

Examiner Differences Document

to FCL.1015(b)(4) and (c) of Annex I (Part-FCL) of Commission Regulation (EU) No 1178/2011¹, as amended by Commission Regulation (EU) No 245/2014². This document has been developed in accordance with the new provision ARA.FCL.210 of Annex VI (Part-ARA) to Commission Regulation (EU) No 1178/2011, as amended by Commission Regulation (EU) No 290/2012³, as amended by Commission Regulation (EU) No 245/2014.

Version 04-2014

Date: 07 November 2014

¹ Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 311, 25.11.2011, p. 1).

² Commission Regulation (EU) No 290/2012 of 30 March 2012 amending Regulation (EU) 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 100, 05.04.2012, p. 1).

³ Commission Regulation (EU) No 245/2014 of 13 March 2014 amending Regulation (EU) 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L74, 14.03.2014, p. 1).

Disclaimer

The European 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. Test or 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.....	11
3.3. BULGARIA	15
3.4. CROATIA	19
3.5. CYPRUS	21
3.6. CZECH REPUBLIC	23
3.7. DENMARK	25
3.8. ESTONIA	27
3.9. FINLAND	29
3.10. FRANCE	33
3.11. GERMANY.....	37
3.12. GREECE	41
3.13. HUNGARY.....	43
3.14. ICELAND	47
3.15. IRELAND	49
3.16. ITALY.....	53
3.17. LIECHTENSTEIN	57
3.18. LATVIA	59
3.19. LITHUANIA	61
3.20. LUXEMBOURG.....	63
3.21. MALTA	65
3.22. NETHERLANDS.....	67
3.23. NORWAY	71
3.24. POLAND	73
3.25. PORTUGAL	75
3.26. ROMANIA	77
3.27. SLOVAKIA	79
3.28. SLOVENIA	81
3.29. SPAIN	83
3.30. SWEDEN	85
3.31. SWITZERLAND.....	87
3.32. UNITED KINGDOM.....	89
4. EASA Member States Safety criteria	92

1. REVISION TABLE

Changes since last revision.

Page number(s)	Date	Member State(s)	Type of Amendment
44-45	04/11/14	Hungary	Text added and amended
38	20/10/14	Germany	Text amended
49-50	21/10/14	Ireland	Complete text revision
54-55	21/10/14	Italy	Text amended
87-88	05/11/14	Switzerland	Text added and amended
92	21/10/14	Ireland	Safety criteria text amended
63-64	21/10/14	Luxembourg	Text amended
41-42	26/10/14	Greece	Text added and amended
30-31	29/10/14	Finland	Text added and amended
60	30/10/14	Latvia	Text added and amended
27-28	31/10/14	Estonia	Text added and amended
15-17	03/11/14	Bulgaria	Text added and amended
34	04/11/14	France	Text added and amended
68	04/11/14	Netherlands	Text added and amended
71	04/11/14	Norway	Text amended
26	05/11/14	Denmark	Text added
85-86	05/11/14	Sweden	Text added

Note: Changes are marked with a red side bar.

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. 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, and fees for each EASA Member State (MS). 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. Test or 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 test/check 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 specifies whether such safety criteria will need to be observed and how to gain access to the relevant criteria. Section 4 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 tests or checks. It is therefore the 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 FSTD or when acting as 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 785/2004⁴ 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 Insurance 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

EU Directive 95/46/EC⁵ is the reference text with regard to the protection of personal data.

The Directive 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.

Guidelines:

- Personal data must be collected for specified, explicit and legitimate purposes.
- Personal data must be processed fairly and lawfully.
- Personal data must be accurate and, where necessary, kept up to date.
- Personal data may be processed only if the data subject has unambiguously given his/her consent.
- It is forbidden to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, etc.
- The data subject has the right to object, on legitimate grounds, to the processing of data relating to him/her.
- Personal data must not be transferred to other countries without adequate protection.
- Personal information must be protected against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access.

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 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.

⁴ Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators (OJ L 138, 30.4.2004, p. 1).

⁵ Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31).

2.4.1 Information before a skill test

1.Examiner details:	2.Candidate details:	3.Skill Test details:
<ul style="list-style-type: none"> ▪ Examiner's (complete) name and initials ▪ Examiners certificate number ▪ Country of examiner certification ▪ Contact details; mobile phone number, Email address 	<ul style="list-style-type: none"> ▪ Candidate's name and initials ▪ Candidate's licence number 	<ul style="list-style-type: none"> ▪ Type of skill test ▪ Type of aircraft ▪ Specify Test in aircraft or FSTD ▪ Name of FSTD operator ▪ FSTD Approval certificate ▪ Aircraft registration ▪ Date and time ▪ Place

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

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

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

<ol style="list-style-type: none"> 1. A Skill Test or Proficiency Check Report Form or Assessment of Competence Form, 2. A Flight Test Schedule (if applicable). 3. Copy of the statement of the 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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	Designation procedures under development	Not applicable	Designation procedures under development
Revalidation	Not applicable	Licence endorsement permitted	
Renewal		< 3 years <u>and</u> rating in licence	Licence endorsement permitted
	> 3 years <u>or</u> rating not in licence		
<u>4.2 Licence Endorsement Procedures</u>			
The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.			
<u>4.3 Designation Procedures</u>			
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 the general section 2.4.1 , to Austro Control.			
<u>4.4 Test, Check or AoC forms</u>			
The forms can be obtained from Austro Control 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 Zivilluftfahrt mbH

Schnirchgasse 11

A-1030 Wien

Austria

Phone: +43 (0) 51703 7230

E-Mail: examinations@austrocontrol.at

Website: www.austrocontrol.at

3.2. BELGIUM

BCAA (Belgian Civil Aviation Authority)

1.Liability
General statement Section 2.2 applies.
2.Accident Insurance
General statement Section 2.2 applies.
3.Data Protection
General statement Section 2.3 applies. In addition, all examiners must process information in accordance with the Belgian law of December 8 th 1992 regarding the protection of personal data.

4.National Administrative Procedures			
4.1 Testing and Checking Procedures			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL,PPL,CPL, ATPL,MPL,IR,Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted ▪ No designation procedure, except for ATPL 	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted ▪ No designation procedure 	<ul style="list-style-type: none"> ▪ Notification procedures applies; ▪ Licence endorsement NOT permitted. ▪ Examiner assessments only to be performed by senior examiners specifically approved by the Belgian authorities. ▪ Designation procedure for examiner certificate
Revalidation	Not applicable	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement permitted ▪ No designation procedure 	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted. ▪ Examiner assessments only to be performed by senior
Renewal	Not applicable	< 3 years and rating in licence <ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement permitted ▪ No designation 	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted. ▪ Examiner assessments only to be performed by senior
		> 3 years and rating in licence	

			procedure	examiners specifically approved by the Belgian authorities.
		Rating not in licence	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT Permitted ▪ No designation procedure 	<ul style="list-style-type: none"> ▪ Designation procedure for renewal of examiner certificate
<p><u>4.2 Licence Endorsement Procedures</u></p> <p>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.</p> <p>In all other cases the Belgian Civil Aviation Authority shall issue a new licence with a valid rating.</p> <p>The examiner is not allowed to enter any new rating in the licence after a passed skill test.</p> <p>The examiner is not allowed to enter any examiner certificate in the licence after a passed assessment of competence.</p>				
<p><u>4.3 Designation Procedures</u></p> <p><u>4.3.1. Designation of examiners:</u></p> <p>The designation of examiners procedure applies only for the ATPL skill tests and the AoC for the issue and renewal of an examiner certificate.</p> <p>The ATPL 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.</p> <p>The Assessment of Competence for the issue or renewal of an examiner certificate can only be performed by an examiner with a certificate issued by the Belgian CAA or an inspector from the BCAA.</p> <p><u>4.3.2. Notification of test (skill test, proficiency check and assessment of competence)</u></p> <p>In general, the examiner shall notify the Belgian Civil Aviation Authority (BCAA) 24 hours prior to every test (skill test, proficiency check and assessment of competence).</p> <p>For this notification, the examiner shall introduce the above information here or here.</p> <p>In case of a partial pass or failure, the examiner has to fill in a new request again 24 hours in advance.</p> <p>A change of examiner up to 4 hours before the event is allowed and has to be notified by the initially assigned examiner by a reply to the notification system with same reference number.</p> <p>A change of date has to be notified by a reply to the notification system with same reference number.</p>				
<p><u>4.4 Test, Check or AoC forms</u></p> <p>The forms can be obtained here or here under PART-FCL.</p> <p>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</p>				

forms.
<p><u>4.5 Safety Criteria</u></p> <p>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.</p> <p>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.</p>
<p><u>4.6 Examination Fees</u></p> <p>BCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</p>
<p><u>4.7 Examiner Support Information</u></p> <p>All questions and additional information can be asked by sending an email to bcaa.lic.dir@mobiliteit.fgov.be with the subject "examiner information".</p> <p>The website contains information notices (click here) and specific information about examiners and instructors (click here and here).</p>
<p><u>4.8 Contact Information</u></p> <p>Belgian Civil Aviation Authority (BCAA)</p> <p>Licensing</p> <p>Vooruitgangstraat 56</p> <p>Brussels</p> <p>E-Mail: bcaa.lic.dir@mobiliteit.fgov.be Website: www.mobiliteit.belgium.be</p>

INTENTIONALLY BLANK

3.3. BULGARIA

Bulgarian 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 Act. 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 Testing and Checking Procedures			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL,PPL,CPL, ATPL,MPL,IR,Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Designation procedures apply for Examiner AoC and instructor AoC Licence endorsement NOT permitted Examiner assessments only to be performed by senior examiners specifically approved by the Bulgarian DG CAA or inspector from Bulgarian DG CAA
Revalidation	Not applicable	Licence endorsement permitted	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement NOT permitted
		> 3 years	
		rating not in licence	
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 AoC is conducted an examiner shall send the following information, listed in [general section 2.4.1](#), to the Bulgarian CAA 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 (LST) shall apply to the Bulgarian CAA for designation of the examiner. The applicant (except of the candidate for ATPL) must be recommended by the approved training organisation (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 Bulgarian CAA will provide the applicant and the examiner with a written authorisation for conducting the skill test. An examiner may not conduct a skill test unless he/she has been authorized to do so in writing (by E-mail) by the Bulgarian CAA.

In any case, BG CAA 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 Bulgarian CAA normally designates examiners who are Bulgarian CAA examiners or Part-FCL examiners registered with the Bulgarian CAA, or examiners employed by an ATO certified by Bulgarian CAA to conduct PPL, CPL and IR skill tests.

ATPL skill test – The Bulgarian CAA normally designates examiners who are Bulgarian CAA examiners or examiners certified by Bulgarian CAA, or examiners employed by an operator certified by the Bulgarian CAA to conduct the ATPL skill tests. In the case of pilots not employed by an operator certified by Bulgarian CAA, the applicant is required to nominate two examiners (or at least one) in the skill test application form, if not Bulgarian CAA 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 AoC shall apply to the Bulgarian CAA for designation of the examiner. Applicant shall submit an application to BG CAA.

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

An applicant for an AoC must submit all documents to the examiner.

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

Examiners are required to send a notification at least **5 days** before every initial AoC they intend to conduct. An examiner may not conduct an initial AoC unless he/she has received acknowledgement in writing (by E-mail) by the Bulgarian CAA.

4.3.4 Examiner Certificates

The forms can be obtained <http://caa.gateway.bg/page.php?category=89&id=856>.

After completion of a skill test, proficiency check or AoC, the examiner report shall include the

following information listed in [general section 2.4.2](#).

In addition, the examiner shall send the following information:

- 1.Examiner's Check Return Form <http://caa.gateway.bg/page.php?category=185>.
- 2.Licensing fee by the applicant

The AoC for the issue, revalidation or renewal of an examiner certificate **can only** be conducted by a Bulgarian CAA inspector or by a Senior Examiner.

4.4 Test, Check or AoC forms

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

After completion of a skill test, proficiency check or AoC, the examiner report shall include the following information listed in [general section 2.4.2](#).

In addition, the examiner shall send the following information:

- 1.Examiner's Check Return Form <http://caa.gateway.bg/page.php?category=185>.
- 2.Licensing fee by the applicant

The examiners shall send to BG CAA (address available in the briefing)all above documents within **14 days** after the test or check either by post or courier, or by the candidate. Scanned copies may be sent to ebf@caa.bg immediately after the check in case of urgency. In addition, the Bulgarian CAA requires a report from the examiner detailing the reasons for any failure, partial pass or any special circumstance (if applicable).

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

Link to FEM, Examiners PART-FCL Manual forms [here](#).

4.8 Contact Information

Personnel Licensing Department – Personnel.Licensing@caa.bg

Ms Vanya Naumova – vnaumova@caa.bg

Ms Katya Kirina – kkirina@caa.bg

INTENTIONALLY BLANK

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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ License endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply for Examiner AoC ▪ License endorsement NOT permitted
Revalidation	Not applicable	License endorsement NOT permitted	
Renewal		< 3 years <u>and</u> rating in licence	License endorsement NOT permitted
	> 3 years <u>or</u> rating not in licence	License endorsement NOT permitted	
<u>4.2 Licence Endorsement Procedures</u>			
The Examiner is not allowed to enter any data in the Croatian pilot's licence.			
<u>4.3 Designation Procedures</u>			
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 Croatian Civil Aviation Agency, to email: inoexaminers@ccaa.hr . The subject title of the email shall contain: "Skill Test or AoC (as applicable) / examiner name / candidate name".			
The notification shall be send at least 5 working days prior to the skill test, with the possibility to allow a change of the examiner up to 24 hours before the event.			

4.4 Test, Check or AoC forms

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

Each individual test item that is checked (line) Examiner must mark with initials.

If a particular item / section is not applicable in the relevant test is necessary to enter NOT APPLICABLE - abbreviated N/A. If item / section has not been checked 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 email to inoexaminers@ccaa.hr. Originals shall be handed to the applicant.

The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name".

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

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

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

4.8 Contact Information

Croatian Civil Aviation Agency

Address: Ulica grada Vukovara 284, 10000 Zagreb

Phone: 00385 1 2369 382; 00385 1 2369 343

Fax: 00385 1 2369 301

Website: www.ccaa.hr

E-mail: inoexaminers@ccaa.hr

3.5. CYPRUS

The Agency has not received the requested information on the applicable liability, accident insurance, personal data protection and national administrative procedures from this MS. Therefore, until further notice, contact the Cypriot Aviation Authority directly.

INTENTIONALLY BLANK

3.6. CZECH REPUBLIC

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

1.Liability				
General statement Section 2.2 applies.				
2.Accident Insurance				
General statement Section 2.2 applies.				
3.Data Protection				
General statement Section 2.3 applies.				
4.National Administrative Procedures				
4.1 Testing and Checking Procedures				
The table below illustrates the applicable procedures.				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Ratings	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements are NOT permitted 	Not applicable		<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements are NOT permitted
Revalidation	Not applicable	Licence endorsements permitted		
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsements are permitted	Licence or Certificate endorsements are not permitted
		> 3 years or rating not in licence	Licence endorsements are NOT permitted	
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				
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 caa@caa.cz				
CPL and IR skill tests may only be conducted by examiners employed with CAA CZ.				
AoC for FI may only be conducted by examiners employed with CAA CZ.				

<p>Formal skill test notification 5 days prior to the skill test with the possibility to change the examiner 1 hour before the event is accepted.</p>
<p><u>4.4 Test, Check or AoC forms</u></p> <p>The forms can be obtained here. The forms from the other EASA member states are also accepted.</p> <p>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.</p>
<p><u>4.5 Safety Criteria</u></p> <p>In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found at the Examiner`s Handbook here.</p> <p>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.</p>
<p><u>4.6 Examination Fees</u></p> <p>The Civil Aviation Authority of the Czech Republic does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</p>
<p><u>4.7 Examiner Support Information</u></p> <p>All the examiner support information including information for foreign examiners can be found here.</p>
<p><u>4.8 Contact Information</u></p> <p>Urad pro civilni letectvi Letiste Ruzyne Praha 6 160 08 The Czech Republic E-mail: caa@caa.cz Website: www.caa.cz</p>

3.7. DENMARK

Danish Transport Authority (Trafikstyrelsen)

1.Liability				
General statement Section 2.2 applies.				
2.Accident Insurance				
General statement Section 2.2 applies.				
3.Data Protection				
General statement Section 2.3 applies.				
4.National Administrative Procedures				
<u>4.1 Testing and Checking Procedures</u>				
The table below illustrates the applicable procedures.				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply Licence endorsement NOT permitted 	Not applicable		<ul style="list-style-type: none"> Designation procedures apply for initial instructor assessments. Examiner assessments only to be performed by senior examiners specifically approved by the Danish authorities. Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted, except for examiners.		
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted	Licence endorsement permitted, except for examiners
		> 3 years or rating not in licence	Licence endorsement NOT permitted	
<u>4.2 Licence Endorsement Procedures</u>				
<ul style="list-style-type: none"> 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 Transport Authority shall issue a new licence with the renewed rating.
- The Examiner is not allowed to enter any new rating in the licence after a passed Skill Test.
- If the pilot would like to have a temporary licence he/she has to contact the Danish Transport Authority.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in [general section 2.4.1](#) to flighttestbookings@trafikstyrelsen.dk

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

4.4 Test, Check or AoC forms

The forms can be obtained [here](http://examiner.dk/Test-Forms/Testforms). (<http://examiner.dk/Test-Forms/Testforms>)

The completed LST form shall be send to the Danish Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an E-mail using info@trafikstyrelsen.dk.

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

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

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

Further information [here](http://examiner.dk/). (<http://examiner.dk/>)

4.8 Contact Information

Correspondence address: Trafikstyrelsen/Danish Transport Authority

Edvard Thomsens Vej 14, DK-2300 København S, Denmark.

Tel. +45 7221 8800

E-mail: info@trafikstyrelsen.dk

Website: www.trafikstyrelsen.dk

3.8. ESTONIA

Estonian Civil Aviation Administration (Lennuamet)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement NOT permitted 	Not applicable	Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement NOT permitted	
Renewal	Not applicable	< 3 years <u>and</u> rating in licence	Licence endorsement NOT permitted
		> 3 years <u>or</u> rating not in licence	

4.2 Licence Endorsement Procedures

Licence Endorsement **NOT** permitted except if specifically authorised by Estonian CAA (before skill test on FFS the examiner must receive instructions from Estonian CAA with regard to possible entries on licence).

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in [general section 2.4.1](#) to fcl@ecaa.ee.

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

Any **skill test** can only be performed by an examiner designated by the ECAA. Therefore, the

form "Application for designation of examiner for skill test" must be submitted by the candidate; this can be found [here](#). The examiner is allowed to conduct the skill test only if his name is written on the form as designated examiner by ECAA.

4.4 Test, Check or AoC forms

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

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#). and shall be sent to fcl@ecaa.ee.

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.8 Contact Information

Correspondence address:

Lennuamet/Estonian Civil Aviation Administration

Rävala pst 8, 10143 Tallinn, Estonia.

Tel. +372 610 3500

Fax +372 610 3501

E-mail: fcl@ecaa.ee

Website: www.ecaa.ee

3.9. FINLAND

Finnish Transport Safety Agency (Trafi)

1. Liability

[General statement Section 2.2](#) applies. In addition, when flying a Finnish aircraft, any liability for loss or damage in an accident is partly determined on the basis of the flight examiner status. The examiner usually acts as pilot-in-command, 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 pilot-in-command.

Examiners shall make sure that they have the right to act as pilot-in-command 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 142 of the Finnish Aviation Act (1194/2009). Usually the aircraft owner, possessor and operator are jointly and severally liable for any damage caused. The provisions of the Tort Liability Act (412/1974) are applied to the division of liability between employer and employee, determination of the value of damage, and to any adjustment of compensation.

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

2. Accident Insurance

[General statement Section 2.2](#) applies. In addition, national provisions on the minimum insurance cover for aircraft crew (instructor and student pilot) are contained in Section 145 of the Finnish Aviation Act (1194/2009), but only for initial flight training ("seat insurance").

Based on his/her employment relationship, the examiner may be covered by the employer's insurance against accidents at work. Examiners who do not work for an employer are regarded as contractors and must look after their insurance cover themselves.

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

For some aircraft, the insurance terms may contain additional requirements concerning e.g. the pilot-in-command'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)

4.National Administrative Procedures

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply to CPL, IR and ATPL ▪ Licence endorsement NOT permitted 	Not applicable		<ul style="list-style-type: none"> ▪ Designation procedures apply to Examiner AoC and FI AoC ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted		<ul style="list-style-type: none"> ▪ Designation procedures apply to Examiner and Instructor AoC ▪ Licence endorsement permitted
Renewal	Not applicable	rating in licence	Licence endorsement permitted.	<ul style="list-style-type: none"> ▪ Designation procedures apply to Examiner and Instructor AoC ▪ Licence endorsement permitted.
		rating not in licence	Licence endorsement NOT permitted.	

4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- 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 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 AoC** is conducted an examiner shall send the following information located, in [general section 2.4.1](#), to lentokokeet@trafi.fi.

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

4.4 Test, Check or AoC forms

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

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

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

4.5 Safety Criteria

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

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

4.6 Examination Fees

The Finnish Transport Safety 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

No further information.

4.8 Contact Information

Telephone switchboard: +358 29 534 5000

Correspondence address: Finnish Transport Safety Agency, Registry, PO Box 320, FI-00101 Helsinki, Finland.

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

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

INTENTIONALLY BLANK

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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply Licence Endorsement NOT permitted 	Designation procedures apply	<ul style="list-style-type: none"> Designation procedures apply for instructor AoC only. Licence Endorsement NOT permitted.
Revalidation	Not applicable	<ul style="list-style-type: none"> Designation procedures apply. Licence Endorsement NOT permitted 	
Renewal	Not applicable	< 3 years <u>and</u> rating in licence	<ul style="list-style-type: none"> Designation procedures apply. Licence Endorsement NOT permitted
		> 3 years <u>or</u> rating not in licence	
<u>4.2 Licence Endorsement Procedures</u>			
<ul style="list-style-type: none"> Licence Endorsement NOT permitted – Non-French examiners are not allowed to make any entry or a signature in a licence issued by France. Tests/checks must be recorded on the appropriate DGAC form downloadable from DGAC website. 			
<u>4.3 Designation Procedures</u>			
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 dsac-test-notification-bf@aviation-civile.gouv.fr .			

4.3.1 This procedure concerns CPL, IR ATPL skill-tests and initial instructor AoC conducted out of the management system of a French-approved ATO;

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

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

Process: e-mails must be sent to dsac-test-notification-bf@aviation-civile.gouv.fr

4.3.2 For all other skill-tests;

Non-French examiners must inform DGAC of their intention to conduct the test **at least 5 working days** before the event by sending the corresponding notification email (refer to annex 1 of *Procedures for Non-French examiners*: test notification email format). As long as the examiner receives the automated acknowledgement of his/her notification email, this fulfils the notification requirement. Unless he/she receives an additional email from DGAC including additional constraints/orders, the examiner can conduct the test at the date he/she stated in the initial notification email.

Process: e-mails must be sent to dsac-test-notification-bf@aviation-civile.gouv.fr

4.3.3 For LPC;

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

4.4 Test, Check or AoC forms

The forms can be obtained for aeroplanes [here](#) and helicopters [here](#).

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

Process: e-mails must be sent to dsac-test-notification-bf@aviation-civile.gouv.fr

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

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 test/check record form, a copy of the examiner's licence and a copy of the examiner's certificate to the concerned administrators in the examination office.

4.5 Safety Criteria

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

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

4.6 Examination Fees

The French Civil Aviation 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

Procedures for Non-French examiners located [here](#).

4.8 Contact Information

Correspondence address:

DSAC/PN/EXA,

50 rue Henry Farma,

75720, PARIS, CEDEX 15,

France.

E-mail: examineurs.pro@aviation-civile.gouv.fr

[Website](#)

INTENTIONALLY BLANK

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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence Endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Licence Endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted	
Renewal	Not applicable	< 3 years <u>and</u> rating in licence	Licence Endorsement permitted
		> 3 years <u>or</u> rating not in licence	Licence Endorsement NOT permitted

4.2 Licence Endorsement Procedures
The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence is hereby given for revalidating or renewing only. ARA.FCL.200(c) is applicable only, if the examiner has conducted the test personally.

4.3 Designation Procedures
In accordance with the requirements in ARA.FCL.205(c) skill tests concerning CPL, ATPL, MPL and IR are subject to the following designation procedure:
<u>4.3.1 Complex ATOs according AMC1 ORA.GEN.200 (b)</u>
Complex ATOs are to provide the LBA with a list of all the examiners they intend to use with following details:

- Examiner's name, surname
- Licence Number and state of issue, ratings held
- Details of the Examiner's certificate
- Expiry date of the Examiner's certificate

The process has to be specified within the safety management system of the Complex ATO. Any one of the examiners listed is then regarded as designated according to ARA.FCL.205(c).

4.3.2 Other than complex ATOs including individual applicants:

may propose a certain examiner who is listed as an examiner by the competent authority of any member state. The proposed examiner will either be designated or rejected by the LBA. If the proposed examiner is rejected, LBA will designate another Examiner in due time.

Concerning skill tests related to licences of subparts B and C of Part-FCL (LAPL, SPL, BPL, PPL, except PPL (As) and IR), the competent aeronautical authorities of the relevant federal states will designate the examiner.

The designation procedures are described as follows: The ATO 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 Test, Check or AoC forms

The forms can be obtained from the [LBA home page](#).

Forms in English language [here](#).

Forms in German language [here](#).

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

The following requirements are applicable for the non-complex ATOs and tests of individual applicants:

- Copy of the examiner's licence.
- Copy of the examiner's certificate.
- Copy of the examiner's medical certificate.
- Copy of endorsed licence (if entry on licence by examiner)

shall be submitted to the competent authority after having conducted the test.

4.5 Safety Criteria

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

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

To be determined by the Bundesministerium für Verkehr und digitale Infrastruktur (BMVI).

4.7 Examiner Support Information

No further information.

4.8 Contact Information

4.8.1 For LAPL, SPL, BPL and PPL without 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 or use the homepage of the Luftfahrt-Bundesamt (www.lba.de) under heading A - Z, Letter L, Landesluftfahrtbehörden you will find the relevant information on the competent authorities of the federal states.

4.8.2 For the issues concerning CPL, ATPL, MPL and IR

Luftfahrt-Bundesamt

Referat L4 (Licensing Department) resp. L3 (Skill Tests Department)

38144_Braunschweig

GERMANY

fax L4: +49 531 2355 4498; email: refl4@lba.de

fax L3: +49 531 2355-4399; email: refl3@lba.de

INTENTIONALLY BLANK

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 Testing and Checking Procedures				
The table below illustrates the applicable procedures.				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Ratings	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements NOT permitted 	Not applicable		<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements NOT permitted
Revalidation	Not applicable	Licence endorsements permitted		Licence endorsements NOT permitted
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsements NOT permitted	Licence or Certificate endorsements NOT permitted
		> 3 years or rating not in licence		
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 the following information listed, in general section 2.4.1 , to: examiners@hcaa.gr . Additionally, before the conduct of any test, check, or AoC, copies of: examiner's licence, examiner's certificate, and applicant's licence shall be included in the notification information.				

ATPL skill test, may only be conducted by examiners **specifically authorised** by HCAA Licensing Section. Prior request sent to : d2b@hcaa.gr, and examiners@hcaa.gr

AoC for FII privileges may only be conducted with the presence of an HCAA Inspector.

ATPL skill test, and **FII AoC**, require prior acknowledgement (e-mail) by HCAA.

No equivalent restrictions apply for other AoC, concerning Instructor Ratings, or class/type rating tests (LST/LPC), except the ones listed in [general section 2.4.1](#) .

Formal notification: **6 days** prior to the test with the possibility to change the examiner, **3 days** before the event is accepted. Shorter notice period may be accepted on a case-by-case basis.

Notifications for class/type rating tests (LST/LPC) will not be acknowledged. In case of any objection, examiner will be notified by email, up to three days before the intended date of test conduct.

4.4 Test, Check or AoC forms

ONLY HCAA forms are accepted.

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

Following statement must be added and signed by examiner to applicable form:

'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.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in [general section 2.4.2](#) and sent to: examiners@hcaa.gr.

Original relevant test documents may be submitted to the HCAA, by applicants as well.

4.5 Safety Criteria

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

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 Authority of the Hellenic Republic 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](#).

4.8 Contact Information

1, Vasileos Georgiou Av. HELLINIKO T.K. 16604

Hellenic Civil Aviation Authority

P.O.Box 70360 , 16610 Glyfada, GREECE

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

3.13. HUNGARY

National Transport Authority – Aviation Authority (NTA AA)

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 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examine r Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation Procedures apply. ▪ Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Designation Procedures apply. ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> ▪ Licence endorsement NOT permitted 	
Renewal	Not applicable	< 3 years <u>and</u> rating in licence	<ul style="list-style-type: none"> ▪ Licence endorsement NOT permitted.
		> 3 years <u>or</u> rating not in licence	

4.2 Licence Endorsement Procedures

Not applicable for examiners, only the NTA AA (Hungarian CAA) is allowed to make licence endorsements.

4.3 Designation Procedures

From 13 October 2014, in accordance with the requirements in ARA.FCL.205(c), before any **Licence Skill Test** is conducted an examiner shall send the following information, listed in [general section 2.4.1](#), to the NTA AA on the following email address: exam@nkh.gov.hu.

In special cases, under particular consideration, NTA AA may nominate an examiner - who is also an inspector of NTA AA - to certain examinations.

Notification period of maximum **5 working days**, with the possibility to allow a change of the examiner up to **4 hour** before the event, the modification request shall be made during the normal working hours of NTA AA. The examiner shall not conduct a skill test until he/she has received the approval of test.

4.4 Test, Check or AoC forms

The forms can be obtained from NTA AA here: <http://www.nkh.gov.hu/web/legugyihivatal/vizsgaztatok>.

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

It is the obligation and responsibility of the examiner to give the original form to the applicant and to forward the following information listed below to exam@nkh.gov.hu in 48 hours at last:

- A Skill Test or Proficiency Check Report Form or Assessment of Competence Form.
- A Flight Test Schedule (if applicable).
- Copy of FSTD approval certificate (if applicable).
- Copy of the examiner's licence. (if applicable).
- Copy of the examiner's certificate.
- Copy of the examiner's medical certificate. (if applicable).

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

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

4.7 Examiner Support Information

No further information.

4.8 Contact Information

National Transport Authority Aviation Authority Hungary

Budapest

PO. box: 41.

1675

www.nkh.gov.hu

caa@nkh.gov.hu

INTENTIONALLY BLANK

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				
<u>4.1 Testing and Checking Procedures</u>				
The table below illustrates the applicable procedures.				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply Licence endorsement NOT permitted 	Not applicable		<ul style="list-style-type: none"> Designation procedures apply Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted		Licence endorsement permitted, except for examiner certificates
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted	Licence endorsement NOT permitted
		> 3 years or rating not in licence	Licence endorsement NOT permitted	
<u>4.2 Licence Endorsement Procedures</u>				
<ul style="list-style-type: none"> 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 Icelandic Transport Authority. The Examiner is not allowed to enter any new rating in the licence after a passed skill test. In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case a document from an ATO must be submitted along with other required test/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 examiners@icetra.is.

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

4.4 Test, Check or AoC forms

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

The completed forms shall be send to the Icelandic Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an E-mail using fcl@icetra.is.

Alternatively the form may be 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 Iceland.

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

4.6 Examination Fees

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

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Postal address:

Icelandic Transport Authority

P.O. BOX 470

202 Kopavogur

ICELAND

Tel: +354 480 6000

E-mail: fcl@icetra.is

Website: www.icetra.is

3.15. IRELAND

Irish Aviation Authority (IAA)

1.Liability
General Statement Section 2.2 DOES NOT APPLY . Please refer to Examiner Liability section of IAA's National Administrative Procedures contained in Personnel Licensing Advisory Memorandum (PLAM) Reference No. 01/14 in the Flight Examiner Standardisation Information Area of the IAA website. IAA EXAMINER STANDARDISATION WEBSITE

2.Accident Insurance
General Statement Section 2.2 DOES NOT APPLY . Please refer to Aircraft Insurance section of IAA's National Administrative Procedures contained in PLAM Reference No. 01/14 in the Flight Examiner Standardisation Information Area of the IAA website. IAA EXAMINER STANDARDISATION WEBSITE

3.Data Protection
General Statement Section 2.3 DOES NOT APPLY . Please refer to Data Protection section of IAA's National Administrative Procedures contained in PLAM Reference No. 01/14 in the Flight Examiner Standardisation Information Area of the IAA website. IAA EXAMINER STANDARDISATION WEBSITE

4.National Administrative Procedures			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Test/Check	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, All Ratings	Licence Proficiency Check (LPC) Class/Type Ratings/ All Other Ratings	Assessment of Competence (AOC) Instructor or Examiner Certificate
Initial	Designation procedures apply See: IAA EXAMINER STANDARDISATION WEBSITE	IAA EXAMINER STANDARDISATION WEBSITE	IAA EXAMINER STANDARDISATION WEBSITE
Revalidation	Not applicable	Refer to PLAM 04/13	
Renewal	Not applicable	< 3 years and rating in licence	PLAM 04/13
	Not applicable	> 3 years or rating not in licence	PLAM 04/13
Designation procedures apply			
<u>4.2 Licence Endorsement Procedures</u>			
The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating			

or renewing is hereby given subject to the conditions detailed in PLAM 04/13 - [PLAM 04/13](#)

4.3 Designation Procedures

4.3.1. When developing designation procedures for Examiners conducting Tests, Checks or Assessments 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:

- FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence
- ARA.FCL.205 Monitoring of examiners

4.3.1.1. In accordance with the requirements in ARA.FCL.205 (a) & (c) and the IAA's **Examiner Oversight Programme**, before any **Licence Skill Test (LST)**, **Licence Proficiency Check (LPC)** or **Assessment of Competence** is conducted, an examiner shall:-

- Notify the IAA of the time and place of the intended Test, Check or Assessment 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 – "**IAA National Administrative Procedures**" – set out in **PLAM 01/14**

Note 1: Examiners shall be automatically designated for Tests by email 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 EASA Member State. **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 email response that they have reviewed the latest available IAA procedures.

Please see: [IAA EXAMINER STANDARDISATION WEBSITE](#)

4.4 LST, LPC or Assessment of Competence forms

4.4.1. For information on the allowed forms please see the see IAA's **National Administrative Procedures**.

4.5 Safety Criteria

The safety criteria at the Flight Examiner Standardisation Information Area of the IAA website: [IAA EXAMINER STANDARDISATION WEBSITE](#)

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

Unless otherwise agreed in advance, the IAA does not provide financial remuneration for expenses or services provided by any examiner (see IAA's **National Administrative Procedures**)

4.7 Examiner Support Information

Please see IAA's **National Administrative Procedures**

[IAA EXAMINER STANDARDISATION WEBSITE](#)

4.8 Contact Information

Address: Irish Aviation Authority

Personnel Licensing Office,
The Times Building,
11-12 D'Olier Street,
Dublin 2,
Ireland

Tel: +353 1 603 1109

Fax: +353 1 677 7484

Email licensing@iaa.ie

INTENTIONALLY BLANK

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 2.2 applies.			
3.Data Protection			
Obligations and responsibility of the examiner, concerning protection of personal and sensitive data, are prescribed by Italian Law DL 196/2003, in line with the EU Data Protection Directive 95/46/EC. The law provides definitions and modalities for processing data and is available in English language at http://www.garanteprivacy.it/web/guest/home_en/italian-legislation .			
4.National Administrative Procedures			
4.1 Testing and Checking Procedures			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Ratings	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence Endorsement permitted 	
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement permitted
		> 3 years and rating in licence	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement permitted
		rating not in licence	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement NOT permitted
4.2 Licence Endorsement Procedures			
<ul style="list-style-type: none"> ▪ 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 CAA-Italy (ENAC) shall issue a new licence with the new rating. 			

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

4.3 Designation Procedures

4.3.1 Procedure for Examiners Assessment of Competence

Examiners Assessment of Competence (ref. Subpart K art. FCL.1020) is permitted only through previous CAA-Italy (ENAC) individual authorisation.

Application for Examiners Assessment of Competence individual authorisation shall be sent either to

- ENAC Direzione Regolazione Personale e Operazioni Volo, Viale Castro Pretorio 118, Rome, 00185, Italy

or to

- e-mail protocollo@pec.enac.gov.it (for certified e-mail subscribers only)

Detailed procedure can be found in the CAA-Italy (ENAC) web-site, "info in English" section, at examiners page http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html.

Authorised Examiners shall comply also with the notification procedure in 4.3.2 below.

4.3.2 Procedure other than Examiners Assessment of Competence

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, proficiency check or Instructor AoC** is conducted an examiner shall send the information listed in [general section 2.4.1](#) to examiner.notification@enac.gov.it using the instructions and the .xlsx "notification template" specified in the CAA-Italy (ENAC) web-site, "info in English" section, at examiners page http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html.

The required notification period is at least **5 working days** prior to the test.

4.4 Test, Check or AoC forms

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

The forms can be downloaded from the CAA-Italy (ENAC) web-site, "info in English" section, at examiners page http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html.

The examiner shall provide the compiled and signed paper forms to the candidate and, in addition, shall send a scanned copy in .pdf format to examiner.notification@enac.gov.it, in accordance with the instructions of the reporting procedure specified in the ENAC web-site.

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 CAA-Italy (ENAC) web-site, "info in English" section, at examiners page http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html.

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

4.6 Examination Fees

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

A fee shall be paid to ENAC only for Examiners Assessment of Competence Individual Authorisation (ref. to procedure 4.3.1 above). Details are available at examiners page http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html.

4.7 Examiner Support Information

Further support information are available in the CAA-Italy (ENAC) web-site, "info in English" section, at examiners page
http://www.enac.gov.it/Servizio/Info_in_English/Examiners/index.html.

4.8 Contact Information

Either

ENAC

Direzione Regolazione Personale e Operazioni Volo

Viale Castro Pretorio, 118

00185 - Rome

Italy

Tel. +39 06 445961

or

E-mail: protocollo@pec.enac.gov.it (for certified e-mail subscribers only)

INTENTIONALLY BLANK

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.

INTENTIONALLY BLANK

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 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement NOT permitted. 	Not applicable		<ul style="list-style-type: none"> Designation procedures apply only for examiner certificate Licence endorsement NOT permitted.
Revalidation	Not applicable	Licence endorsement permitted		<ul style="list-style-type: none"> Designation procedures apply only for examiner certificate
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted	<ul style="list-style-type: none"> Designation procedures apply only for examiner certificate
		> 3 years or rating not in licence	<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement NOT permitted 	

4.2 Licence Endorsement Procedures

- The examiner may endorse the licence if the rating which is revalidated is still printed in the licence and valid. The authorisation required by ARA.FCL.200(c) before endorsing a

pilot licence for revalidating is given by approval form.

- 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 examiner AoC** is conducted an examiner shall send the following information listed in [general section 2.4.1](#) and the application form located [here](#) to Armands.Ozolins@latcaa.gov.lv.

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 **3 hour** before the event.

Skill tests and Examiner assessments of competence shall be performed only after receiving permission from CAA of Latvia.

4.4 Test, Check or AoC 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](#).

After completion of a skill test, proficiency check or Assessment of competence, the examiner shall send report to Kristine.Sipolina@latcaa.gov.lv and Lauris.Plume@latcaa.gov.lv.

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: Airport "Riga", LV-1053, Latvia
 Registration number: LV 90000196469
 Bank: "Valsts kase", Code: TREL LV22
 Account number: LV27TREL9170394005000
 Phone: + 371 67830936
 Fax: +371 67830967
 E-mail: latcaa@latcaa.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 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating, IR	Assessment of Competence (AoC) Instructor or Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply. ▪ Licence endorsement NOT permitted. 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply. ▪ Licence endorsement NOT permitted.
Revalidation	Not applicable	Licence endorsement NOT permitted	
Renewal	Not applicable	< 3 years and rating in licence	Licence Endorsement NOT permitted
	Not applicable	> 3 years or rating not in licence	

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** is conducted an examiner shall send the following information listed in [general section 2.4.1](#) to examiner@caa.lt

The required skill test notification period is **5 days** prior to the test.

4.4 Test, Check or AoC forms

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

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

- A Skill Test and Proficiency Check Report Form,
- A Flight Test Schedule.
- Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
- Copy of FSTD approval certificate (if applicable).

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Civil Aviation Administration

Rodūnios kelias 2, LT-02188 Vilnius, Lithuania

Tel.: (+370 5) 2739038;

Fax: (+370 5) 2739237

E-mail: caa@caa.lt

Website: www.caa.lt

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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating, IR	Assessment of Competence (AOC) Instructor or Examiner Certificate
Initial	The published Cirulaire BL 2010-1 applies	Not applicable	The published Cirulaire BL 2010-1 applies
Revalidation	Not applicable	Licence Endorsement NOT permitted	
Renewal		< 3 years and rating in licence	Licence Endorsement NOT permitted
	> 3 years or rating not in licence		
<u>4.2 Licence Endorsement Procedures</u>			
Licence endorsements NOT permitted.			
<u>4.3 Designation Procedures</u>			
The Direction de l'Aviation Civile (DAC) does not allow foreign examiners to perform skill tests unless they have received an official notification in accordance with the published procedure of Cirulaire BL2010-1 .			
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 Cirulaire BL2010-1 and BL2010-2 .			
<u>4.4 Test, Check or AOC forms</u>			
The forms can be obtained from the DAC website here .			

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

- The original of the Skill Test and Proficiency Check Report Form,
- Copy of the statement of the ATO which confirms the required training has been completed, and the candidate's filled-in training syllabus (if applicable).
- Copy of FSTD approval certificate (if applicable).
- Copy of the examiner's licence.
- Copy of the examiner's certificate.
- Copy of the examiner's medical certificate.
- Briefing confirmation: 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

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

4.7 Examiner Support Information

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

Circulaire BL 2010-1 is available [here](#).

Circulaire BL 2010-2 is available [here](#).

4.8 Contact Information

Direction de l'Aviation Civile Luxembourg

Licencing Office

4, rue Lou Hemmer

L-1748 Luxembourg

Tel: +352 247 74947 / 74986 / 74944

e-mail: lic@av.etat.lu

Website: www.dac.lu

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				
<u>4.1 Testing and Checking Procedures</u>				
The table below illustrates the applicable procedures.				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement NOT permitted. 	Not applicable		<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement NOT permitted.
Revalidation	Not applicable	Licence endorsement permitted		
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted if authorised by TM CAD	Licence endorsement permitted if authorised by TM CAD
		> 3 years or rating not in licence	Licence endorsement NOT permitted	
<u>4.2 Licence Endorsement Procedures</u>				
<ul style="list-style-type: none"> The examiner may renew the rating/certificate in the licence if he/she is authorised by TM-CAD. Authorisation is only issued on proof of completed training or a statement from the ATO that no training was required. Subject to the above the authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given. The examiner is not allowed to enter a new rating in the licence. 				
<u>4.3 Designation Procedures</u>				

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.

The required skill test notification period is **5 days** prior to the test. A change of examiner up to **4 hours** before the event is allowed. Requests for the change have to be submitted during TM CAD during working days.

4.4 Test, Check or AoC 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](#).

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 and certificates of validation:

ATPL(A), MPL, CPL(A), IR(A) Fee is EUR 200

LAPL(A), PPL(A): EUR 100

Aeroplane MP type rating and ME class or type rating : EUR 150

Aeroplane SP SE class or type rating: EUR 100

Combined checks eg CPL/ME; IR/ME: The higher of the two fees.

4.7 Examiner Support Information

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

4.8 Contact Information

Personnel Licensing Section

Transport Malta Civil Aviation Directorate

Luqa Airport

Luqa LQA 3290

Malta

Email: cadpel.tm@transport.gov.mt

Website: www.transport.gov.mt

3.22. NETHERLANDS

CAA-Netherlands (ILT – Inspectie Leefomgeving en Transport)

1.Liability			
General statement Section 2.2 applies.			
2.Accident Insurance			
General statement Section 2.2 applies.			
3.Data Protection			
General statement Section 2.3 applies.			
4.National Administrative Procedures			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Notification Mandatory Designation procedures apply. 	Not applicable	<ul style="list-style-type: none"> Notification Mandatory Designation procedures apply. Only instructor AoC allowed.
Revalidation	Not applicable	<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement permitted. 	
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> Only instructor AoC allowed. Designation procedures apply. License endorsement permitted.
	Not applicable	> 3 years or rating NOT in licence	
<u>4.2 Licence Endorsement Procedures</u>			
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](#).

4.3 Designation Procedures

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

- All tests for the initial issue of a license or rating
- All assessments of competence for the initial issue of an instructor certificate
- All test, checks or instructor AoC's taking place in The Netherlands
- All upcoming tests, checks or instructor AoC'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 Email 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 test, check or AoC 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 test or check or to replace the examiner.

4.4 Test, Check or AOC 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'.

and

- 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 vergunningen@kiwa.nl

4.5 Safety Criteria

The examiner is fully responsible for the safety during the test or check, in the simulator or when acting as PIC in an aircraft.

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

4.6 Examination Fees

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

4.7 Examiner Support Information

All information can be found [here](#).

The CAA-NL will sample skill test, proficiency checks or assessments of competence according to a published national oversight program (ARA.FCL.205(a)).

If the examiner suspects that a pilot does not comply with the requirements of Part-FCL, Part-MED or any other applicable operational requirements, the examiner shall immediately contact the CAA-NL.

As a part of the monitoring program for examiners as mentioned in ARA.FCL.205 any proficiency check or skill test performed on a Dutch licence holder may be subject to supervision. If the supervision is unsatisfactory the authority that issued your examiner's certificate will be notified.

4.8 Contact Information

Department Flight Operations - CAA Netherlands
Postbus 575
2130 AN Hoofddorp
The Netherlands
Tel: +3188-489 00 00
<http://www.ilent.nl/>

INTENTIONALLY BLANK

3.23. NORWAY

Norwegian Civil Aviation Authority (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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply. ▪ Licence endorsement NOT permitted. 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply. ▪ Licence endorsement NOT permitted.
Revalidation	Not applicable	Licence endorsement permitted, except for examiner certificates	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted, except for examiner certificates*
		> 3 years and rating in licence	
		Rating not in licence	Licence endorsement NOT permitted
<u>4.2 Licence Endorsement Procedures</u>			
<ul style="list-style-type: none"> ▪ *AoC 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, <u>even if it has been invalid for more than three years</u>. 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. 			

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

4.3.1 IR, Class - and Type Ratings.

Non-Norwegian examiners may conduct a skill test (ST) for **IR, Class and Type rating** once they have read the examiner briefing in this procedure, and sent a notification for the ST to the NCAA to st@caa.no. The notification should be sent at least **5 working days prior** to the skill test. Upon receiving an autoreply, the examiner is designated by the NCAA for the ST for a class- or type rating. This procedure does not apply for a ST for licence issue.

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 test. The notification for ST for licence issue shall be sent at least **14 working days** prior to the skill test. This notification shall also be sent to: st@caa.no

4.3.3 Special approval (for ATO's)

Non-Norwegian examiners conducting skill tests under the management system of an ATO may apply through the ATO's management system for a pre-designation of a pool of examiners to use for skill tests.

4.4 Test, Check or AoC 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](#). The completed LST form shall be sent to the Norwegian Civil Aviation Authority. The preferred method is to send the form and attachments by e-mail to postmottak@caa.no and please send only one e-mail for each candidate. Form and attachments sent by e-mail shall be in pdf-format.

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

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Correspondance address: PO Box 243 N-8001 Bodo NORWAY

Telephone: +47 75 58 50 00

E-mail : postmottak@caa.no Web-site: www.caa.no

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 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Designation procedures apply Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted	Licence endorsement NOT permitted
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement NOT permitted
		> 3 years or rating not in licence	Licence endorsement NOT permitted

4.2 Licence Endorsement Procedures

- The examiner is authorised to enter the revalidated rating after proficiency check, 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 Polish CAA shall issue a new licence.
- After the skill test for a new rating, Polish CAA issue a new licence. The examiner is not allowed to enter any new rating, rating extension or restriction.

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-](#)

<p>examiner@ulc.gov.pl.</p> <p>Formal skill test notification period of maximum 5 days, with the possibility to allow a change of the examiner up to 1 hour before the event.</p>
<p><u>4.4 Test, Check or AoC forms</u></p> <p>The forms can be obtained here.</p> <p>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.</p> <p>After the completion of the test the original report shall be given to the examinee and a copy sent (with the required in section 2.4.2 scanned copies of documents) within 7 days to the applicable Authority via e-mail.</p>
<p><u>4.5 Safety Criteria</u></p> <p>In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner are not applicable.</p> <p>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.</p>
<p><u>4.6 Examination Fees</u></p> <p>The Polish CAA 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.</p>
<p><u>4.7 Examiner Support Information</u></p> <p>http://www.ulc.gov.pl/en/aviation-personnel/aviation-examination-commission/skill-test-report-forms</p> <p>http://www.ulc.gov.pl/en/personel-lotniczy/komisja-egzaminacyjna/2136-non-polish-examiner</p>
<p><u>4.8 Contact Information</u></p> <p>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</p>

3.25. PORTUGAL

Instituto Nacional de Aviação Civil, I.P. (INAC)

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.				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply License endorsement NOT permitted 	Not applicable		<ul style="list-style-type: none"> Designation procedures apply for Examiner AoC and Instructor AoC. License/Certificate endorsement NOT permitted.
Revalidation	Not applicable	License endorsement permitted.		<ul style="list-style-type: none"> Designation procedures apply for Examiner AoC. License/Certificate endorsement NOT permitted.
Renewal	Not applicable	< 3 years and rating in licence	License endorsement NOT permitted	<ul style="list-style-type: none"> Designation procedures apply for Examiner AoC. License/Certificate endorsement NOT permitted.
		> 3 years or rating not in licence		
4.2 Licence Endorsement Procedures				
<ul style="list-style-type: none"> The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given. 				
Note: Examiners may only endorse the licence for revalidation of Class/Type Ratings or Instrument Rating .				

In **all other cases**, a new licence or certificate shall be issued by INAC.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, Examiner AoC or initial Instructor AoC** is conducted an examiner shall send the following information listed in [general section 2.4.1](#) to lpf.examinadores@inac.pt. The subject title of the email **shall** contain: "Skill Test or AOC (as applicable) / examiner name / candidate name".

The required notification period **is at least 5 days prior** to the test or assessment of competence.

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

4.4 Test, Check or AoC 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 following information listed in [general section 2.4.2](#).

The report shall be sent to lpf.examinadores@inac.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 – and when applicable – FSTD approval and endorsed license) shall be handed to the applicant or to an organization (Operator/ATO) representing the candidate and **shall be delivered by post (address in 4.8 below) or in person to INAC**

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 INAC 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

Instituto Nacional de Aviação Civil, I.P. - Portugal, 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

INAC Flight Examiners Handbook can be obtained via this [link](#).

4.8 Contact Information

Instituto Nacional de Aviação Civil, I.P.
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@inac.pt

Website: www.inac.pt

3.26. ROMANIA

Romanian Civil Aeronautical Authority

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.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating, IR	Assessment of Competence (AoC) Instructor or Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures applies for all categories of skill tests License endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Designation procedure applies for all categories of AoCs License endorsement NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> Designation procedure applies for all categories of LPC License endorsement NOT permitted 	
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> Designation procedure applies for all categories of LPC License endorsement NOT permitted
		> 3 years or rating not in licence	<ul style="list-style-type: none"> Designation procedure applies for all categories of AoCs License endorsement NOT permitted
4.2 Licence Endorsement Procedures			
The examiner is not allowed to enter any endorsements in the licence after a passed skill test or proficiency check.			
4.3 Designation Procedures			
In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an			

<p>examiner shall send the following information listed in general section 2.4.1 to cristian.olinescu@caa.ro.</p> <p>The examiner shall notify the Romanian Civil Aeronautical Authority prior to the skill test. RoCAA will check if the examiner is approved or accepted by us, before issuing the designation.</p>
<p>4.4 Test, Check or AoC forms</p> <p>The forms can be obtained here.</p> <p>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. In addition, in the case of freelance pilots, a copy of the FFS logbook must also be included.</p>
<p>4.5 Safety Criteria</p> <p>In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found as guidance, on all LPC forms, both in Romanian for RoCAA approved examiners and in English, for accepted foreign examiners.</p> <p>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.</p>
<p>4.6 Examination Fees</p> <p>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.</p>
<p>4.7 Examiner Support Information</p> <p>For foreign examiners a briefing is available here.</p> <p>For Romanian examiners a briefing is available here.</p>
<p>4.8 Contact Information</p> <p>Cristian OLINESCU</p> <p>Phone +40 021 208.15.22</p> <p>E-mail cristian.olinescu@caa.ro</p>

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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings, IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements are NOT permitted
Revalidation	Not applicable	Licence endorsements permitted	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsements permitted
		> 3 years or rating not in licence	Licence endorsements NOT permitted
<u>4.2 Licence Endorsement Procedures</u>			
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.			
<u>4.3 Designation Procedures</u>			
In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed, in general section 2.4.1 , to skusky@nsat.sk , operations@nsat.sk			
Formal skill test notification 10 days prior to the skill test with the possibility to change the examiner 24 hour before the event is accepted.			

See table: limitation of examination notification/ Lehoty oznamovania preskúšaní examinátormi (here).
<p><u>4.4 Test, Check or AoC forms</u></p> <p>The forms can be obtained here: The forms from the other EASA member states are also accepted.</p> <p>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.</p>
<p><u>4.5 Safety Criteria</u></p> <p>The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Slovakia.</p> <p>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.</p>
<p><u>4.6 Examination Fees</u></p> <p>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.</p>
<p><u>4.7 Examiner Support Information</u></p> <p>All the examiner support information including information for foreign examiners can be found here.</p>
<p><u>4.8 Contact Information</u></p> <p>Dopravný úrad Letisko M.R.Štefánika Bratislava 823 05 The Slovak Republic E-mail: personal@nsat.sk Website: www.nsat.sk</p>

3.28. SLOVENIA

Civil Aviation Agency of the Republic of Slovenia

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			
<u>4.1 Testing and Checking Procedures</u>			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply License endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Designation procedures apply License endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement NOT permitted	
Renewal	Not applicable	< 3 years <u>and</u> rating in licence	Licence endorsement NOT permitted
		> 3 years <u>or</u> rating not in licence	
<u>4.2 Licence Endorsement Procedures</u>			
Licence endorsement NOT permitted.			
<u>4.3 Designation Procedures</u>			
In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted shall an examiner shall be nominated (nomination procedure is conducted through "Application for nomination of foreign Part-FCL examiner" [OBR.FCL.029-Foreign Examiner]) and send the following information listed in general section 2.4.1 to SI-CAA (via e-mail: preverjanje@caa.si).			
Scans of certificates (via email):			
<ul style="list-style-type: none"> Examiner's licence Certificate of examiner Examiner's medical certificate 			

- FSTD certificate
- Certificate of ATO (if applicable)

Formal skill test notification period (via e-mail: preverjanje@caa.si): maximum **5 days** before the event (change of examiner is allowed **1 hour** before the event, if foreign examiner nomination is completed).

4.4 Test, Check or AoC forms

The forms can be obtained from:

- (i) for aeroplanes [here](#).
- (ii) for helicopters [here](#).
- (iii) for balloons [here](#).
- (iv) for sailplanes [here](#).

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

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 Civil Aviation Agency of the Republic of Slovenia does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Correspondence address:

Civil Aviation Agency of the Republic of Slovenia

Kotnikova ulica 19a

SI-1000 Ljubljana

Republic of Slovenia

Tel.: + 386 1 244 66 00

Fax: + 386 1 244 66 99

E-mail: info@caa.si [general] or preverjanje@caa.si [for examiners directly]

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 Testing and Checking Procedures			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures for Examiner AoC and initial instructor AoC apply. ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted	Licence endorsement NOT permitted
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement NOT permitted
		> 3 years or rating not in licence	
4.2 Licence Endorsement Procedures			
<ul style="list-style-type: none"> ▪ The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given. ▪ The examiner shall revalidate a rating extending the validity period of the rating or certificate until the end of the relevant month. ▪ The examiner shall not endorse on a Spanish licence any rating or certificate renewal ▪ The examiner shall not endorse the initial issue of ratings. 			

4.3 Designation Procedures

An examiner shall not conduct a skill test for ATPL or MPL unless she/he had been expressly designated by AESA to carry out it for both each skill test and candidate in accordance with the procedure specified [here](#).

An examiner shall not conduct a skill test for the issue of a class or type rating contained in a licence issued by a third country unless the candidate had been expressly authorised in accordance with the procedure specified [here](#). For the rest of LST, designation procedure are under development.

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 dipa.pvuelo.aesa@seguridadaerea.es

In general, the examiner shall notify the Spanish Civil Aviation Authority (AESA) **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed.

4.4 Test, Check or AoC forms

Procedures for skill test, proficiency check or assessment of competence including both forms and Cover Letter of Spanish Authority are available in the following [link](#).

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:

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.

4.6 Examination Fees

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

4.7 Examiner Support Information

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

<http://www.boe.es/boe/dias/1992/11/27/pdfs/A40300-40319.pdf>

4.8 Contact Information

Agencia Estatal de Seguridad Aérea (AESA)

División de Licencias al Personal Aeronáutico

Av. General Perón, 40 Acceso puerta B 1ª Planta, 28020 Madrid, Spain

Phone: +34 91 396 80 00 / e-mail: dipa.pvuelo.aesa@seguridadaerea.es

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

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.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Designation procedures for ATPL apply. Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Designation procedures for Examiner AoC and initial instructor AoC apply. Licence endorsement NOT permitted.
Revalidation	Not applicable	Licence endorsement permitted, except for examiner certificates.	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted, except for examiner certificates.
		> 3 years and rating in licence	
		Rating not in licence	Licence endorsement NOT permitted

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, 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 Swedish Transport Agency 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.
- AoC for Examiner Certificate are to be conducted by a Swedish senior examiner or inspector, unless specifically approved otherwise.

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 skilltest@transportstyrelsen.se

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 no approval will be issued to the examiner upon notification. If the Swedish Transport Agency wishes to assign another examiner or inspector the examiner will be notified.

4.4 Test, Check or AoC forms

The forms can be obtained from <http://www.transportstyrelsen.se/en/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](#).

4.5 Safety Criteria

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

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 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: luftfart@transportstyrelsen.se

Web: 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 Testing and Checking Procedures
IMPORTANT: Prior to any test/check or assessment of competence FOCA requires a pre-notification (2 days) on www.flexco.ch. To register for an account, use the following hyperlink: <http://fesp.flexco.ch/user/>. A change of examiner up to **1 hour** before the event is allowed.
 MP(A) tests/checks on aeroplane require prior FOCA permission in accordance with OD O-012E [here](#).
Note: CB-IR and E-IR are not yet possible in Switzerland. Predicted date for (EU) No 245/2014 implementation is February 2015.
 The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings/IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	<ul style="list-style-type: none"> Notification procedures apply Designation procedures apply Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Notification procedures apply Designation procedures apply Licence endorsement NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> Notification procedures apply Licence endorsement NOT permitted 	
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> Notification procedures apply Licence endorsement NOT permitted
		> 3 years or rating not in licence	

4.2 Licence Endorsement Procedures

Licence Endorsements NOT permitted.
<p><u>4.3 Designation Procedures</u></p> <p>In accordance with the requirements in ARA.FCL.205(c), before any licence skill test is conducted, the examiner/ATO or applicant shall send the following information listed in general section 2.4.1 4 weeks prior to the LST to the Swiss Federal Office of Civil Aviation (FOCA) (refer to 4.8) by following the applicable checklist here.</p> <p>IMPORTANT: For class- or type rating skill tests, the examiner shall notify FOCA 2 days prior to a class- or type rating skill test on www.flexco.ch . A change of examiner up to 1 hour before the event is allowed.</p>
<p><u>4.4 Test, Check or AoC forms</u></p> <p>The forms can be obtained here. The checklists can be obtained here.</p> <p>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 original forms and supporting documents shall be sent by postmail to FOCA.</p>
<p><u>4.5 Safety Criteria</u></p> <p>In accordance with ARA.FCL.210(c), the safety criteria to be observed in Switzerland by the examiner can be found at OD O-012E here.</p> <p>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.</p>
<p><u>4.6 Examination Fees</u></p> <p>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.</p>
<p><u>4.7 Examiner Support Information</u></p> <p>Refer to the FOCA Examiner Guide and the foreign examiner standardisation CBT, which is available here (follow link on the right side of this webpage).</p>
<p><u>4.8 Contact Information</u></p> <p>Federal Office of Civil Aviation (FOCA) CH-3003 Bern (Switzerland) Internet: www.aviation.admin.ch</p> <p>SP(A) Examiners: Stefan Blättler E-mail: stefan.blaettler@bazl.admin.ch Phone: +41 323 3090 / Mobile: +41 79 356 3167</p> <p>MP(A) Examiners: Thomas Rüdüsühli E-mail: thomas.ruedisuehli@bazl.admin.ch Phone: +41 31 323 1726</p> <p>SP(H)/MP(H) Examiners: Emmanuel Ansermot E-Mail: emmanuel.ansermot@bazl.admin.ch Phone: +41 31 325 8319 / Mobile: +41 79 753 2203</p>

3.32. UNITED KINGDOM

UK CAA

1.Liability
General Statement Section 2.2 applies.
2.Accident Insurance
General Statement Section 2.2 applies.
3.Data Protection
General Statement Section 2.3 applies. EU Directive 95/46/EC is implemented in the UK by the Data Protection Act 1998.

4.National Administrative Procedures			
4.1 Testing and Checking Procedures			
Examiners shall comply with the content of the CAA Flight Examiners' Handbook or relevant CAA Standards Document, as applicable:			
All SPA and SPH Skill Tests, Proficiency Checks and Instructor Assessments of Competence.	CAA Flight Examiner's Handbook		
IR Skill Tests and Proficiency Checks (Aeroplanes)	CAA Standards Document 1(A)		
IR Skill Tests and Proficiency Checks (Helicopters)	CAA Standards Document 1(H)		
CPL(A) Skill Test	CAA Standards Document 3(A)		
CPL(H) Skill Test	CAA Standards Document 3(H)		
SP Instructors (Aeroplanes)	CAA Standards Document 10(A)		
SP Instructors (Helicopters)	CAA Standards Document 10(H)		
SP Class and Type Ratings (Aeroplanes) (<i>not SPHPCA</i>)	CAA Standards Document 14(A)		
SP Type Ratings (Helicopters)	CAA Standards Document 14(H)		
LAPL(A) and PPL(A) Skill Test	CAA Standards Document 19(A)		
LAPL(H) and PPL(H) Skill Test	CAA Standards Document 19(H)		
MP Type Ratings (Aeroplanes) and SPHPCA	CAA Standards Document 24(A)		
MP Type Ratings (Helicopters)	CAA Standards Document 24(H)		
TRI and SFI Assessments of Competence	CAA Standards Document 43		
A hyperlink to the above documents is provided in Section 4.7 below.			
The table below illustrates the applicable procedures.			
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR	Assessment of Competence (AOC) Instructor or Examiner Certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply. ▪ Licence endorsement NOT permitted. 	Not applicable	NOT permitted for Examiner Certificates.
Revalidation	Not applicable	Licence endorsement permitted when specifically authorised by the UK CAA.	NOT permitted for Examiner Certificates.

		The rating must be listed in Section XII, page 4, of the applicant's licence.	
Renewal	Not applicable	Licence endorsement permitted when specifically authorised by the UK CAA. The rating must be listed in Section XII, page 4, of the applicant's licence.	NOT permitted for Examiner Certificates.
<p>4.2 Licence Endorsement Procedures</p> <p>The specific authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidation or renewal is given when the UK CAA is advised of the planned test in accordance with Information Notice IN-2014/114.</p> <p>This is subject to conditions described in the relevant CAA Standards Documents and UK Flight Examiners' Handbook. See the hyperlink in section 4.7 below.</p>			
<p>4.3 Designation Procedures</p> <p>In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the information detailed in paragraph 2.4.1 above:</p> <ul style="list-style-type: none"> • For CPL and IR Skill Tests to: FlightTestBookings@caa.co.uk • For all other Skill Tests to: testnotification@caa.co.uk <p>Examiners shall comply with the procedures specified in Information Notice IN-2014/114. See the hyperlink in section 4.7 below.</p>			
<p>4.4 Test, Check or Assessment of Competence (AoC) forms</p> <p>The relevant form(s) shall be completed by the examiner. See the hyperlink in section 4.7 below.</p> <p>The examiner shall send, by email attachment, the documents detailed in paragraph 2.4.2 above.</p>			
<p>4.5 Safety Criteria</p> <p>The UK CAA issues guidance as to the safe conduct of tests, checks and Assessments of Competence (AoC) in CAA Standards Documents, The UK Flight Examiners' Handbook, CAA Safety Notices and Aeronautical Information Circulars (AIC). Examiners shall be familiar with this guidance prior to conducting tests, checks or AoCs.</p> <p>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.</p>			
<p>4.6 Examination Fees</p> <p>The UK CAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.</p>			
<p>4.7 Examiner Support Information</p> <p>Hyperlink to CAA Flight Examiners' Handbook and Standards Documents: http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=list&type=sercat&id=22</p> <p>Hyperlink to Information Notice IN-2014/114 http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=detail&id=6317</p>			

Hyperlink to CAP804 (Flight Crew Licensing: Mandatory Requirements, Policy and Guidance):

<http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=detail&id=5000>

Hyperlink to CAA Flight Crew Licensing Forms:

<http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=list&type=formcat&id=30>

4.8 Contact Information

Civil Aviation Authority

Aviation House

Gatwick Airport (South)

West Sussex

RH6 0YR

United Kingdom

Telephone: 00 44 1293 573700

Email: FCLWEB@caa.co.uk

4. EASA Member States Safety criteria

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

Member States	Applicable Safety Criteria
Austria	Follow this link .
Belgium	None applicable
Bulgaria	None applicable
Croatia	None applicable
Cyprus	Contact the National Aviation Authority (NAA) directly for further information
Czech Republic	Follow this link .
Denmark	None applicable
Estonia	None applicable
Finland	None applicable
France	None applicable
Germany	None applicable
Greece	None applicable
Hungary	None applicable
Iceland	None applicable
Ireland	The safety criteria at the Flight Examiner Standardisation Information Area of the IAA website: IAA EXAMINER STANDARDISATION WEBSITE .
Italy	The safety criteria to be observed by the examiner are reported, if any, in the CAA-Italy (ENAC) web-site, "info in English" section, at examiners page http://www.enac.gov.it/Servizio/Info in English/Examiners/index.html .
Liechtenstein	OD O-012E link .
Latvia	None applicable
Lithuania	None applicable
Luxembourg	Refer to the JAA Examiner Handbook
Malta	Malta is a small island in the middle of the mediterranean sea. Examiners should be aware of and brief candidates on ditching procedures, especially when the event is conducted in a SE aircraft.
Netherlands	The examiner is fully responsible for the safety during the test or check, in the simulator or when acting as PIC in an aircraft.
Norway	None applicable
Poland	None applicable
Portugal	INAC Flight Examiners Handbook containing the safety criteria link .
Romania	Safety criteria to be observed by the examiner on all LPC forms, both in Romanian for RoCAA approved examiners and in English.
Slovakia	None applicable
Slovenia	None applicable
Spain	When exercising your examiner privileges on Spanish licenses you are responsible for the compliance with the Spanish Aviation Safety Law here . As a 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 here .
Sweden	None applicable
Switzerland	OD O-012E link .
United Kingdom	The UK CAA issues guidance as to the safe conduct of tests, checks and Assessments of Competence (AoC) in CAA Standards Documents, The UK Flight Examiners' Handbook, CAA Safety Notices and Aeronautical Information Circulars (AIC). Examiners shall be familiar with this guidance prior to conducting tests, checks or AoCs.