Examiner Differences Document

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

Version 2021/Q4
Year 2021
Date: 01.10.2021

---

Disclaimer

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

This material is:

— **fully based on information received from the CAs.** Consequently it should not be relied upon as a statement, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon EASA;

— **for information purposes only.** All information provided is of a general nature only and is not intended to address the specific circumstances of any particular case, individual or entity. It may under no circumstances substitute or be represented as an official position of EASA. If at any time there is a conflict or discrepancy between the information provided in this document and information given by the CAs that originated it or an official position of EASA, the latter prevails.

— **not necessarily comprehensive, complete, accurate or up to date.** All information provided in this document is originating from the CAs. It is provided here without warranty of any kind, whether express, implied, statutory or otherwise especially as to its quality, reliability, currency, accuracy or fitness for purpose.

— **not professional advice, or any form of assessment, judgement or acceptance by EASA.**

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

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

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

1. REVISION TABLE .................................................................................................................. 4
2. GENERAL .................................................................................................................................. 5
  2.1. Introduction ......................................................................................................................... 5
    2.1.1. Purpose of the Examiner Differences Document .......................................................... 5
    2.1.2. Skill test or Proficiency check form declaration requirement ........................................ 5
    2.1.3. Safety criteria in the territory of an EASA Member State ............................................... 5
  2.2. Liability and accident insurance....................................................................................... 5
  2.3. Personal data protection .................................................................................................... 6
  2.4. National administrative procedures ................................................................................ 6
    2.4.1 Information before a skill test .......................................................................................... 7
    2.4.2 Information after a skill test, proficiency check or assessment of competence ............ 7
  3. EASA Member States national procedures ....................................................................... 8
    3.1. AUSTRIA .......................................................................................................................... 9
    3.2. BELGIUM ......................................................................................................................... 13
    3.3. BULGARIA ....................................................................................................................... 17
    3.4. CROATIA ........................................................................................................................ 20
    3.5. CYPRUS .......................................................................................................................... 22
    3.6. CZECH REPUBLIC ......................................................................................................... 24
    3.7. DENMARK ....................................................................................................................... 27
    3.8. ESTONIA ........................................................................................................................ 30
    3.9. FINLAND ........................................................................................................................ 32
    3.10. FRANCE ......................................................................................................................... 35
    3.11. GERMANY ..................................................................................................................... 39
    3.12. GREECE ......................................................................................................................... 42
    3.13. HUNGARY ..................................................................................................................... 44
    3.14. ICELAND ....................................................................................................................... 48
    3.15. IRELAND ......................................................................................................................... 51
    3.16. ITALY .............................................................................................................................. 53
    3.17. LIECHTENSTEIN ........................................................................................................... 56
    3.18. LATVIA .......................................................................................................................... 57
    3.19. LITHUANIA .................................................................................................................... 60
    3.20. LUXEMBOURG .............................................................................................................. 62
    3.21. MALTA .......................................................................................................................... 64
    3.22. NETHERLANDS ............................................................................................................ 67
    3.23. NORWAY ....................................................................................................................... 70
    3.24. POLAND ........................................................................................................................ 73
    3.25. PORTUGAL .................................................................................................................... 75
    3.26. ROMANIA ....................................................................................................................... 78
    3.27. SLOVAKIA ...................................................................................................................... 81
    3.28. SLOVENIA ...................................................................................................................... 84
    3.29. SPAIN ............................................................................................................................ 87
    3.30. SWEDEN ......................................................................................................................... 91
    3.31. SWITZERLAND ............................................................................................................. 94
  4. EASA Member States safety criteria .................................................................................... 97
  5. Links to Part-FCL national forms ...................................................................................... 98
1. **REVISION TABLE**

Changes since last revision.

<table>
<thead>
<tr>
<th>Page number(s)</th>
<th>Member State(s)</th>
<th>Type of Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>30, 97</td>
<td>Estonia</td>
<td>Links amended</td>
</tr>
<tr>
<td>70</td>
<td>Norway</td>
<td>New text regarding requirements for PPL skill based on conversion from third country</td>
</tr>
<tr>
<td>22-24</td>
<td>Cyprus</td>
<td>Additional requirements for ratings and PBN endorsement</td>
</tr>
<tr>
<td>11-12</td>
<td>Austria</td>
<td>Austrian Aeroclub (Österreichischer Aero-Club/FAA)</td>
</tr>
<tr>
<td>98</td>
<td>Austria</td>
<td>Sailplanes and Balloons: Forms</td>
</tr>
<tr>
<td>15</td>
<td>Belgium</td>
<td>Text amended</td>
</tr>
<tr>
<td>67</td>
<td>Netherlands</td>
<td>Text amended</td>
</tr>
<tr>
<td>81-83</td>
<td>Slovakia</td>
<td>Text and links amended</td>
</tr>
<tr>
<td>89-90</td>
<td>Spain</td>
<td>Links amended</td>
</tr>
</tbody>
</table>

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

2.1. Introduction

2.1.1. Purpose of the Examiner Differences Document

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

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

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

2.1.2. Skill test or Proficiency check form declaration requirement

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

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

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

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

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

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

2.2. Liability and accident insurance

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

\(\text{ARA.FCL.210 Information for examiners}
(a) The competent authority shall notify the Agency of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner’s certificate.\)
responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

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

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

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

### 2.3. Personal data protection

General Data Protection Regulation (‘GDPR’)\(^4\)

As of 25 May 2018 the Regulation (EU) 2016/679, the European Union’s (‘EU’) new General Data Protection Regulation (‘GDPR’) which regulates the processing by an individual, a company or an organisation of personal data relating to individuals in the EU, becomes applicable.

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

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

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

No information shall be passed to others.

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

### 2.4. National administrative procedures

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

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

---


2.4.1 Information before a skill test

<table>
<thead>
<tr>
<th>1. Examiner details:</th>
<th>2. Candidate details:</th>
<th>3. Skill test details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examiner's (complete) name and initials</td>
<td>Candidate's name and initials</td>
<td>Type of skill test</td>
</tr>
<tr>
<td>Examiner's certificate number</td>
<td>Candidate's licence number</td>
<td>Type of aircraft</td>
</tr>
<tr>
<td>Country of examiner certification</td>
<td></td>
<td>Specify skill test in aircraft or FSTD</td>
</tr>
<tr>
<td>Contact details: mobile phone number, e-mail address</td>
<td></td>
<td>Name of FSTD operator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aircraft registration</td>
</tr>
</tbody>
</table>

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

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

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

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

Note: Please ensure that you send good quality scanned pdf copies when sending the information via e-mail.
3. **EASA Member States national procedures**
3.1. AUSTRIA
Austro Control

1. Liability
General statement Section 2.2 applies.

2. Accident insurance
General statement Section 2.2 applies.

3. Data protection
General statement Section 2.3 applies.

4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or Examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Not applicable</td>
<td>Licence endorsement</td>
<td>NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Designation procedures according 4.3</td>
<td>Licence endorsement permitted</td>
<td>Licence endorsement for Instructors permitted. NOT permitted for Examiners</td>
</tr>
<tr>
<td>Renewal</td>
<td>Note: please be aware that back side entries due to positive LPCs may only be made if the rating is shown on the front side of the license. If this is not the case, this must be done by the competent authority.</td>
<td>Licence endorsement permitted</td>
<td>Licence endorsement for Instructors permitted. NOT permitted for Examiners</td>
</tr>
</tbody>
</table>

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

4.3 Designation procedures
Before conducting an examination of a pilot licensed by Austro Control a flight examiner certified by another European authority according to Part-FCL shall send a notification to Austro Control via e-mail. The notification shall be sent to the e-mail address examinations@austrocontrol.at at least 48 hours before the test is to be carried out. The notification must include the full name of the examiner, the candidate, including license numbers, the exam objective, the location and time of the exam event. To enable supervision if necessary, the current telephone number of all crew members involved must also be transmitted. Austro Control will not acknowledge the notification but reserves the right to contact the examiner to supervise the exam. At this time no examiner will be assigned by Austro Control.
### 4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from Austro Control [here](#). In English [here](#).

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.7 Examiner support information

**Flight examiner’s manual**

### 4.8 Contact information

Austro Control Österreichische Gesellschaft für Zivilflufahrt mbH

Schnirchgsasse 11

A-1030 Wien

Austria

Phone: +43 (0) 51703 7230

E-Mail: examinations@austrocontrol.at

Website: [www.austrocontrol.at](#)
Austrian Aeroclub (Österreichischer Aero-Club/FAA)

1. Liability
General statement Section 2.2 applies.

2. Accident insurance
General statement Section 2.2 applies.

3. Data protection
General statement Section 2.3 applies.

4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test SPL, BPL</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or Examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Designation procedures apply</td>
<td>Not applicable</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Licence endorsement NOT permitted</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures
Endorsement of licence by examiners acc. ARA.FCL.200(c) not permitted.

4.3 Designation procedures
The training organisation notifies the competent authority about the completion of the applicants flight training. The competent authority will then designate the examiner for the skill test.

4.4 Skill test, proficiency check or assessment of competence forms
The forms can be obtained from Österreichischer Aero-Club/FAA
https://aeroclub.at/de/behoerde/download
After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2

4.5 Safety criteria
In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the „Flight Examiner Handbook – Sailplane“ and „Flight Examiner Handbook – Balloon“ which can be downloaded from the Homepage
https://aeroclub.at/de/behoerde/download
direct links:
Flight Examiner Handbook – Sailplane
Flight Examiner Handbook – Balloon
<table>
<thead>
<tr>
<th>4.6 Examination fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Österreichischer Aero-Club/FAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate directly.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Examiner Handbook – Sailplane</td>
</tr>
<tr>
<td>Flight Examiner Handbook – Balloon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Österreichischer Aero-Club/FAA, Zivilluftfahrtbehörde 1. Instanz</td>
</tr>
<tr>
<td>Blattgasse 6</td>
</tr>
<tr>
<td>1030 WIEN</td>
</tr>
<tr>
<td>Tel.: +43 / 1 / 718 72 97 - 0</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:faa@aeroclub.at">faa@aeroclub.at</a></td>
</tr>
<tr>
<td>Website: <a href="https://aeroclub.at/de/behoerde">https://aeroclub.at/de/behoerde</a></td>
</tr>
</tbody>
</table>
3.2. BELGIUM

Belgian Civil Aviation Authority (BCAA)

<table>
<thead>
<tr>
<th>1. Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General statement Section 2.2</strong> applies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Accident insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General statement Section 2.2</strong> applies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Data protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General statement Section 2.3</strong> applies. In addition, all examiners must process information in accordance with the Belgian law of December 8th 1992 regarding the protection of personal data.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of Competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>.Notification procedure applies</td>
<td>.Not applicable</td>
<td>.Notification procedures applies;</td>
</tr>
<tr>
<td></td>
<td>.Licence endorsement NOT permitted</td>
<td>.Not applicable</td>
<td>.Licence endorsement <strong>NOT</strong> permitted.</td>
</tr>
<tr>
<td></td>
<td>.No designation procedure, except for ATPL</td>
<td>.Not applicable</td>
<td>.Examiner assessments only to be performed by senior examiners specifically approved by the Belgian CAA.</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>.Notification procedure applies</td>
<td>.Notification procedure applies;</td>
</tr>
<tr>
<td></td>
<td>.Licence endorsement permitted</td>
<td>.Licence endorsement permitted</td>
<td>.Licence endorsement <strong>NOT</strong> permitted.</td>
</tr>
<tr>
<td></td>
<td>.No designation procedure</td>
<td>.No designation procedure</td>
<td>.No designation procedure for examiner certificate</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>.&lt; 3 years and rating in licence</td>
<td>.Notification procedure applies;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>.Notification procedure applies</td>
<td>.Licence endorsement <strong>NOT</strong> permitted.</td>
</tr>
</tbody>
</table>
4.2 Licence endorsement procedures

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

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

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

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

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

4.3 Designation procedures

4.3.1 Designation of examiners:

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

The CPL skill test can only be performed by an examiner accepted by the BCAA. Therefore, the form "Application form for designation of examiner” must be submitted by the candidate; this can be found here.\(^1\)

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

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

As a general rule, each examiner holding an EU examiner certificate taking a test for a Belgian pilot licence holder, shall notify the BCAA 24 hours prior to every skill test,
proficiency check and assessment of competence by registering the skill test, proficiency check and assessment of competence.

The registration tool is a web application that can be reached via the following link: test registration tool.

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

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

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

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

4.3.3. Vested interests

According FCL.1005(b) and Article 23 of the Royal Decree of 23 October 2013 examiners shall not conduct skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate when they have been responsible for the recommendation for the skill test, in accordance with FCL.030 (b);

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

4.4 Skill test, proficiency check or assessment of competence forms

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

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

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

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

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

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

The table below gives an overview of the documents that have to be send or handed over to the BCAA and the candidate after a skill test or a proficiency check. Please check also the general chapter 2.4
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>skill test</th>
<th>revalidation</th>
<th>renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>report form</td>
<td>yes (original candidate - copy examiner and BCAA)</td>
<td>yes (original candidate - copy examiner and BCAA) + copy of the licence endorsement</td>
<td>yes (original candidate - copy examiner and BCAA)</td>
</tr>
<tr>
<td>test content/checklist</td>
<td>yes (original candidate - copy examiner and BCAA)</td>
<td>yes (original candidate - copy examiner and BCAA)</td>
<td>yes (original candidate - copy examiner and BCAA)</td>
</tr>
<tr>
<td>application form</td>
<td>yes (examiner, ATO, candidate to fill in the relevant boxes)</td>
<td>No (*)</td>
<td>Yes , if the qualification has been removed from the licence(examiner, ATO, candidate to fill in the relevant boxes)</td>
</tr>
</tbody>
</table>

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

4.5 Safety criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the European flight examiner manual as soon as published.

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

4.6 Examination fees

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

4.7 Examiner support information

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

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

4.8 Contact information

Belgian Civil Aviation Authority (BCAA)

 Licensing Department

Vooruitgangstraat 56

B-1210 Brussels

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

Bulgarian Civil Aviation Authority (BG CAA)

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

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

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

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

4.2 Licence endorsement procedures

After successful completion of a licence proficiency check the examiner may endorse the new validity date in the license. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

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

The application forms can be obtained here.

4.3.1 Pilot licences – Skill test

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

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

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

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

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

4.3.2 Pilot licences - Proficiency check

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

4.3.3 Instructor certificates

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

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

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

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

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

4.3.4 Examiner certificates

The forms can be obtained https://www.caa.bg/bg/category/311/formi-za-lpc-skill-test-aoc-i-prakticheski-proverki
After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

In addition, the examiner shall send the following information:
2. Licensing fee by the applicant

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

<table>
<thead>
<tr>
<th>4.4 Skill test, proficiency check or assessment of competence forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>The forms can be obtained here.</td>
</tr>
<tr>
<td>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.</td>
</tr>
<tr>
<td>In addition, the examiner shall send the following information:</td>
</tr>
<tr>
<td>2. Licensing fee by the applicant</td>
</tr>
<tr>
<td>The examiners shall send to BGCAA (address available in the briefing) all above documents within 14 days after the skill test, proficiency or assessment of competence check either by post or courier, or by the candidate. Scanned copies may be sent to <a href="mailto:ebf@caa.bg">ebf@caa.bg</a> immediately after the check in case of urgency. In addition, the BGCAA requires a report from the examiner detailing the reasons for any failure, partial pass or any special circumstance (if applicable).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.5 Safety criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Bulgaria.</td>
</tr>
<tr>
<td><strong>Note:</strong> References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.6 Examination fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The BGCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the ATO or the candidate. Currently there is no fee to be paid for foreign examiners, however the process of revision of the examination fees regulation applicable to pilot licenses is in progress. It is expected that there will be an examination fee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to FEM, Examiners PART-FCL manual forms here.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Licensing Department – <a href="mailto:Personnel.Licensing@caa.bg">Personnel.Licensing@caa.bg</a></td>
</tr>
<tr>
<td>Ms Vanya Naumova – <a href="mailto:vnaumova@caa.bg">vnaumova@caa.bg</a></td>
</tr>
<tr>
<td>Ms Katya Krirna – <a href="mailto:kkirina@caa.bg">kkirina@caa.bg</a></td>
</tr>
</tbody>
</table>
### 3.4. CROATIA

Croatian Civil Aviation Agency (CCAA)

#### 1. Liability

General statement Section 2.2 applies.

#### 2. Accident insurance

General statement Section 2.2 applies.

#### 3. Data protection

General statement Section 2.3 applies.

#### 4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test (LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating)</th>
<th>Licence proficiency check (Class or type rating, IR)</th>
<th>Assessment of competence (Instructor or examiner certificate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>- Designation procedures apply&lt;br&gt;- License endorsement <strong>NOT</strong> permitted</td>
<td>Not applicable</td>
<td>- Designation procedures apply for <strong>examiner assessment of competence</strong>&lt;br&gt;- License endorsement <strong>NOT</strong> permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>License endorsement <strong>NOT</strong> permitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>&lt; 3 years and rating in licence&lt;br&gt;License endorsement <strong>NOT</strong> permitted</td>
<td></td>
<td>- Designation procedures apply for <strong>Examiner Assessment of competence</strong>&lt;br&gt;- License endorsement <strong>NOT</strong> permitted</td>
</tr>
<tr>
<td></td>
<td>&gt; 3 years or rating not in licence&lt;br&gt;License endorsement <strong>NOT</strong> permitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

The examiner is not allowed to enter any data in the Croatian pilot’s licence.

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed, in general section 2.4.1, CCAA, to email: inoexaminers@ccaa.hr. The subject title of the email shall contain: “Skill test or Assessment of competence (as applicable) / examiner name / candidate name”.

---

TE.RPRO.00034-003 © European Union Aviation Safety Agency. All rights reserved.<br>Proprietary document. Copies are not controlled. Confirm revision status through the EASA intranet/Internet.
The notification shall be sent at least **5 working days** prior to the skill test, with the possibility to allow a change of the examiner up to **24 hours** before the event.

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

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

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

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

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

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

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.7 Examiner support information

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

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

### 4.8 Contact information

**Croatian Civil Aviation Agency**

Address: Ulica grada Vukovara 284, 10000 Zagreb

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

**Fax:** 00385 1 2369 301

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

**E-mail:** `inoexaminers@ccaa.hr`
### 3.5. CYPRUS
The Cyprus Department of Civil Aviation (Cyprus DCA)

#### 1. Liability
General statement Section 2.2 applies.

#### 2. Accident insurance
General statement Section 2.2 applies.

#### 3. Data Protection
General statement Section 2.2 applies.

#### 4. National Administrative Procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or Examiner Certificate</th>
</tr>
</thead>
</table>
| **Initial**         | • Notification mandatory  
• Designation procedures apply  
• Licence endorsements **NOT** permitted | Not applicable | • Notification mandatory  
• Designation procedures apply  
• Licence endorsements **NOT** permitted |
| **Revalidation**    | Not applicable | • Notification procedures apply  
• License endorsements permitted | • Notification procedures apply  
• License endorsements permitted ONLY for Instructor’s ratings  
• Examiners Assessment of Competence only to be performed by Cyprus DCA Inspectors or Senior Examiners specifically authorized by Cyprus DCA |
| **Renewal**         | Not applicable | < 3 years and rating in Licence  
• Licence endorsement permitted |  
> 3 years or rating **NOT** in Licence  
• Licence endorsement **NOT** permitted |
4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot’s license provided that the candidate’s rating has not expired or has expired for less than 3 years and rating is included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot license for revalidating or renewing is hereby given.
- If the rating is not included in the license a new license with the renewed rating shall be issued by the Cyprus Department of Civil Aviation.
- The Examiner is not allowed to enter any new rating in the license after a passed skill test or Assessment of Competence.
- When paragraph XII of the licence is completed and no further spaces remain, the candidate should apply to DCA for license re-issue.
- In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case a document from an ATO must be submitted along with other required test/check documents.

4.3 Designation / Notification Procedures

4.3.1 Designation Procedure
In accordance with the requirements in ARA.FCL.205(c), before any skill test or assessment of competence for initial issue of instructor certificate is conducted an examiner shall send the following information listed, in General section 2.4.1 to eld@dca.mcw.gov.cy

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms
The forms can be obtained here.

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

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

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

The Examiner should tick the appropriate boxes and indicate PBN exercises on the Examiner’s report.

Examiners shall only conduct IR skill tests/ proficiency checks including PBN privileges, if they hold PBN privileges themselves. Examiners shall provide confirmation that they hold PBN privileges (examiner’s license, logbook or equivalent record).
In the case that a FSTD is to be used for the above test, Examiners should ensure that the device is qualified for the above training and test. This should be indicated on the submitted FSTD’s Qualification Certificate.

To establish or maintain PBN privileges on every type rating endorsed on the license, PBN exercises are required to be conducted for every different type rating revalidation.

The completed forms shall be sent to the Cyprus Department of Civil Aviation. The preferred method is to send the form as a scanned pdf attachment to an E-mail using eld@dca.mcw.gov.cy. Alternatively the form may be send via postal service. See contact Information for address. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in General section 2.4.2.

<table>
<thead>
<tr>
<th>4.5 Safety criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Cyprus.</td>
</tr>
<tr>
<td><strong>Note:</strong> References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.6 Examination fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Cyprus Department of Civil Aviation does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td>No further information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address: Cyprus Department of Civil Aviation 27 Pindarou str, 1060, Nicosia, Cyprus Tel: +357 22404126, +357 22404128 E-mail: <a href="mailto:eld@dca.mcw.gov.cy">eld@dca.mcw.gov.cy</a>.</td>
</tr>
</tbody>
</table>

**3.6. CZECH REPUBLIC**

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

<table>
<thead>
<tr>
<th>1. Liability</th>
</tr>
</thead>
</table>

TE.RPO.00034-003 © European Union Aviation Safety Agency. All rights reserved. Proprietary document. Copies are not controlled. Confirm revision status through the EASA intranet/Internet.
2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings</td>
<td>Class or type rating, IR</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td>Initial</td>
<td>• Designation procedures apply</td>
<td>• Licence endorsements are NOT permitted</td>
<td>• Designation procedures apply</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Licence endorsements except of examiner certificates permitted</td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>Licence endorsements are permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td>Licence endorsements except of examiner certificates permitted</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

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

4.3 Designation procedures

- **Skill Tests:** Any skill test shall be notified according to general section 2.4.1 by e-mail to podateln@caa.cz at least 5 days prior to. An automatically generated reply that the e-mail has successfully reached the CAA CZ post server is considered to be an approval unless another reply has been sent. Change of examiner due to unexpected circumstances is allowed to be notified anytime prior to the skill test.
- **FI / CRI / IRI initial Assessments and Examiner Assessments:** Any such an assessment be notified according to general section 2.4.1 by e-mail to...
podatelna@caa.cz at least 15 days prior to. Full examiner designation procedures apply.

- **TRI / SFI /MCCI / STI Initial Assessments:** Any such an assessment shall be notified according to general section 2.4.1 by e-mail to podatelna@caa.cz at least 5 days prior to. An automatically generated reply that the e-mail has successfully reached the CAA CZ post server is considered to be an approval unless another reply has been sent. Change of examiner due to unexpected circumstances is allowed to be notified anytime prior to the assessment.

- **Proficiency Checks and Other than Initial Instructor Assessments:** No prior notification is required.

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

The forms can be obtained at


The forms from the other EASA MSs are accepted.

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.7 Examiner support information


### 4.8 Contact information

Urad pro civilni letectvi
K letisti 1149/23
Praha 6
160 08

The Czech Republic
E-mail: podatelna@caa.cz
Website: www.caa.cz
### 3.7. DENMARK

Danish Civil Aviation and Railway Authority (Trafikstyrelsen)

<table>
<thead>
<tr>
<th>1. Liability</th>
<th>General statement Section 2.2 applies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Accident insurance</td>
<td>General statement Section 2.2 applies.</td>
</tr>
<tr>
<td>3. Data protection</td>
<td>General statement Section 2.3 applies.</td>
</tr>
</tbody>
</table>

#### 4. National administrative procedures

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

The table below illustrates the applicable procedures.

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

#### 4.2 Licence endorsement procedures

- The examiner may only enter the revalidated or renewed rating in the pilot’s licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- If the rating is not included in the licence the Danish Civil Aviation and Railway Authority shall issue a new licence with the renewed rating.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- The Examiner may issue a “Temporary Permission to Exercise Privileges”. For details see [http://examiner.dk/Procedures/Temporary-permission-to-act-as-pilot](http://examiner.dk/Procedures/Temporary-permission-to-act-as-pilot)

### 4.3 Designation procedures

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

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

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

The forms can be obtained [here](http://examiner.dk/Test-Forms/Testforms). The Danish Transport Authority accepts all national variants of these forms except skill tests on multi-pilot airplanes and proficiency checks to remove CO-PILOT restrictions where the Danish form shall be used. Please note that the Danish Civil Aviation and Railway Authority require applicants for ATPL skilltest and other tests or checks where the applicant function as PIC, to operate the aircraft from the left hand seat.

If a test or check on a multipilot or single pilot HPCA is to be flown in the aircraft, permission must be requested from the Danish Civil Aviation and Railway Authority prior to test start.

The completed licensing skill test form shall be send to the Danish Civil Aviation and Railway Authority. The preferred method is to send the form as a scanned pdf attachment to an e-mail using info@TBST.dk.

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

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.7 Examiner support information

Further information [here](http://examiner.dk/)
4.8 Contact information

Correspondence address: Trafikstyrelsen/ Danish Civil Aviation and Railway Authority
Edvard Thomsens Vej 14, DK-2300 København S, Denmark.
Tel. +45 7221 8800
E-mail: info@trafikstyrelsen.dk
Website: www.trafikstyrelsen.dk
3.8. ESTONIA

Estonian Transport Administration (Transpordiamet)

### 1. Liability
General statement Section 2.2 applies.

### 2. Accident insurance
General statement Section 2.2 applies.

### 3. Data protection
General statement Section 2.3 applies. Further information can be found in Personal Data Protection Act.

### 4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>▪ Designation procedures apply ▪ Licence endorsement NOT permitted</td>
<td>Not applicable</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Licence endorsement NOT permitted</td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td></td>
</tr>
</tbody>
</table>

#### 4.2 Licence endorsement procedures
Licence endorsement NOT permitted except if specifically authorised by Estonian Transport Administration (before skill test on FFS the examiner must receive instructions from Estonian Transport Administration with regard to possible entries on licence).

#### 4.3 Designation procedures
In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed in general section 2.4.1 to fcl@transpordiamet.ee.
The required skill test notification period is **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed.

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

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

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

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

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

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.8 Contact information

Correspondence address:

Transpordiamet / Estonian Transport Administration

Lõõtsa 5, 11415 Tallinn, Estonia.

Tel. +372 620 1200

E-mail: fcl@transpordiamet.ee.

Website: www.transpordiamet.ee
3.9. FINLAND

Finnish Transport and Communications Agency (Traficom)

1. Liability

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

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

When flying in Finland using Finnish aircraft, any liability for damages is determined in accordance with Section 136 of the Finnish Aviation Act (864/2014). Usually the aircraft owner, possessor and operator are jointly and severally liable for any damage caused. The provisions of the Tort Liability Act (412/1974) are applied to the division of liability between employer and employee, determination of the value of damage, and to any adjustment of compensation.

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

2. Accident insurance

General statement Section 2.2 applies. In addition, national provisions on the minimum insurance cover for aircraft crew (instructor and student pilot) are contained in Section 138 of the Finnish Aviation Act (864/2014), but only for initial flight training (“seat insurance”). Based on his/her employment relationship, the examiner may be covered by the employer’s insurance against accidents at work. Examiners who do not work for an employer are regarded as contractors and must look after their insurance cover themselves.

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

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

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

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

3. Data protection

General statement Section 2.3 applies. In addition, the Act on the Openness of Government Activities (621/1999) specifies that the applicant’s identity number or secret telephone number shall not be made public or used in any official documents. Information on the applicant’s
domicile, place of residence, temporary place of residence, telephone number (even if not secret) and other contact details shall also be kept secret on request.

The applicant’s identity shall be reliably identified.

The skill test / proficiency check report becomes public when it is completed and signed, regardless of any verbal assessments or reasons for failing explained. The completed report shall be distributed to:
- the examinee (original)
- examinee’s licensing authority (copy)
- examiner’s licensing authority (copy)
- the examiner (copy must be retained for 5 years)
- the instructor as feedback if a new licence or rating is issued (Ref. AMC2 FCL.1015 Examiner standardisation, purpose of a test or check, paragraph d) (copy)

<table>
<thead>
<tr>
<th>4. National administrative procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of examination</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Initial</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revalidation</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Renewal</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
The examiner may only enter the revalidated or renewed rating in the pilot’s licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- The examiner is allowed to enter PBN/IR endorsement in the licence.
- The examiner is allowed to issue a temporary rating according to the Instructions for Implementation for temporary ratings.

4.3 Designation procedures

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

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

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

All the documents must be sent by e-mail to kirjaamo@traficom.fi.

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

No further information.

4.8 Contact information

Telephone switchboard: +358 29 534 5000

Correspondence address: Finnish Transport and Communications Agency, Registry, PO Box 320, FI-00059 Traficom, Helsinki, Finland.

E-Mail: Registry email: kirjaamo@traficom.fi

Website: http://www.traficom.fi/en
3.10. FRANCE
French Civil Aviation Authority (DGAC)

1. Liability

*General statement Section 2.2* applies. In addition, the safety pilot is fully responsible for the safety during the skill test, proficiency check or assessment of competence, in an FSTD or when acting as PIC in an aircraft.

2. Accident insurance

*General statement Section 2.2* applies.

3. Data protection

*General statement Section 2.3* applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, SPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>▪ Designation procedures apply ▪ Licence endorsement <strong>NOT</strong> permitted</td>
<td>Not applicable</td>
<td>▪ Designation procedures apply for instructor AoC only (initial instructor AoC and AoC for the extension of instructor privileges). ▪ <strong>NOT</strong> permitted for examiner certificates ▪ Licence endorsement <strong>NOT</strong> permitted.</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>▪ Licence endorsement <strong>NOT</strong> permitted</td>
<td>▪ <strong>NOT</strong> permitted for examiner certificates ▪ Licence endorsement <strong>NOT</strong> permitted</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>▪ Licence endorsement <strong>NOT</strong> permitted</td>
<td>▪ <strong>NOT</strong> permitted for examiner certificates ▪ Licence endorsement <strong>NOT</strong> permitted</td>
</tr>
</tbody>
</table>
### 4.2 Licence endorsement procedures

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

### 4.3 Designation procedures

The examiner **MUST BE REGISTERED ON THE LIST OF CERTIFIED NON-FRENCH EXAMINERS (NFE)**. At all times, and especially **BEFORE CONDUCTING A SKILL TEST**, the examiner must **VISUALLY** check that their name is on the latest publication of the list, **AND VISUALLY** check that the data on the latest publication of the list is up to date with their **LATEST** examiner certificate.

*N.B.1* : While the criteria mentioned above are not met, every test conducted by the examiner will be invalidated.

All procedures regarding the list (first registration, update of data, etc.) are available on DGAC’s Non-French Examiners Webpage.

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

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

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

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

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

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

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

Before any ATPL, CPL, and IR skill test is conducted, the candidate must be registered for the skill test and must have received her/his “Fiche récapitulative d’inscription” sent by the relevant administrators of the examinations office.

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

**Candidates for ATPL, CPL, and IR skill tests must complete the DGAC registration procedure for ATPL, CPL, or IR skill test before the examiner notifies the skill test.**
Summary of the process to follow in that specific order BEFORE conducting a test:

1. Check that the examiner is registered on the List of NFE and that his/her data on the list is up to date with his/her latest examiner certificate; then,
2. Check that the candidate has received the “Fiche récapitulative d’inscription”; then,
3. Send a test notification with relevant details at least 15 days before the test.

4.3.2 This part of the procedure concerns class-rating, type-rating, LAPL, PPL, BPL or SPL skill-tests conducted out of a French-approved ATO.

The examiner sends the test notification e-mail for the planned skill test at least 5 calendar days before the event. Only examiners who are registered on the list of Non-French examiners can be proposed for a test.

As long as the examiner receives the automated acknowledgement of his/her notification e-mail, this fulfills the notification requirement. Unless he/she receives an additional e-mail from DGAC (no later than 24 hours after the notification) including additional constraints/orders, the examiner can conduct the skill test at the date stated in the initial notification e-mail.

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

Before any PPL and LAPL skill test is conducted, the candidate must be registered for the skill test and must have received her/his “Fiche récapitulative d’inscription” sent by the relevant administrators of the licensing office.

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

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

Summary of the process to follow in that specific order BEFORE conducting a test:

1. Check that the examiner is registered on the List of NFE and that his/her data on the list is up to date with his/her latest examiner certificate; then,
2. Check that the candidate has received the “Fiche récapitulative d’inscription”; then,

Send a test notification with relevant details at least 5 days before the test.

4.4 For LPCs, revalidation/renewal of instructor certificate:

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

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

4.5 UK CAA Examiners:

From January 1st 2021 (Brexit implementation), examiners holding a certificate issued by the UK CAA are no longer authorised to perform skill tests, proficiency checks or assessments of competence on French Licence Holders, even if they are registered on the list of Non-French Examiners.
### 4.6 Skill test, proficiency check or assessment of competence forms

The skill test, proficiency check or Assessment of competence forms can be obtained on the following links:

- Aeroplanes forms
- Helicopter forms

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

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

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

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

### 4.7 Safety criteria

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

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

### 4.8 Examination fees

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

### 4.9 Examiner support information

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

### 4.10 Contact information

Correspondence address:

DSAC/PN/EXA,

50 rue Henry Farman,

75720, PARIS, CEDEX 15,

France.

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

[Website](#)
3.11. GERMANY
Luftfahrt-Bundesamt (LBA)

1. Liability
General statement Section 2.2 applies.

2. Accident insurance
General statement Section 2.2 applies.

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

4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>• Designation procedures apply, except for class or type rating&lt;br&gt;• Licence endorsement NOT permitted</td>
<td>Not applicable</td>
<td>• Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in Licence&lt;br&gt;License endorsement permitted</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&gt; 3 years or rating NOT in Licence&lt;br&gt;License endorsement NOT permitted</td>
<td>Licence endorsement NOT permitted</td>
</tr>
</tbody>
</table>

4.2 Licence Endorsement Procedures
The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence is hereby given for revalidation.

Additionally, for licences issued by the Luftfahrt-Bundesamt (LBA) only, the authorisation required by ARA.FCL.200(c) before endorsing a pilot licence is hereby given for renewal, provided that the rating is still included in the licence and has not expired for more than 3 years.
In case of expired ratings, the examiner must verify compliance with FCL.625/ FCL.740 as applicable.

ARA.FCL.200(c) is applicable only, if the examiner has conducted the Licence proficiency check or Assessment of competence personally.

For licences issued by the Luftfahrt-Bundesamt (LBA), the examiner may issue a "Temporary Permission to Exercise Privileges" according ARA.FCL.215 (d). This is only applicable for Class- or Type-Ratings after a succesfull skill test. The form and details can be found [here](#).

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

### 4.3 Designation procedures

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

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

If the applicant for a PPL(As), CPL, MPL, ATPL or Instrument Rating holds already a license issued by the Luftfahrt-Bundesamt (LBA) or will select the LBA as competent authority **foreign examiners** have to notify every intended **Skill Test** with the form **Test Notification** at least 1 week in advance (Notifications for Licence proficiency checks or Assessments of competence are not required). The receipt of the test notification will not be acknowledged by the LBA, and there is no need for an individual approval for conducting the test. In case of skill tests for the first issue of class or type ratings there is no designation required.

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

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

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

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

The forms can be obtained from the LBA homepage in [English](#) or [German](#) language.

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

1. Copy of the examiner's licence
2. Copy of the examiner's certificate
3. Copy of the examiner’s medical certificate
4. Copy of endorsed licence (if licence entry done by the examiner)

These documents shall be submitted to the competent authority according to chapter 4.8 after having conducted the test.

### 4.5 Safety criteria

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

- the applicant(s) involved
- the examiner(s)
- a flight instructor (if necessary)

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

### 4.6 Examination fees

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

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

### 4.7 Examiner support information

No further information.

### 4.8 Contact information

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

Please consult the competent authority of the respective federal state, depending on the applicant’s place of residence. See AIP Germany, Part VFR, Pages GEN 1-7 to GEN 1-10. The competent authorities of the related federal states and relevant information are listed in section "Service", A – Z, Letter L, Landesluftfahrtbehörden (Aeronautical Authorities of the Federal States).

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

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

Email for copies of the report and licence in case of revalidation and licence endorsement by the examiner: [LizenzenL4@lba.de](mailto:LizenzenL4@lba.de)

In case of renewal please submit the documents to:

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

The Civil Aviation Authority of the Hellenic Republic (HCAA)

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence (Instructor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Designation procedures apply</td>
<td>Class or type rating, IR</td>
<td>Licence endorsements NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Licence endorsements permitted</td>
<td>Licence endorsements NOT permitted</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>Licence endorsement NOT permitted</td>
<td></td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

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

4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send for designation purposes the Test Notification, with the information as listed in the general section 2.4.1 (including copies of Examiner licence/certificate) to: examiners@hcaa.gr.

Initial AoC for FI rating including addition of FCL.905.FI (j) privileges may only be conducted with the presence of an HCAA Inspector, and requires prior(10 days) notification e-mail to the HCAA in order to arrange the presence of the Aviation Safety Inspector who will monitor the AoC.

No equivalent requirements apply for other AoC, concerning Instructor Ratings, except the ones listed in general section 2.4.2.
4.4 Test, Check or AoC forms

**ONLY** HCAA forms are accepted.

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report (examiners@hcaa.gr) shall include the information listed in 2.4.2.

All relevant documents for license processing purposes shall be submitted to the competent authority (see below under 4.8, submission via e-mail accepted: protocol@hcaa.gr, attn: d2b-licensing).

4.5 Safety criteria

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

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

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

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

4.6 Examination fees

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

4.7 Examiner support information

All the examiner support information including information for foreign examiners can be found here, and here.

4.8 Contact information

Hellenic Civil Aviation Authority (YPA), D2/B

580 A, Vouliagmenis Avenue, Argyroupoli, Post Code 164 52

Athens, GREECE

E-mail: examiners@hcaa.gr Website: www.hcaa.gr
3.13. HUNGARY

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

1. Liability

General statement Section 2.2 applies.

2. Accident Insurance

General statement Section 2.2 applies.

3. Data Protection

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

Relevant excerpt of the relevant CXII Hungarian Federal Data Protection Act “2011. évi CXII., az információs önrendelkezési jogról és az információs szabadságról törvény”

1. The object of the Act is to define the fundamental rules applied in connection with controlling data with the aim of ensuring that the controllers respect the private sphere of natural persons. So personal data, i.e. data relating to the data subject as well as conclusions drawn from the data in regard to the data subject may be controlled if

   a) the data subject agrees to it (except if it is not possible to obtain the consent of the data subject or even if the cost of doing so is excessively high and the personal data must be controlled to fulfill legal obligations applicable to the controller, or to enforce the rightful interests of the controller or third parties and the enforcement of such interests is proportionate to the restrictions pertaining to the right to the protection of personal data), or

   b) it is provided for by law or by or pursuant to a local government decree for a purpose based on public interest (hereinafter mandatory data control).

2. Personal data may exclusively be controlled for a specific purpose to the extent and for the time required to achieve the goal. Data must be recorded and controlled in a fair and legal manner. It has to be ensured during the course of control that the data are accurate, complete and updated, and that the data subject is only identifiable for the time required for the data control. Through the institution of the appropriate measures the data must be particularly protected from unauthorised access, modification, transfer, disclosure, deletion or destruction, accidental destruction and damage as well as disabled access occurring due to changes to the technology applied.

3. Prior to control being initiated the data subject must be explicitly informed in detail of every fact relating to the control of their data, and therefore in particular, of the objective of the control and its legal grounds, the individual authorised to control and process the data, the duration of the control process, as well as of who is authorised to acquire knowledge of this data. This information must equally detail the rights and legal redress opportunities the data subject has in connection with control. Furthermore the data subject may request from the controller information on the control of personal data, correction of personal data, and deletion, blocking of personal data, with the exception of mandatory control.

4. The controller shall correct the personal data should the personal data not be authentic and the controller has access to the authentic personal data.

Personal data must be deleted should

   a. its control be illegal;
b. it have been requested by the data subject in accordance with point c) of Section 14;

c. it be incomplete or incorrect – and this cannot be legitimately changed – on condition that the law does not rule out deletion;

d. the objective of the control have ceased to exist or the period defined in the relevant legislation for storing the data have expired;

e. it have been ordered by the court or the Authority.

5. Instead of deletion, the controller blocks the personal data should the data subject request this, or in the event that the basis of the information available, deletion would presumably violate the rightful interests of the data subject. Personal data blocked through such means may exclusively be controlled while the control objective remains valid which barred the deletion of the personal data.

6. The data subject, as well as everyone to whom the data was transferred for control purposes, must be notified of any correction, blocking and deletion. Exemptions apply should this not violate the rightful interest of the data subject in respect of the objective of control.

7. The controller shall be obliged to compensate for damages caused to others as an outcome of the illegitimate control of the data of the data subject or a breach of data security requirements. The controller shall be exempt from liability should they be able to prove that the damages were caused by circumstances beyond their immediate control. Damages do not need to be compensated should they have ensued from the deliberate or serious negligence of the aggrieved party.

### 4. National Administrative Procedures

#### 4.1 Skill Test, Proficiency Check and Assessment of Competence Procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or examiner certificate</th>
</tr>
</thead>
</table>
| **Initial**         | ▪ Designation procedures apply  
▪ 48 hrs notification mandatory via eHivatal, see 4.3  
▪ Licence endorsement NOT permitted | Not applicable | ▪ Designation procedures apply  
▪ 48 hrs prior notification mandatory via eHivatal, see 4.3.  
▪ Licence endorsement NOT permitted |
| **Revalidation**    | Not applicable | 48 hrs prior notification mandatory via eHivatal, see 4.3  
▪ Licence endorsement NOT permitted | |
| **Renewal**         | Not applicable | 48 hrs prior notification mandatory via eHivatal, see 4.3  
▪ Licence endorsement NOT permitted | |

---

**4.2 Licence Endorsement Procedures**
Not applicable for examiners, only the MIT is allowed to make licence endorsements.

### 4.3 Registration / Designation/ Notification Procedures

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

**Registration Procedure**

For registration please send an e-mail to the following e-mail adress: exam@itm.gov.hu:

Attach the following copies in PDF format in **readable quality**:
- scanned copy of licence,
- scanned copy of medical certificate, (does not apply to SFE)
- scanned copy of examiner’s authorisation issued by the EU Member State.

Based on the sent e-mail the examiner receives a reply with further registration instructions in 7 days. The examiner must finish registration process according to instructions in reply to be able to send exam notification required in table 4.1 above.

**Designation Procedure Applies for any Skill Test or Initial Assessment of Competence:**

In accordance with the requirements in ARA.FCL.205(c), for any skill Test or initial assessment of competence the MIT nominates the examiner to conduct the examination. MIT upon receiving the information of planned skill test or initial assessment of competence will designate the Examiner in an e-mail generated by eHivatal.

Designated examiner must report planned exam via eHivatal 48 hrs prior.

**Notification Procedure Applies for any Revalidation and Renewal:**

Minimum 48 hrs before any proficiency check, the Examiner must notify MIT via eHivatal.

### 4.4 Skill Test, Proficiency Check or Assessment of Competence Forms

The forms can be obtained from the online administration interface (eHivatal).

It is the obligation and responsibility of the examiner to provide the required report forms of the skill test, proficiency check or assessment of competence.

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

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

### 4.5 Safety Criteria

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

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

### 4.6 Examination Fees

MIT does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information
The Flight Examiner’s Handbook can be downloaded from here: https://www.kozlekedesihatosag.kormany.hu/hu/dokumentum/152550

4.8 Contact Information
Ministry for Innovation and Technology
Deputy State-Secretariat of Transport Authority
Licensing Department
Budapest
PO. box: 1.
1440
www.kozlekedesihatosag.kormany.hu
caa@itm.gov.hu
### 3.14. ICELAND

The Icelandic Transport Authority (Samgöngustofa)

#### 1. Liability

*General statement Section 2.2 applies.*

#### 2. Accident insurance

*General statement Section 2.2 applies.*

#### 3. Data protection

*General statement Section 2.3 applies.*

#### 4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</td>
<td>Class or type rating, IR</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td>Initial</td>
<td>Designation procedures apply</td>
<td>Not applicable</td>
<td>Designation procedures apply</td>
</tr>
<tr>
<td></td>
<td>Licence endorsement NOT permitted</td>
<td></td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Licence endorsement permitted</td>
<td>Licence endorsement permitted, except for examiner certificates</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>Licence endorsement permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td>Licence endorsement NOT permitted</td>
</tr>
</tbody>
</table>

**4.2 Licence endorsement procedures**

- The examiner may only enter the revalidated or renewed rating in the pilot’s licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- If the rating is not included in the licence a new licence with the renewed rating shall be issued by the Samgöngustofa.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case [form LF-443](#) filled out by an ATO must be submitted along with other required proficiency check documents.

**4.3 Designation procedures**
In accordance with the requirements in ARA.FCL.205(c), before any skill test or initial instructor assessment of competence is conducted an examiner shall send the information listed in general section 2.4.1 to examiners@icetra.is. Samgöngustofa reserves the right to assign a different examiner or send an inspector to monitor the event. In that case the examiner in question will be notified.

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

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

<table>
<thead>
<tr>
<th>4.4 Skill test, proficiency check or assessment of competence forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>The forms can be obtained <a href="#">here</a>.</td>
</tr>
<tr>
<td>Please send the completed form to the Icelandic Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an E-mail using <a href="mailto:fcl@icetra.is">fcl@icetra.is</a>.</td>
</tr>
<tr>
<td>Alternatively the form may be sent via postal service. See contact Information for address.</td>
</tr>
<tr>
<td>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.</td>
</tr>
</tbody>
</table>

### Information regarding PBN privileges

If initial theoretical and practical PBN competency is demonstrated during a skill test/proficiency check, the examiner must endorse the applicant’s logbook and submit a PBN qualification confirmation to ICETRA, fcl@icetra.is. The form can be found on ICETRA website: [https://www.icetra.is/media/eydublod/flug/lf/PBN-qualification-confirmation_v1.2.pdf](https://www.icetra.is/media/eydublod/flug/lf/PBN-qualification-confirmation_v1.2.pdf).

<table>
<thead>
<tr>
<th>4.5 Safety criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Iceland.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>4.6 Examination fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Icelandic Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td>No further information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address: Icelandic Transport Authority Armuli 2 108 Reykjavik Iceland</td>
</tr>
</tbody>
</table>
3.15. IRELAND

Irish Aviation Authority (IAA)

1. Liability

General Statement Section 2.2 applies. In addition, please refer to the IAA Examiner Briefing Document here.

2. Accident insurance

General Statement Section 2.2 applies. In addition, please refer to the IAA Examiner Briefing Document here.

3. Data protection

General Statement Section 2.3 applies. In addition, please refer to the IAA Examiner Briefing Document here.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of Test/Check</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, all ratings</td>
<td>Class/Type ratings/All other ratings</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td>Initial</td>
<td>Designation procedures apply See: IAA Examiner Briefing Document</td>
<td>IAA Examiner Briefing Document</td>
<td>IAA Examiner Briefing Document</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Refer to PLAM 017</td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>PLAM 017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td>PLAM 017</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given subject to the conditions detailed in PLAM 017.

4.3 Designation procedures

4.3.1. When developing designation procedures for examiners conducting skill tests, proficiency checks or assessments of competence on holders of AN IAA issued pilot licence, the requirements of the the ‘Aircrew Regulation’ ((EU) 1178/2011 as amended) have been considered. Particularly, but not exclusively, the requirements of:
4.3.1.1. In accordance with the requirements in ARA.FCL.205 (a) and (c) and the IAA’s examiner oversight programme, before any licence skill test, licence proficiency check or assessment of competence is conducted, an examiner shall:

- Notify the IAA of the time and place of the intended skill test, proficiency check or assessment of competence according to the minimum time periods specified in the IAA’s national administrative procedures, via the notification link on the IAA examiner standardisation website.
- Send the required information and declarations in accordance with Appendix 1 of Examiner Briefing Document here.

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

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

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

Please see: Flight Examiner Notification of Test area on the IAA Website here.

| 4.4 Skill test, proficiency check or assessment of competence forms |
| Forms for use are available from the IAA website here. |

| 4.5 Safety criteria |
| Please review the information in the IAA Examiner Briefing Document here. |

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

| 4.6 Examination fees |
| Unless otherwise agreed in advance, the IAA does not provide financial remuneration for expenses or services provided by any examiner (see the IAA Examiner Briefing Document here.) |

| 4.7 Examiner support information |
| Please see IAA’s Examiner Briefing Document here. |

| 4.8 Contact information |
| **Address:** Irish Aviation Authority Personnel Licensing Office, The Times Building, 11-12 D’Olier Street, Dublin 2, Ireland |
| **Tel:** +353 1 603 1109 |
| **Fax:** +353 1 677 7484 |
| **Email** licensing@iaa.ie |
3.16. ITALY

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

1. Liability

General statement Section 2.2 applies.

2. Accident Insurance

General statement Section 1.2 applies. No further requirements.

3. Data Protection

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

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR</th>
<th>Licence Proficiency Check class or type ratings/ IR</th>
<th>Assessment of Competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement not permitted</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement not permitted</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement not permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement permitted</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement permitted</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement permitted</td>
</tr>
<tr>
<td>Renewal</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement permitted</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement permitted</td>
<td>Designation procedures apply (see 4.3 below) Licence endorsement permitted</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

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

- If the rating is not included in the licence the ENAC shall issue a new print of the licence with the rating to be endorsed.
• The examiner is not allowed to enter any new rating in the licence after a passed Skill Test.

4.3 Designation and notification procedures

Examiners assessment of competence (ref. Subpart K art. FCL.1020) is permitted only if the senior examiner has participated to a “senior briefing Examiner” administered by ENAC or has been authorized by the proper authority. Application for participating to a “senior briefing examiner” shall be sent to the e-mail: istruttoriesaminatori@enac.gov.it.

In accordance with the requirements in ARA.FCL.205(c), before any skill test, proficiency check or assessment of competence is conducted, an examiner shall send the relevant information to the e-mail address examiner.notification@enac.gov.it within the specified notification period and using the instructions and the "notification template" reported in the ENAC website, "info in English" section, examiners page: https://www.enac.gov.it/en/air-safety/personnel-certification/examiners.

<table>
<thead>
<tr>
<th>Notification period for examiners holder of a licence issued by MS other than ENAC</th>
<th>Type of skill test, proficiency check or assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRPC or Class rating PC IR check</td>
<td>1gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td>
</tr>
<tr>
<td>Assessment of competence for revalidation/renewal of an examiner or instructor certificate</td>
<td>15gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td>
</tr>
<tr>
<td>Assessment of competence for initial issue of an examiner or instructor certificate</td>
<td>Request individual designation to <a href="mailto:istruttoriesaminatori@enac.gov.it">istruttoriesaminatori@enac.gov.it</a> (allow 30days for the designation)</td>
</tr>
<tr>
<td>Skill test type or class rating</td>
<td>7gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td>
</tr>
<tr>
<td>Skill test for CPL and/or IR</td>
<td>Request individual designation to <a href="mailto:personale.volo@enac.gov.it">personale.volo@enac.gov.it</a> (allow 30days for the designation)</td>
</tr>
<tr>
<td>Skill test for PPL, LAPL, SPL</td>
<td>7gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td>
</tr>
<tr>
<td>Skill test for ATPL</td>
<td>7gg previous notification on <a href="mailto:examiner.notification@enac.gov.it">examiner.notification@enac.gov.it</a></td>
</tr>
</tbody>
</table>

4.4 Skill test, proficiency check or assessment of competence forms

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

The completed paper form shall be send to ENAC via postal service and, in addition, a scanned copy in pdf format shall be sent to the e-mail address: examiner.notification@enac.gov.it.

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

5. A report form for skill test, proficiency check or assessment of competence as applicable
6. A flight test schedule.
7. Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
8. Copy of FSTD approval certificate (if applicable).
9. Copy of the examiner's licence.
10. Copy of the examiner's certificate.
11. Copy of the examiner's medical certificate.
12. Copy of endorsed licence (if entry on licence is made by examiner)

4.5 Safety criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are reported, if any, in the ENAC website, "info in English" section, examiners page: https://www.enac.gov.it/en/air-safety/personnel-certification/examiners.

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

4.6 Examination fees

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

4.7 Examiner support information

Further support information are available in the ENAC website, "info in English" section, examiners page: https://www.enac.gov.it/en/air-safety/personnel-certification/examiners.

4.8 Contact information

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

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

Civil Aviation Agency

1. Liability
   General statement Section 2.2 applies.

2. Accident insurance
   General statement Section 2.2 applies.

3. Data protection
   General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

| Type of examination | Licence skill test | Licence proficiency check | Assessment of competence
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type cating</td>
<td>Class or type ratings, IR</td>
<td>Instructor or examiner certificate</td>
</tr>
</tbody>
</table>

**Initial**
- Designation procedures apply.
- Licence endorsement **NOT** permitted.
- Not applicable

**Revalidation**
- Not applicable
- Designation procedure not applicable; Licence endorsement permitted (see 4.2 for detailed information).
- Instructors – Designation procedure NOT applicable; licence endorsement **NOT** permitted.
- Examiners – Designation procedure applicable; licence endorsement **NOT** permitted.
### 4.2 Licence endorsement procedures

- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- The examiner may endorse the licence if the rating which is revalidated is still printed in the licence and valid.
- The examiner may endorse the licence if the rating which is renewed is still printed in the licence fulfilis FCL.625 IR (c) and FCL.740 (b) requirements.
- Validity periods shall be endorsed according to ARA.FCL.215 requirements.
- If rating is revalidated more than 3 months immediately preceding the expiry date of the rating, new validity period shall be endorsed.
- In case of mistake within endorsement relevant endorsement shall be crossed out and new endorsement made.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- If the rating is not included in the licence the Civil aviation agency of Latvia shall issue a new licence with the renewed rating.

### 4.3 Designation procedures

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

The required skill test notification period is 5 days prior to the test, with the possibility to allow a change of the examiner up to 1 day before the event. Change of examiner shall be notified to Armands.Ozolins@caa.gov.lv including copies of examiner licence, medical certificate and examiner certificate.

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

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

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

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

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

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

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

4.8 Contact information
Civil aviation agency
Address: Biroju iela 10, Lidosta "Riga", Marupe district, LV-1053, Latvia
Registration number: LV 90000196469
Bank: "Valsts kase", Code: TRELLV22
Account number: LV27TREL9170394005000
Phone: + 371 67830936
Fax: +371 67830967
E-mail: [ca@caa.gov.lv](mailto:ca@caa.gov.lv)
3.19. LITHUANIA

Civil Aviation Administration

1. Liability
   General statement Section 2.2 applies.

2. Accident insurance
   General statement Section 2.2 applies.

3. Data protection
   General statement Section 2.3 applies.

4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check Class or type rating, IR</th>
<th>Assessment of competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>▪ Designation procedures apply.</td>
<td>Not applicable</td>
<td>▪ Designation procedures apply.</td>
</tr>
<tr>
<td></td>
<td>▪ Licence endorsement NOT permitted.</td>
<td></td>
<td>▪ Licence endorsement NOT permitted.</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>▪ Licence endorsement NOT permitted</td>
<td>▪ Designation procedures apply only for examiner certificate</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>▪ Licence endorsement NOT permitted</td>
<td>▪ Designation procedures apply only for examiner certificate</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures
Licence endorsement NOT permitted in any case.

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

Examiners may conduct a skill tests for LAPL, PPL, CPL, MPL, ATPL, IR, class and type rating and assessment of competence for instructor or examiner certificates once they
have read the examiner briefing in this procedure, and sent a notification for the skill test or assessment of competence to the examiner@tka.lt. The notification should be sent at least 5 working days prior to the skill test or assessment of competence. Upon receiving an e-mail confirmation from Lithuanian authority, the examiner is designated for the skill or assessment of competence.

4.4 Skill test, proficiency check or assessment of competence forms
The forms can be obtained here.
After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
All the documents must be sent by e-mail to examiner@tka.lt within 5 days via e-mail.
Original skill test/ proficiency check/ assessment of competence form shall be handed to the applicant.

4.5 Safety criteria
The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Lithuania.
Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

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

4.7 Examiner support information
Further information for foreign examiners is available here

4.8 Contact Information
Transport Competency Agency
Rodūnios kelias 2, LT-02188 Vilnius, Lithuania
Tel.: (+370 5) 2739038;
Fax: (+370 5) 2739237
E-mail: info@tka.lt
Website: www.tka.lt
3.20.  LUXEMBOURG

Direction de l’Aviation Civile (DAC)

1. Liability
   General statement Section 2.2 applies.

2. Accident insurance
   General statement Section 2.2 applies.

3. Data protection
   General statement Section 2.3 applies.

4. National administrative procedures

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

   | Type of examination | Licence skill test | Licence proficiency check | Assessment of competence 
                        | LAPL, PPL, CPL,       | Class or type rating, IR |
                        | ATPL, MPL, IR,       |                          | Instructor or examiner 
                        | class or type rating |                          | certificate  |
   |---------------------|--------------------|---------------------------|--------------------------|
   | Initial             | The published      | Not applicable            | The published Procedure  |
                        | procedure DAC-LIC  |                           | DAC-LIC 111 applies      |
                        | 111 applies        |                           |                          |
   | Revalidation        | Not applicable     | Licence endorsement NOT   |
                        | < 3 years and     | permitted                 |
                        | rating in licence |                           |
   | Renewal             | > 3 years or rating|
                        | not in licence    | Licence endorsement NOT   |
                        |                    | permitted                 |
                        |                    |                           |

4.2 Licence endorsement procedures
Licence endorsements are NOT permitted.

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms
The forms can be obtained from the DAC website here.
After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.7 Examiners support information

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

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

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

### 4.8 Contact information

Direction de l’Aviation Civile Luxembourg

Licencing Office

4, rue Lou Hemmer

L-1748 Luxembourg

Tel: +352 247 74947 / 74986 / 74944

e-mail: lic@av.etat.lu

Website: [https://dac.gouvernement.lu/en.html](https://dac.gouvernement.lu/en.html)
3.21. MALTA

Transport Malta Civil Aviation Directorate (TM CAD)

1. Liability

| General statement Section 2.2 applies. |

2. Accident insurance

| General statement Section 2.2 applies. |

3. Data protection

| General statement Section 2.3 applies. |

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

| Type of examination | Licence skill test Licence proficiency check Assessment of competence Instructor or Examiner certificate |
|---------------------|----------------------------------|---------------------------------------------|
|                     | LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating | Class or type rating, IR | Designation procedures apply. Licence endorsement NOT permitted. |
| Initial             | ▪ Designation procedures apply. Licence endorsement NOT permitted. | Not applicable | Designation procedures apply. Licence endorsement NOT permitted. |
| Revalidation        | ▪ Not applicable | Licence endorsement permitted | Licence endorsement for Instructors certificate. Licence endorsement NOT permitted for Examiner certificate. |
| Renewal             | Not applicable | < 3 years and rating in licence Licence endorsement permitted if authorised by TM CAD | Licence endorsement for Instructor Certificate permitted if authorised by TM CAD Licence endorsement for Examiner certificate. |
|                     |                   | > 3 years or rating not in licence Licence endorsement NOT permitted | |
### 4.2 Licence endorsement procedures

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

### 4.3 Designation procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed in general section 2.4.1 to cadpel.tm@transport.gov.mt. Refer to the latest PEL notice 49 available from the Transport Malta website: [https://www.transport.gov.mt/aviation/personnel-licensing/fcl-atco-license-pel-notices-701](https://www.transport.gov.mt/aviation/personnel-licensing/fcl-atco-license-pel-notices-701).

The required skill test notification period is **5 days** prior to the skill test. A change of examiner up to **4 hours** before the event is allowed at the discretion of TM CAD. Send request to cadpel.tm@transport.gov.mt.

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


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

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

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

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

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

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

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

After completion of a skill test, proficiency check or assessment of competence, the examiner or candidate shall submit the documentation indicated on the specific TMCAD form but specifically the below shall be an original document and not a copy:
4.5 Safety criteria

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

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

4.6 Examination fees

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

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

- **ATPL(A), MPL, CPL(A), IR(A), IR(H), EIR (When applicable BIR):** EUR 100
- **LAPL(A), LAPL(H), PPL(A), PPL(H):** Not applicable
- **Aeroplane/ Helicopter MP type rating and ME class or type rating:** EUR 75
- **Aeroplane/ Helicopter SP SE class or type rating:** Not applicable
- **Combined checks eg CPL/ME; IR/ME:** EUR 150
- **Initial assessment of competence for an instructor/examiner certificate or for extension of instructor/examiner privileges:** EUR 150

4.7 Examiner support information

Refer to the latest PEL notice 66 or PEL notice 68 (as applicable) for examiner support information (aeroplane) or PEL notice 81 or PEL notice 88 for examiner support information (helicopters).

4.8 Contact information/ Address for Document Submission

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

CAA-Netherlands (ILT – Inspectie Leefomgeving en Transport)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Liability</strong></td>
<td>General statement Section 2.2 applies.</td>
<td></td>
</tr>
<tr>
<td><strong>2. Accident insurance</strong></td>
<td>General statement Section 2.2 applies.</td>
<td></td>
</tr>
<tr>
<td><strong>3. Data protection</strong></td>
<td>General statement Section 2.3 applies.</td>
<td></td>
</tr>
</tbody>
</table>

### 4. National administrative procedures

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

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating</td>
<td>Class or type rating, IR</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td><strong>Initial</strong></td>
<td>§ Notification mandatory</td>
<td>Not applicable</td>
<td>§ Notification mandatory</td>
</tr>
<tr>
<td></td>
<td>§ Designation procedures apply.</td>
<td></td>
<td>§ Designation procedures apply.</td>
</tr>
<tr>
<td><strong>Revalidation</strong></td>
<td>Not applicable</td>
<td></td>
<td>▪ Only instructor AoC allowed.</td>
</tr>
<tr>
<td><strong>Renewal</strong></td>
<td>Not applicable</td>
<td>§ Designation procedures apply.</td>
<td>▪ Only instructor assessment of assessment allowed.</td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
<td>§ Licence endorsement permitted.</td>
<td>▪ Designation procedures apply.</td>
</tr>
<tr>
<td></td>
<td>≥3-years or rating NOT in licence</td>
<td>§ Licence endorsement NOT permitted.</td>
<td>▪ License endorsement permitted.</td>
</tr>
</tbody>
</table>

#### 4.2 Licence endorsement procedures

Examiners are allowed to endorse revalidated or renewed ratings or instructor certificates in a pilot licence, provided that the rating is published on the front side of the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
In all other cases, the KIWA register will issue a new license after the correct forms are received from the examiner and the candidate. Further information is found here.

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

### 4.3 Designation and monitoring

#### 4.3.1 Designation of examiners

Procedures for designation of examiners are published in chapter 5 of the “Briefing EU Examiners (non-Dutch)”, as published here.

#### 4.3.2 Notifications

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

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

For this notification the form “Notification Test, check or assessment of competence” can be used. The form can be found here.

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

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

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

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

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

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

All forms can be obtained here.

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

- A copy of the skill test and proficiency check report form
- A copy of the applicable flight test schedule, or
- A copy of the 'Instructor Assessment of Competence Report Form'.
- A copy of the statement of the ATO which confirms the required training has been completed (if applicable).
- A copy of the FSTD approval certificate (if applicable)
- A copy of the examiner's license (both sides if relevant).
- A copy of the examiner’s certificate (both sides if relevant).
- A copy of the examiners medical certificate (if relevant)
- A copy of the endorsed licence (both sides if relevant)

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

This form is published on the website of KIWA register at the bottom of this page.

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

KIWA Register
Postbus 4
2280 AA Rijswijk
The Netherlands

Or electronically by a scan of good quality to NL.Luchtvaart@kiwa.nl

<table>
<thead>
<tr>
<th>4.5 Safety criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The examiner is fully responsible for the safety during the skill test or proficiency check, in the simulator or when acting as PIC in an aircraft.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>4.6 Examination fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CAA-NL does not provide financial remuneration for expenses or services rendered.</td>
</tr>
<tr>
<td>The examiner shall arrange those with the training organisation or the candidate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td>All information can be found <a href="#">here</a>.</td>
</tr>
<tr>
<td>The CAA-NL will sample skill test, proficiency checks or assessments of competence according to a published national oversight program (ARA.FCL.205(a)).</td>
</tr>
<tr>
<td>If the examiner suspects that a pilot does not comply with the requirements of Part-FCL, Part-MED or any other applicable operational requirements, the examiner shall immediately contact the CAA-NL.</td>
</tr>
<tr>
<td>As a part of the monitoring program for examiners as mentioned in ARA.FCL.205 any proficiency check or skill test performed on a Dutch licence holder may be subject to supervision. If the supervision is unsatisfactory the authority that issued your examiner’s certificate will be notified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Flight Operations - CAA Netherlands</td>
</tr>
<tr>
<td>Postbus 16191</td>
</tr>
<tr>
<td>2500 BD Den Haag</td>
</tr>
<tr>
<td>The Netherlands</td>
</tr>
<tr>
<td>Tel: +3188-489 00 00</td>
</tr>
<tr>
<td><a href="https://english.ilent.nl/">https://english.ilent.nl/</a></td>
</tr>
</tbody>
</table>
3.23. NORWAY

Norwegian Civil Aviation Authority (NCAA) (Luftfartstilsynet)

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

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

4.2 Licence endorsement procedures

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

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

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

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

▪ The examiner is allowed to issue a temporary rating
### 4.3 Designation procedures

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

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

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

#### 4.3.1 IR, class - and type ratings.

Non-Norwegian examiners may conduct a skill test for **IR, class and type rating** and assessment of competence for instructor certificates once they have read the examiner briefing in this procedure, and sent a notification for the skill test to the NCAA at st@caa.no.

The notification should be sent at least **5 working days prior** to the skill test or assessment of competence for instructor certificate. Upon receiving an autoreply, the examiner is designated by the NCAA for the skill for a class or type rating. This procedure does not apply for a skill test for licence issue. For CB-IR from third country, pre-approval is required.

#### 4.3.2 Licence issue

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

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

The forms can be obtained by clicking this link [here](#).

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

Note: For SFE’s without valid IR rating in licence, and performing an IR check, please enclose documentation on own PC with IR, according FCL.1005.SFE (a)(2) or (b)(2).

The skill test for the PPL, if based on a conversion from a third country licence, shall only be conducted by examiners with a Norwegian examiner certificate.

The completed licencing test/check/AoC form, shall be sent to the NCAA. The preferred method to send the form and attachments is by e-mail to postmottak@caa.no and please send only one e-mail for each candidate. Forms and attachments sent by e-mail shall be in pdf-format. Zipped files are not accepted.

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

### 4.5 Safety criteria

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

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

### 4.6 Examination fees

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

### 4.7 Examiner support information


No further information.

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence address: PO Box 243 N-8001 Bodø NORWAY</td>
</tr>
<tr>
<td>Telephone: +47 75 58 50 00</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:postmottak@caa.no">postmottak@caa.no</a> Web-site: <a href="http://www.caa.no">www.caa.no</a></td>
</tr>
</tbody>
</table>
3.24. POLAND

Civil Aviation Authority (ULC)

1. Liability
   General statement Section 2.2 applies.

2. Accident insurance
   General statement Section 2.2 applies.

3. Data protection
   General statement Section 2.3 applies.

4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</td>
<td>Class or type ratings, IR</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td>Initial</td>
<td>• Designation procedures apply.</td>
<td>· Licence endorsement NOT permitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Licence endorsement NOT permitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Licence endorsement permitted</td>
<td>Licence endorsement permitted, except for examiner certificates</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td>Licence endorsement NOT permitted</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

- The examiner is authorised to enter the revalidated rating after proficiency check or assessment of competence (for instructors), if the rating is still in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.
- If the rating is not included in the licence the ULC shall issue a new licence.
- After the skill test for a new rating, ULC issue a new licence.
- The examiner is not allowed to enter any new rating, rating extension or restriction, e.g. LVO or PBN.
In case of lapsed ratings the examiner before renewal proficiency check shall verify compliance with FCL.625/FCL.740 as applicable. An ATO shall submit an applicable document along with the required check documents.

4.3 Designation procedures

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

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms


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

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

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information


4.8 Contact information

Polish Civil Aviation Authority
2, M. Flisa, 02 247 Warsaw
Phone: + 48 520 74 29
non-polish-examiner@ulc.gov.pl
www.ulc.gov.pl
3.25. PORTUGAL

Autoridade Nacional de Aviação Civil (ANAC)

### 1. Liability

General statement Section 2.2 applies.

### 2. Accident insurance

General statement Section 2.2 applies.

### 3. Data protection

General statement Section 2.3 applies.

### 4. National administrative procedures

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

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check (LPC)</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</td>
<td>Class or type ratings, IR</td>
<td>Instructor or Examiner certificate</td>
</tr>
<tr>
<td>Initial</td>
<td>▪ Designation procedures apply&lt;br▪ License endorsement NOT permitted</td>
<td>Not applicable</td>
<td>▪ Not applicable for Initial examiner assessment of competence, only performed by ANAC Inspectors.&lt;br▪ Designation procedures apply for instructor assessment of competence.&lt;br▪ License or certificate endorsement NOT permitted.</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>License endorsement NOT permitted.</td>
<td>▪ Designation procedures apply for examiner assessment of competence.&lt;br▪ License or certificate endorsement NOT permitted.</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence&lt;br▪ License endorsement NOT permitted</td>
<td>▪ Designation procedures apply for examiner assessment of competence.&lt;br▪ License or certificate endorsement NOT permitted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td></td>
</tr>
</tbody>
</table>

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

4.3 Designation procedures

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

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

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

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, ATPL skill test, examiner assessment of competence or initial instructor assessment of competence** is conducted, an examiner shall send the following information listed in general section 2.4.1 to lpf.examinadores@anac.pt, with copies of the examiner documentation and also, if applicable, ATO certificate and FSTD certificate. The subject title of the email shall contain: “Skill Test or AOC (as applicable) / examiner name / candidate name”.

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

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

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

After completion of any skill test, proficiency check or assessment of competence, the examiner shall send the information listed in general section 2.4.2 to lpf.examinadores@anac.pt within **15 days** via e-mail.

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

4.4 Skill test, proficiency check or assessment of competence forms

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

After completion of any skill test, proficiency check or assessment of competence, the examiner report shall include the information listed in general section 2.4.2. The report shall be sent to lpf.examinadores@anac.pt with the following subject title: “Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name”.

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

4.5 Safety criteria

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

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

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

### 4.7 Examiner support information

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

### 4.8 Contact information

Autoridade Nacional de Aviação Civil  
Departamento de Licenciamento de Pessoal e Formação  
Rua C - Edifício Santa Cruz  
Aeroporto da Portela  
1749-034 Lisboa, PORTUGAL

**Phone:** +351 21 284 22 26  
**Email (examiner area):** lpf.examinadores@anac.pt  
**Website:** [www.anac.pt](http://www.anac.pt)
### 3.26. ROMANIA

Romanian Civil Aeronautical Authority

<table>
<thead>
<tr>
<th><strong>1. Liability</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General statement Section 2.2 applies. No further requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Accident insurance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Statement Section 2.2 applies. No further requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3. Data protection</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Statement Section 2.3 applies. No further requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4. National administrative procedures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 Skill test, proficiency check and assessment of competence procedures</strong></td>
</tr>
</tbody>
</table>

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR</th>
<th>Licence proficiency check Class or type ratings/ IR</th>
<th>Assessment of competence Instructor or Examiner Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Designation procedures applies for all categories of skill tests</td>
<td>Not applicable</td>
<td>• Designation procedure applies for all categories of assessment of competences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• License endorsement NOT permitted</td>
<td></td>
<td>• License endorsement NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>License endorsement NOT permitted.</td>
<td>• Designation procedures apply for examiner and instructor assessment of competence.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• License or certificate endorsement NOT permitted.</td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>License endorsement NOT permitted.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
<td>&gt; 3 years or rating not in licence</td>
<td>• Designation procedures apply for examiner and instructor assessment of.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• License or certificate</td>
</tr>
</tbody>
</table>
### 4.2 Licence endorsement procedures

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

### 4.3 Designation procedures

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

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

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

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

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

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

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

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

20. A Skill test and proficiency check report form,
21. A flight test schedule.
22. Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
23. Copy of FSTD approval certificate (if applicable).
24. Copy of FSTD logbook
25. Copy of the examiner's licence.
26. Copy of the examiner's certificate.
27. Copy of the examiner's medical certificate.
4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information


4.8 Contact information

Romanian Civil Aeronautical Authority

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

Civil Aviation Agency of the Republic of Slovakia

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Testing and checking procedures (skill test, proficiency check and assessment of competence)

The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test (LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type rating)</th>
<th>Licence proficiency check (LPC) Class/ Type ratings, IR</th>
<th>Assessment of Competence (AoC) Instructor/ Examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>▪ No Designation procedures except for ATPL, Licence endorsements NOT permitted</td>
<td>▪ Not applicable</td>
<td>▪ Designation procedures apply, Licence endorsements are NOT permitted, Examiner assessments only to be performed by senior examiners specifically approved by the Transport Authority of the Slovak Republic</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>Licence endorsements permitted</td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>Licence endorsements permitted</td>
</tr>
</tbody>
</table>
4.2 Licence endorsement procedures

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

4.3 Designation procedures

If designation procedure is required: In accordance with the requirements in ARA.FCL.205(c), before any ATPL skill test or Assessment of Competence (Instructor/Examiner Certificate) is conducted, the examiner shall send the following information listed, in general section 2.4.1, to letecky.personal@nsat.sk, air.operations@nsat.sk

10 days prior to the test/assessment with the possibility to change the examiner 24 hour before the event is accepted.

The competent authority will then designate the examiner for the skill test.

4.4 Test, check or assessment of competence (AoC) forms

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

The APPLICATION AND REPORT FORM – ATPL, MPL, TYPE RATING, TRAINING, SKILL TEST AND PROFICIENCY CHECK FOR IRs – AEROPLANES (A) has a title F052-B and you can open it on the link below:
http://letectvo.nsat.sk/wp-content/uploads/sites/2/2020/11/F052-B_v8-%C5%BDiados%C5%A5-a-spr%C3%A1va-z-v%C3%BDcviku-a-praktickej-sk%C3%BA%C5%A1ky-na-z%C3%ADskanie-pred%C4%BA%C5%BEenie-a-obnovu-MPL_.pdf

The examiner shall preferably use adequate Slovakian forms (forms from the other EASA member states are accepted only in exceptional cases).

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

4.5 Safety criteria

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

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

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

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td>All the examiner support information including information for foreign examiners can be found <a href="http://letectvo.nsat.sk/letecky-personal-2/examinatori/">http://letectvo.nsat.sk/letecky-personal-2/examinatori/</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dopravný úrad</td>
</tr>
<tr>
<td>Letisko M.R.Štefánika</td>
</tr>
<tr>
<td>Bratislava</td>
</tr>
<tr>
<td>823 05</td>
</tr>
<tr>
<td>The Slovak Republic</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:air.operations@nsat.sk">air.operations@nsat.sk</a></td>
</tr>
<tr>
<td>Website: <a href="http://letectvo.nsat.sk">http://letectvo.nsat.sk</a></td>
</tr>
</tbody>
</table>
3.28. SLOVENIA

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

1. Liability
   General statement Section 2.2 applies.

2. Accident insurance
   General statement Section 2.2 applies.

3. Data protection
   General statement Section 2.3 applies.

4. National administrative procedures

   4.1 Skill test, proficiency check and assessment of competence procedures

   The table below illustrates the applicable procedures.

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</td>
<td>Class or type ratings, IR</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td>Initial</td>
<td>▪ Designation procedures apply</td>
<td>Not applicable</td>
<td>▪ Designation procedures apply</td>
</tr>
<tr>
<td></td>
<td>▪ License endorsement NOT permitted</td>
<td></td>
<td>▪ License endorsement permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>▪ Notification procedure applies</td>
<td>▪ Notification procedure applies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Licence endorsement permitted</td>
<td>▪ Licence endorsement permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ No designation procedure</td>
<td>▪ No designation procedure</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>&lt; 3 years and rating in licence</td>
<td>▪ Notification procedure applies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ Licence endorsement permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ No designation procedure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt; 3 years or rating not in licence</td>
<td>▪ Notification procedure applies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ Licence endorsement NOT permitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ No designation procedure</td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

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

4.3 Designation procedures

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

- shall be designated (designation procedure is conducted through designation of foreign examiner form [FCL.APL-166]) and
- shall send notification, including information listed in general section 2.4.1, to CAA-SI via e-mail: examiner@caa.si;

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

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

4.3.2 Proficiency check and assessment of competence

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from:

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

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

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

Note: Fulfilled original documentation shall be sent via post.

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

No further information.

4.8 Contact information

Correspondence address:
3.29. SPAIN
Spanish Civil Aviation Authority (AESA - Agencia Estatal de Seguridad Aérea)

1. Liability
   General statement Section 2.2 applies.

2. Accident insurance
   General statement Section 2.2 applies.

3. Data protection
   General statement Section 2.3 applies. In addition, the requirements for the protection of personal data is regulated in the following link.

4. National administrative procedures

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</th>
<th>Licence proficiency check (LPC) Class or type ratings, IR</th>
<th>Assessment of competence Instructor or examiner certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>• Notification procedure applies</td>
<td>• Notification procedure applies \ NOT permitted</td>
<td>• Notification procedure applies \ NOT permitted</td>
</tr>
<tr>
<td></td>
<td>• Licence endorsement NOT permitted</td>
<td>• Licence endorsement permitted (see 4.2 for detailed information)</td>
<td>• Licence endorsement \ NOT permitted</td>
</tr>
<tr>
<td></td>
<td>• Designation procedures for ATPL skill tests and issues of a class or type rating obtained in a third country apply (see 4.3.1 for detailed information)</td>
<td>• No designation procedure</td>
<td>• Designation procedures for examiner assessment of competence apply (see 4.3.1 for detailed information)</td>
</tr>
<tr>
<td>Revalidation</td>
<td>• Notification procedure applies</td>
<td>• Notification procedure applies</td>
<td>• Notification procedure apply</td>
</tr>
<tr>
<td></td>
<td>• Licence endorsement permitted (see 4.2 for detailed information)</td>
<td>• Licence endorsement permitted (see 4.2 for detailed information)</td>
<td>• Licence endorsement NOT permitted</td>
</tr>
<tr>
<td></td>
<td>• No designation procedure</td>
<td>• No designation procedure</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No designation procedure</td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 3 years and rating in licence</td>
<td>Notification procedure applies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Notification procedure applies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ No designation procedure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Licence endorsement NOT permitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Notification procedure applies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Licence endorsement NOT permitted</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Licence endorsement procedures

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

4.3 Designation procedures

4.3.1 Examiners designation

The ATPL or MPL skill test can only be performed by an examiner accepted by AESA. Examiner must be expressly designated by AESA to carry out it for both each skill test and candidate.

The form “Application Form for ATPL(A)/ATPL(H) Examiner Designation (NON-Spanish Examiners)” must be submitted by the examiner; the document can be found https://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/tit_lic_hab/default.aspx

An examiner only conduct a skill test for the issue of a class or type rating contained in a license issued by a third country if the candidate holds an expressly authorization from AESA.

An examiner only conduct an assessment of competence for the issue, revalidation or renewal of an examiner certificate if she/he has been expressly designated by AESA to carry out it for each assessment of competence and candidate. Examiner and candidate must contact with AESA to obtain the designation.

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

4.3.2 Test notification (skill test, proficiency checks and assessment of competence)

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

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

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

https://www.seguridadaerea.gob.es/es/ambitos/formacion-y-examenes/examenepiloto/pruebas-de-vuelo-fcl

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2 (including, if conducting PBN checks, skill test or proficiency check report form, a copy of examiner’s logbook or equivalent record as confirmation that examiner holds PBN privileges and a copy of FSTD approval certificate with PBN-approaches qualification)

The examiner must hand a copy of his licence, copy of his examiner’s certificate and copy of his medical certificate (if applicable) and original of skill test, proficiency check or assessment of competence form to the applicant or to organisation (Operator/ATO) who will subsequently deliver, by post or in person to AESA, these documents to his/her licensing office to have her/his licence updated.

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

Examiners will need to collect evidence that the theoretical and practical requirements have been fulfilled. Such evidence is detailed in the information available on:


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

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

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

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

4.5 Safety criteria

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

1. When exercising your examiner privileges on Spanish licences you are responsible for the compliance with the Spanish aviation safety law specified here.
2. As a pilot in command during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations specified here.
### Note:
References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of this document.

<table>
<thead>
<tr>
<th>4.6 Examination fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The AESA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.7 Examiner support information</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://www.seguridadaerea.gob.es/es/ambitos/formacion-y-examenes">https://www.seguridadaerea.gob.es/es/ambitos/formacion-y-examenes</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.8 Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia Estatal de Seguridad Aérea (AESA)</td>
</tr>
<tr>
<td>División de Licencias al Personal Aeronáutico</td>
</tr>
<tr>
<td>Paseo de la Castellana, 112 - 28046 Madrid, Spain</td>
</tr>
<tr>
<td>Phone: +34 91 396 80 00 / e-mail: <a href="mailto:dlpa.pvuelo.aesa@seguridadaerea.es">dlpa.pvuelo.aesa@seguridadaerea.es</a></td>
</tr>
<tr>
<td>Website: <a href="https://www.seguridadaerea.gob.es/es">https://www.seguridadaerea.gob.es/es</a></td>
</tr>
</tbody>
</table>
3.30. SWEDEN

Swedish Transport Agency (Transportstyrelsen)

1. Liability
   General statement Section 2.2 applies.

2. Accident Insurance
   General statement Section 2.2 applies.

3. Data Protection
   General statement Section 2.3 applies.

4. National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

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

4.2 Licence Endorsement Procedures

- The examiner may endorse the licence if the rating which is renewed or revalidated is still printed in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
• In all other cases the Swedish Transport Agency shall issue a new licence with a valid rating.
• The Swedish Transport Agency has established procedures for the issue of a temporary permission to exercise privileges after a successful test, when licence endorsement is not permitted, in accordance with ARA.FCL.215 (d). The form can be found here. The examiner shall issue a temporary permission to exercise privileges when licence endorsement is not permitted (not applicable to certificates and licences such as ATPL, Examiner, PPL etc.). More information regarding the procedure can be found under the header “Endorsement in the licence / temporary privileges” here. The temporary privileges can only be issued by the examiner who conducted the test and only in accordance with the described procedure.

4.3 Notification Procedures

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

Examiners - Transportstyrelsen

The required skill test notification period is 5 days prior to the test, with the possibility to allow a change of the examiner up to 1 hour before the event.

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

4.3.1 ATPL skilltest

As per 4.3

4.3.2 Proficiency checks

No notification for proficiency checks are required.

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

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

4.3.4 AoC for the revalidation and renewal of examiner certificates

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

4.4 Test, Check or AoC forms

The forms can be obtained from Certificate and education (transportstyrelsen.se)

Please send all test/check forms and applications to certifikat.w3d3@transportstyrelsen.se as a scanned pdf, no other format is accepted.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the information listed in general section 2.4.2.
To enable grandfathers rights of PBN privileges the Swedish Transport Agency will use a specific form (BSL 14254) which must be completed once for all pilots who meet the grandfathering requirements. The form shall be enclosed together with the relevant test/check form where PBN proficiency was demonstrated. The form will be used from the 25<sup>th</sup> of August 2017 to the 25<sup>th</sup> of August 2020 and can be obtained from the address above.

### 4.5 Safety Criteria

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

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

### 4.6 Examination Fees

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

### 4.7 Examiner Support Information

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

### 4.8 Contact Information

Address: Transportstyrelsen, 601 73 Norrköping, Sweden  
Tel: +46 771-503 503  
E-mail: [flygutbildning@transportstyrelsen.se](mailto:flygutbildning@transportstyrelsen.se)  
Web: [www.transportstyrelsen.se](http://www.transportstyrelsen.se)
3.31. SWITZERLAND
Swiss Federal Office of Civil Aviation (FOCA)

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

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

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

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures
   Examiners shall comply with the content of the FOCA examination guide and all relevant FOCA documents, as applicable.

   For Checks that normally shall be conducted on an FFS: If no FFS is available or accessible, the examiner shall contact FOCA-SBFP (pel-inspector@bazl.admin.ch) at least 14 days prior to the planned skill test/proficiency check to seek the necessary approval. This request should include the proof that no FFS is available or accessible.

4.1.1 Notification procedure
   All examinations (skill tests, proficiency checks or assessments of competence) shall be notified at least 48 hours in advance on www.flexco.bazl.admin.ch. For CR/TR skill tests or proficiency checks, a change of examiner before the event is permitted, provided that the 48 hours period was initially complied with. In this case the test/check shall be notified on flexco by the new examiner additionally. FOCA will not respond to any Flexco entries, since this is just an oversight tool. Whether an examiner is eligible to take the test/check remains in his responsibility.

   Remarks:
   MPA and HPA-Complex SPA skill tests/proficiency checks on aeroplane require prior FOCA permission. Additional requirements for MPA and SPA (MP-OPS) skill tests/proficiency checks are specified in FOCA GM/INFO - Conduct of PC/LPC OPC and LC in Multi Pilot Operation.

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

<table>
<thead>
<tr>
<th>Type of examination</th>
<th>Licence skill test</th>
<th>Licence proficiency check</th>
<th>Assessment of competence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating</td>
<td>Class or type ratings/IR</td>
<td>Instructor or examiner certificate</td>
</tr>
<tr>
<td></td>
<td>▪ Notification procedures apply</td>
<td>Not applicable</td>
<td>▪ Notification procedures apply</td>
</tr>
<tr>
<td></td>
<td>▪ Designation procedures apply, except for CR/TR</td>
<td></td>
<td>▪ Designation procedures apply – FI/CRI/IRI; TRI(H) only</td>
</tr>
<tr>
<td></td>
<td>▪ Licence endorsement NOT permitted</td>
<td></td>
<td>▪ Examiner assessment of competence NOT permitted</td>
</tr>
<tr>
<td>Revalidation</td>
<td>Not applicable</td>
<td>▪ Notification procedures apply</td>
<td>Licence endorsement NOT permitted</td>
</tr>
<tr>
<td>Renewal</td>
<td>Not applicable</td>
<td>▪ Notification procedures apply</td>
<td>Licence endorsement NOT permitted</td>
</tr>
</tbody>
</table>
**4.5 Safety criteria**

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

**4.6 Examination fees**

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

**4.7 Examiner support information**

Refer to the [FOCA examination guide](#) for more guidance and work instructions.

**4.8 Contact information**

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

For any further information:  
[pel-inspector@bazl.admin.ch](mailto:pel-inspector@bazl.admin.ch)

For submitting check documentations:  
[pel-qc@bazl.admin.ch](mailto:pel-qc@bazl.admin.ch)
4. **EASA Member States safety criteria**

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

<table>
<thead>
<tr>
<th>Member States</th>
<th>Applicable safety criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Follow this link.</td>
</tr>
<tr>
<td>Belgium</td>
<td>None applicable</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>None applicable</td>
</tr>
<tr>
<td>Croatia</td>
<td>None applicable</td>
</tr>
<tr>
<td>Cyprus</td>
<td>- Flying over sea</td>
</tr>
<tr>
<td></td>
<td>- Ditching procedures</td>
</tr>
<tr>
<td></td>
<td>- Occupied Territories</td>
</tr>
<tr>
<td></td>
<td>- British Bases Territories</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>None applicable</td>
</tr>
<tr>
<td>Denmark</td>
<td>None applicable</td>
</tr>
<tr>
<td>Estonia</td>
<td>None applicable</td>
</tr>
<tr>
<td>Finland</td>
<td>None applicable</td>
</tr>
<tr>
<td>France</td>
<td>None applicable</td>
</tr>
<tr>
<td>Germany</td>
<td>None applicable</td>
</tr>
<tr>
<td>Greece</td>
<td>None applicable</td>
</tr>
<tr>
<td>Hungary</td>
<td>None applicable</td>
</tr>
<tr>
<td>Iceland</td>
<td>None applicable</td>
</tr>
<tr>
<td>Ireland</td>
<td>The safety criteria is available at the ‘Flight Examiner Standardisation Information Area’ of the IAA website: <a href="http://www.iaa.org">IAA EXAMINER STANDARDISATION WEBSITE</a>.</td>
</tr>
<tr>
<td>Italy</td>
<td>The safety criteria to be observed by the examiner are reported, reported, if any, in the CAA-Italy (ENAC) website, &quot;info in English&quot; section, examiners page: <a href="http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html">http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html</a></td>
</tr>
<tr>
<td>Liechtenstein</td>
<td>OD O-012E link.</td>
</tr>
<tr>
<td>Latvia</td>
<td>None applicable</td>
</tr>
<tr>
<td>Lithuania</td>
<td>None applicable</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>Refer to the JAA examiner handbook</td>
</tr>
<tr>
<td>Malta</td>
<td>Malta is a small island in the middle of the mediterranean sea. Examiners should be aware of and brief candidates on ditching procedures, especially when the event is conducted in a SE aircraft.</td>
</tr>
<tr>
<td>Netherlands</td>
<td>The examiner is fully responsible for the safety during the skill test or proficiency check, in the simulator or when acting as PIC in an aircraft.</td>
</tr>
<tr>
<td>Norway</td>
<td>None applicable</td>
</tr>
<tr>
<td>Poland</td>
<td>None applicable</td>
</tr>
<tr>
<td>Portugal</td>
<td>INAC flight examiners handbook containing the safety criteria link.</td>
</tr>
<tr>
<td>Romania</td>
<td>Safety criteria to be observed by the examiner on all LPC forms, both in Romanian for RoCAA approved examiners and in English.</td>
</tr>
<tr>
<td>Slovakia</td>
<td>None applicable</td>
</tr>
<tr>
<td>Slovenia</td>
<td>None applicable</td>
</tr>
<tr>
<td>Spain</td>
<td>When exercising your examiner privileges on Spanish licenses you are responsible for the compliance with the Spanish aviation safety Law <a href="http://www.iaa.org">here</a>. As a PIC during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the skill test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the <a href="http://www.iaa.org">Air Traffic Regulations</a> here.</td>
</tr>
<tr>
<td>Sweden</td>
<td>None applicable</td>
</tr>
<tr>
<td>Switzerland</td>
<td>OD O-012E link.</td>
</tr>
</tbody>
</table>
5. Links to Part-FCL national forms

Austria:
- Note: For Single-Pilot High Performance Complex Types (all SP except caravan) use the form labeled MP(A)
- Sailplanes and Balloons: https://aeroclub.at/de/behoerde/download


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

Croatia: http://www.ccaa.hr/english/forms_78/
- Note: Page not in English and EN button at top of page does not work. Scroll to the section that says “Ovlaštenja za tip / klasu” and use the appropriate form:
  - MPA/SPHPCA – TLD-FRM-256
  - Helicopters – TLD-FRM-257
  - SPA (C208 Caravan only) – TLD-FRM-259


Czech Republic: https://www.caa.cz/zpusobilost-leteckeho-personalu/examinatori/

Denmark: http://examiner.dk/Test-Forms/Testforms

Estonia: https://www.transpordiamet.ee/uudised-ametist-ja-kontakt/dokumendid/blanketid#kontrollpiloot

Finland: https://www.traficom.fi/en/transport/aviation/flight-and-language-examiners

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

Germany:

Hungary:
The forms can be obtained by the examiner from the online administration interface (eHivatal) after the announcement of the examination.

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

Ireland:
https://www.iaa.ie/personnel-licensing/personnel-licensing-forms

Italy:
http://www.enac.gov.it/Servizio/Info_in_English/Examiners/Examiners%27_forms/index.html

Latvia:

Liechtenstein: Use Swiss procedures

Lithuania:

Luxembourg:
https://guichet.public.lu/fr/formulaires/aviation-licence/emission-revalidation-renouvellement-fcl.html

Note: Page not available in English but forms are, use the following forms:
- MPA/SPHPCA – Form for ATPL/ MPL type rating /skill test and proficiency check on multi-engine multi-pilot aeroplanes and single-pilot high-performance complex aeroplanes
- SPA – Formulaire de qualification de type/classe/entrainement/épreuve pratique d’aptitude et contrôle de compétence sur avions monopilotes à l’exception des avions complexes hautes performances

Malta:

Norway:
http://www.luftfartstilsynet.no/caa_no/Forms_for_Flight_Crew_Licencing

Poland:

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

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

Romania:
http://www.caa.ro/pages/formulare-aacr

Note: page is in Romanian scroll down to the header that says “Formulare examinare practica” and click on the “engleza” link for the appropriate form:
- MPA and SPHPCA – Formular cod T-ATPL_MPL_MPA_TR(A)
- SPA (C208 Caravan only) – Formular cod T-CR_TR_SE_ME_SPA(A)
- Helicopter –
  o MPH – Formular cod T-ATPL(H) / TR / IR(H) (not available in English)
  o SPH – Formular cod T-TR SPH SE/ME

Slovakia:

Note 1. Form F141-B is in Slovak only. We will prepare English version.
Note 2. There is no Application and report form for the IR(H), because we have not any holders IR(H) in our pilots register.

Protokoly = Form collection

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

Žiadosť a správa o hodnotení spôsobilosti pre TRI,SFI (examinátor)

Slovenia:
Helicopter: http://www.caa.si/index.php?id=331&L=nmatilnalcv
Sailplanes: http://www.caa.si/index.php?id=470&L=qeyohyfrcwfok

Spain:
https://www.seguridadaerea.gob.es/es/ambitos/formacion-y-examenes/examenes-piloto/pruebas-de-vuelo-fcl

Sweden:
For SPHPCA use form L1648, webpage says MPA but when opened, the form is for both MPA and SPHPCA

Switzerland:
Aeroplane:
- MPA – 50.530
- SPHPCA – 50.526
- SPA (C208 Caravan only) – 50.525
Helicopter:

The Netherlands: