authority concern. The competent authority should require remedial action to be taken within a specified period.
3. In the event that an ATO operating a FSTD fails, in spite of warning and advice, to satisfy the competent authority's concerns, a final written warning should, whenever possible, be given to the ATO operating a FSTD together with a firm date by which specified action to satisfy the competent authority should be taken. It should be made clear that failure to satisfy the competent authority may result in enforced limitation or suspension of the FSTD's qualification.
4. Circumstances may, however, preclude recourse to the process described in paragraphs 1 to 4 above. In such cases the competent authority's duty to preserve quality of training / testing is of paramount importance and therefore the competent authority may immediately limit or suspend any FSTD qualification which it has issued.

**AMC 2 to AR.ATO.235 Findings and corrective actions - FSTD qualification certificate**

**SUSPENSION**

1. When a decision has been taken to suspend, or limit, a FSTD qualification certificate, the ATO operating a FSTD should be informed immediately by the quickest available means.
2. In the event of full suspension of a FSTD qualification certificate, the ATO operating FSTD should be instructed that all use of the FSTD concerned cannot legally continue. The "quickest available means" will in most situations mean the use of a facsimile or email message.
3. This should be followed by a formal letter giving notice of suspension, or limitation, restating the requirement to cease operations as applicable, and also setting out the conditions on which suspension may be lifted.
4. If it becomes apparent to the competent authority that all operations have ceased over a period in excess of 6 months, the competent authority should consider opening the warning process described in AMC 1 to AR.GEN.235 paragraphs 1 to 4.
5. A FSTD qualification certificate should not remain suspended indefinitely. Further steps may be taken by the ATO operating a FSTD to reinstate the FSTD qualification or, in default, should be taken by the competent authority to revoke the FSTD qualification certificate. Should an ATO operating a FSTD wish to dispute the suspension of his FSTD's qualification certificate, he should be informed of such rights of appeal as exist under national regulations. If an appeal is lodged, the FSTD qualification may remain suspended until the appeal process is complete.

6. Suspension of a FSTD qualification certificate may be lifted on appeal or if the ATO operating a FSTD satisfies the competent authority as to his effort to restore the FSTD to its previously acceptable standard.
7. In neither case should operations be permitted to restart until necessary inspections have been made.
8. The competent authority should issue a formal notice of the lifting of suspension before the ATO operating a FSTD are permitted to resume use of a FSTD.

**AMC 3 to AR.ATO.235 Findings and corrective actions - FSTD qualification certificate**  
REVOCATION

1. The competent authority should give the ATO operating a FSTD notice that it intends to revoke the STD qualification followed by a formal letter of revocation.
2. Should an ATO operating a FSTD wish to dispute this revocation, he should be informed of such rights of appeal as exist under national regulations. Once revoked, there can be no further activities under the terms of the FSTD qualification.

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**SUBPART FCL - SPECIFIC REQUIREMENTS RELATED TO FLIGHT CREW LICENSING****SECTION 1****GENERAL****AMC to AR.FCL.020 Record-keeping**

Records of theoretical knowledge examinations should include:

1. The type, level and date of examination;
2. A breakdown by subject in relation to the total number of applicants;
3. The score range and score average; and
4. The overall percentage of applicants passing each subject.

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## **SECTION 2**

### **LICENCES, RATINGS AND CERTIFICATES**

#### **AMC to AR.FCL.205    Monitoring of examiners**

Inspectors of the competent authority supervising flight examiners should ideally meet the same requirements as the flight examiners being supervised. However, it is unlikely that they could be so qualified on the large variety of types and tasks for which they have a responsibility and, since they normally only observe training and testing, it is acceptable if they are qualified for the role of an inspector.

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**SECTION 3****THEORETICAL KNOWLEDGE EXAMINATIONS****AMC to AR.FCL.300 Examination procedures**

## General

1. The examinations should be in written or in a computer based form.
2. The competent authority should provide suitable facilities for the conduct of examinations.
3. The content of the examination papers should retain a confidential status until the end of the examination session.
4. The identity of the applicant should be confirmed before an examination is taken.
5. Examination applicants should be seated in a way so that they cannot read each other's examination papers. They should not speak to any person other than the invigilators.
6. All examination papers, associated documents and additional papers handed out to the applicants for the examination should be handed back to the invigilator at the end of the examination.
7. Only the examination paper, specific documentation and tools needed for the examination should be available to the applicant during the examination.
8. Applicants may use the following equipment during an examination:
  - A scientific, non-programmable, non-alphanumeric calculator without specific aviation functions.
  - Mechanical navigation slide-rule (DR calculator).
  - Protractor.
  - Compasses and Dividers.
  - Ruler.
9. Applicants may use a translation dictionary at the discretion of the competent authority.
10. Applicant(s) should not use any electronic equipment during the examination(s) other than that specified above; this should include devices such as mobile telephones, blue-tooth equipment, MP3s, cameras, PDAs, or any other recording or communication devices.

**AMC 1 to AR.FCL.300(b) Examination procedures****THEORETICAL KNOWLEDGE EXAMINATIONS FOR PROFESSIONAL LICENCES AND INSTRUMENT RATINGS – DURATION AND MINIMUM NUMBER OF QUESTIONS**

	<b>ATPL (A)</b> (14 exams)		<b>CPL (A)</b> (13 exams)		<b>ATPL (H)/IR</b> (14 exams)		<b>ATPL (H)</b> (13 exams)		<b>CPL (H)</b> (13 exams)		<b>IR (A) &amp; (H)</b> (7 exams)	
	Duration	Questions	Duration	Questions	Duration	Questions	Duration	Questions	Duration	Questions	Duration	Questions
<b>Subject Reference*</b>												
<b>010</b>	1:00	44	0:45	33	1:00	44	0:45	33	0:45	33	0:45	33
<b>021</b>	2:00	80	1:30	60	2:00	80	2:00	80	1:30	60	XX	XX
<b>022</b>	1:30	60	1:00	40	1:30	60	1:30	60	1:00	40	0:30	20
<b>031</b>	1:00	25	1:00	25	1:00	25	1:00	25	1:00	25	XX	XX
<b>032</b>	1:00	35	0:45	25	XX	XX	XX	XX	XX	XX	XX	XX
<b>033</b>	2:00	43	1:30	33	2:00	43	1:30	33	1:30	33	1:30	33
<b>034</b>	XX	XX	XX	XX	1:00	35	1:00	35	0:45	20	XX	XX
<b>040</b>	1:00	48	0:45	36	1:00	48	1:00	48	0:45	36	0:45	36
<b>050</b>	2:00	84	1:30	63	2:00	84	2:00	84	1:30	63	1:30	63
<b>061</b>	2:00	60	1:30	45	2:00	60	2:00	60	1:30	45	XX	XX
<b>062</b>	1:30	66	0:30	22	1:30	66	1:00	44	0:30	22	1:00	44
<b>071</b>	1:15	45	0:45	30	1:00	38	1:00	38	0:45	30	XX	XX
<b>081</b>	1:00	44	0:45	33	XX	XX	XX	XX	XX	XX	XX	XX
<b>082</b>	XX	XX	XX	XX	1:00	44	1:00	44	1:00	44	XX	XX
<b>091</b>	0:30	24	0:30	24	0:30	24	0:30	24	0:30	24	XX	XX
<b>092</b>	0:30	24	XX	XX	0:30	24	XX	XX	XX	XX	0:30	24
<b>Totals</b>	18:15	682	13:15	492	18:00	675	16:15	608	13:30	505	7:00	251

**AMC 2 to AR.FCL.300(b) Examination procedureS****THEORETICAL KNOWLEDGE EXAMINATIONS FOR PROFESSIONAL LICENCES AND INSTRUMENT RATINGS – DISTRIBUTION OF QUESTIONS**

Subject : 010 - AIR LAW						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR (A) &amp; (H)</b>
Time allowed	1:00	0:45	1:00	0:45	0:45	0:45
Distribution of questions with regard to the topics of the syllabus						
010 01	3	2	3	3	2	2
02	2	2	2	2	2	2
03	1	1	1	1	1	XX
04	2	2	2	2	2	1
05	8	8	8	8	8	8
06	7	4	7	3	4	7
07	5	3	5	3	3	5
08	2	2	2	2	2	2
09	6	4	6	4	4	6
10	2	1	2	1	1	XX
11	2	2	2	2	2	XX
12	2	1	2	1	1	XX
13	2	1	2	1	1	XX
Total questions	44	33	44	33	33	33

Subject : 021 - AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME/SYSTEMS/POWER PLANT

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	2:00	1:30	2:00	2:00	1:30	XX
Distribution of questions with regard to the topics of the syllabus						
021 01	04	02	04	04	02	XX
02	04	04	04	04	02	XX
03	005	02	04	04	03	XX
04	05	06	04	04	02	XX
05	07	04	06	06	03	XX
06	05	04	04	04	02	XX
07	04	04	02	02	02	XX
08	06	04	04	04	04	XX
09	06	06	06	06	04	XX
10	06	14	06	06	08	XX
11	20	06	20	20	13	XX
12	04	02	02	02	02	XX
13	04	02	XX	XX	XX	XX
14	XX	XX	01	01	01	XX
15	XX	XX	04	04	03	XX
16	XX	XX	06	06	05	XX
17	XX	XX	03	03	04	XX
Total questions	80	60	80	80	60	XX

## Subject : 022 - AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTATION

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	1:30	1:00	1:30	1:30	1:00	0:30
Distribution of questions with regard to the topics of the syllabus						
022 01	08	08	08	08	08	XX
02	08	06	08	08	06	06
03	04	04	04	04	04	04
04	04	05	06	06	05	04
05	05	XX	03	03	XX	XX
06	08	06	XX	XX	XX	XX
07	XX	XX	14	14	08	XX
08	03	02	XX	XX	XX	XX
09	02	XX	XX	XX	XX	XX
10	02	XX	XX	XX	XX	XX
11	04	XX	04	04	XX	XX
12	06	04	06	06	04	03
13	04	04	05	05	04	03
14	01	XX	01	01	XX	XX
15	01	01	01	01	01	XX
Total questions	60	40	60	60	40	20

## Subject : 031 - FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	1:00	1:00	1:00	1:00	1:00	XX
Distribution of questions with regard to the topics of the syllabus						
031 01	03	03	03	03	03	XX
02	05	05	05	05	05	XX
03	05	05	05	05	05	XX
04	05	05	05	05	05	XX
05	05	05	05	05	05	XX
06	02	02	02	02	02	XX
Total questions	25	25	25	25	25	XX

## Subject : 032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES)

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	1:00	0:45	XX	XX	XX	XX
Distribution of questions with regard to the topics of the syllabus						
032 01	05	05	XX	XX	XX	XX
02	10	10	XX	XX	XX	XX
03	10	10	XX	XX	XX	XX
04	10	XX	XX	XX	XX	XX
Total questions	35	25	XX	XX	XX	XX

## Subject : 033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	2:00	1:30	2:00	1:30	1:30	1:30
Distribution of questions with regard to the topics of the syllabus						
033 01	05	05	05	05	05	XX
02	10	XX	10	XX	XX	10
03	10	10	10	10	10	05
04	08	08	08	08	08	08
05	05	05	05	05	05	05
06	05	05	05	05	05	05
Total questions	43	33	43	33	33	33

## Subject : 034 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (HELICOPTERS)

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	XX	XX	1:00	1:00	0:45	XX
Distribution of questions with regard to the topics of the syllabus						
034 01	XX	XX	15	15	15	XX
02	XX	XX	05	05	05	XX
03	XX	XX	05	05	XX	XX
04	XX	XX	10	10	XX	XX
Total questions	XX	XX	35	35	20	XX

## Subject : 040 HUMAN PERFORMANCE

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	1:00	0:45	1:00	1:00	0:45	0:45
Distribution of questions with regard to the topics of the syllabus						
040 01	02	01	02	02	01	01
02	33	26	33	33	26	26
03	13	09	13	13	09	09
Total questions	48	36	48	48	36	36

## Subject : 050 METEOROLOGY

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	2:00	1:30	2:00	2:00	1:30	1:30
Distribution of questions with regard to the topics of the syllabus						
050 01	11	09	11	11	09	09
02	11	06	11	11	06	06
03	04	04	04	04	04	04
04	07	06	07	07	06	06
05	03	03	03	03	03	03
06	07	07	07	07	07	07
07	06	02	06	06	02	02
08	08	03	08	08	03	03
09	11	09	11	11	09	09
10	16	14	16	16	14	14
Total questions	84	63	84	84	63	63



## Subject : 061 - GENERAL NAVIGATION

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR (A) &amp; (H)</b>
Time allowed	2:00	1:30	2:00	2:00	1:30	XX
Distribution of questions with regard to the topics of the syllabus						
061 01	12	07	12	12	07	XX
02	04	04	04	04	04	XX
03	14	12	14	14	12	XX
04	16	11	16	16	11	XX
05	14	11	14	14	11	XX
Total :	60	45	60	60	45	XX

## Subject : 062 - RADIO NAVIGATION

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR (A) &amp; (H)</b>
Time allowed	1:30	0:30	1:30	1:00	0:30	1:00
Distribution of questions with regard to the topics of the syllabus						
062 01	07	04	07	05	04	02
02	21	12	21	15	12	23
03	12	02	02	08	02	05
04	XX	XX	XX	XX	XX	XX
05	15	XX	15	10	XX	10
06	11	04	11	06	04	04
Total questions	66	22	66	44	22	44

## Subject : 070 OPERATIONAL PROCEDURES

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	1:15	0:45	1:00	1:00	0:45	XX
Distribution of questions with regard to the topics of the syllabus						
071 01	25	18	18	18	14	XX
02	20	12	14	14	12	XX
03	XX	XX	06	06	04	XX
Total questions	45	30	38	38	30	XX

## Subject : 081 PRINCIPLES OF FLIGHT (AEROPLANES)

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL (A)</b>	<b>CPL (A)</b>	<b>ATPL (H)/IR</b>	<b>ATPL (H)</b>	<b>CPL (H)</b>	<b>IR (A) &amp; (H)</b>
Time allowed	1:00	0:45	XX	XX	XX	XX
Distribution of questions with regard to the topics of the syllabus						
081 01	17	14	XX	XX	XX	XX
02	06	XX	XX	XX	XX	XX
03	XX	XX	XX	XX	XX	XX
04	06	06	XX	XX	XX	XX
05	04	03	XX	XX	XX	XX
06	03	03	XX	XX	XX	XX
07	04	03	XX	XX	XX	XX
08	04	04	XX	XX	XX	XX
Total questions	44	33	XX	XX	XX	XX

## Subject : 082 PRINCIPLES OF FLIGHT (HELICOPTERS)

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A) &amp; (H)</b>
Time allowed	XX	XX	1:00	1:00	1:00	XX
Distribution of questions with regard to the topics of the syllabus						
082 01	XX	XX	05	05	05	XX
02	XX	XX	03	03	03	XX
03	XX	XX	01	01	01	XX
04	XX	XX	12	12	12	XX
05	XX	XX	10	10	10	XX
06	XX	XX	05	05	05	XX
07	XX	XX	05	05	05	XX
08	XX	XX	03	03	03	XX
Total questions	XX	XX	44	44	44	XX

## Subject : 091 VFR COMMUNICATION

Theoretical knowledge examination

Exam length, total questions and distribution of questions

	<b>ATPL(A)</b>	<b>CPL(A)</b>	<b>ATPL(H)/IR</b>	<b>ATPL(H)</b>	<b>CPL(H)</b>	<b>IR(A)</b>
Time allowed	00:30	00:30	00:30	00:30	00:30	XX
Distribution of questions with regard to the topics of the syllabus						
091 01	05	05	05	05	05	XX
02	11	11	11	11	11	XX
03	02	02	02	02	02	XX
04	02	02	02	02	02	XX
05	02	02	02	02	02	XX
06	02	02	02	02	02	XX
Total :	24	24	24	24	24	XX

Subject : 092 IFR COMMUNICATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A)
Time allowed	00:30	XX	00:30	XX	XX	00:30
092 01	05	XX	05	XX	XX	05
02	11	XX	11	XX	XX	11
03	02	XX	02	XX	XX	02
04	02	XX	02	XX	XX	02
05	02	XX	02	XX	XX	02
06	02	XX	02	XX	XX	02
07	XX	XX	XX	XX	XX	XX
Total :	24	XX	24	XX	XX	24

**SUBPART MED - SPECIFIC REQUIREMENTS RELATED TO AEROMEDICAL  
CERTIFICATION****SECTION 1****GENERAL****AMC to AR.MED.020      Medical assessor**

1. Medical assessors should:
  - have considerable experience of aeromedical practice and have undertaken a minimum of 200 class 1 medical examinations;
  - maintain their professional competence in aviation medicine by undertaking regular refresher training including participation in international aviation medicine conferences; and
  - participate in refresher training courses and audit of AeMCs.

**AMC to AR.MED.025      Referral to the competent authority**

1. The competent authority should supply the AeMC or AME with all necessary information that lead to the decision on fitness or unfitness Class 1.
2. The competent authority should ensure that unusual or borderline cases are evaluated on a common basis.