

Examiner Differences Document

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

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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).

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CONTENTS

1. REVISION TABLE	4
2. GENERAL.....	5
2.1. Introduction	5
2.1.1. Purpose of the Examiner Differences Document	5
2.1.2. Skill test or Proficiency check form declaration requirement	5
2.1.3. Safety criteria in the territory of an EASA Member State	5
2.2. Liability and accident insurance	5
2.3. Personal data protection.....	6
2.4. National administrative procedures	6
2.4.1 Information before a skill test	7
2.4.2 Information after a skill test, proficiency check or assessment of competence	7
3. EASA Member States national procedures	8
3.1. AUSTRIA.....	9
3.2. BELGIUM	13
3.3. BULGARIA.....	18
3.4. CROATIA	21
3.5. CYPRUS	24
3.6. CZECH REPUBLIC	26
3.7. DENMARK	28
3.8. ESTONIA.....	31
3.9. FINLAND.....	33
3.10. FRANCE	36
3.11. GERMANY	40
3.12. GREECE.....	43
3.13. HUNGARY	45
3.14. ICELAND.....	49
3.15. IRELAND.....	52
3.16. ITALY	54
3.17. LIECHTENSTEIN	58
3.18. LATVIA	59
3.19. LITHUANIA.....	62
3.20. LUXEMBOURG.....	64
3.21. MALTA.....	66
3.22. NETHERLANDS	69
3.23. NORWAY.....	72
3.24. POLAND.....	75
3.25. PORTUGAL	77
3.26. ROMANIA.....	80
3.27. SLOVAKIA	83
3.28. SLOVENIA.....	86
3.29. SPAIN	89
3.30. SWEDEN.....	93
3.31. SWITZERLAND.....	96
4. EASA Member States safety criteria.....	99
5. Links to Part-FCL national forms	100

1. REVISION TABLE

Changes since last revision.

Page number(s)	Member State(s)	Type of Amendment
30	Estonia	Text amended
13	Belgium	Complete revision – all procedures and contact details amended
43	Greece	Examiner Designation / Notification procedures, Applicable forms, Examiner support information, Contact information
96-98	Switzerland	Clarifications of procedures
42	Germany	Text amended
85-86	Slovakia	Text amended. Contact information updated

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

2. GENERAL

2.1. Introduction

2.1.1. Purpose of the Examiner Differences Document

This document has been developed in accordance with the provisions contained in ARA.FCL.210². In accordance with FCL.1015(b)(4) and (c), this document contains the latest available information on the relevant national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees for each EASA Member State (MS) for which the competent authority is not the same that issued the examiner's certificate.. It is intended for use by examiners with a Part-FCL examiner certificate conducting a test, check or assessment of competence on a Part-FCL licence holder whose licence was issued by a competent authority (CA) other than their own.

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

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

2.1.2. Skill test or Proficiency check form declaration requirement

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

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

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

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

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

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

2.2. Liability and accident insurance

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

² ARA.FCL.210 Information for examiners

(a) The competent authority shall notify the Agency of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate.

responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

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

An aircraft operator must have third-party liability insurance, as required by Regulation (EC) No 785/2004³ 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

General Data Protection Regulation ('GDPR')⁴

As of 25 May 2018 the Regulation (EU) 2016/6791, the European Union's ('EU') new General Data Protection Regulation ('GDPR') which regulates the processing by an individual, a company or an organisation of personal data relating to individuals in the EU, becomes applicable.

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

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

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

No information shall be passed to others.

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

2.4. National administrative procedures

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

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

³ 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).

⁴ https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

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 ▪ Examiner's certificate number ▪ Country of examiner certification ▪ Contact details: mobile phone number, e-mail 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 skill 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 assessment of competence, the examiner report shall include:

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

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

3. EASA Member States national procedures

3.1. AUSTRIA

Austro Control

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

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

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2. The mentioned report shall be sent to piloten@austrocontrol.at

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 17

A-1030 Wien

Austria

Phone: +43 (0) 51703 7230

E-Mail: piloten@austrocontrol.at

Website: www.austrocontrol.at

Austrian Aeroclub (Österreichischer Aero-Club/FAA)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

Type of examination	Licence skill test SPL, BPL	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or Examiner certificate
Initial	Designation procedures apply	Not applicable	Licence endorsement NOT permitted
Revalidation	Not applicable	Not applicable	Licence endorsement NOT permitted
Renewal	Not applicable	Not applicable	Licence endorsement NOT permitted

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

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

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

4.5 Safety criteria
 In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the „Flight Examiner Handbook – Sailplane“ and „Flight Examiner Handbook – Balloon“ which can be downloaded from the Homepage
<https://aeroclub.at/de/behoerde/download>
 direct links:
[Flight Examiner Handbook – Sailplane](#)
[Flight Examiner Handbook – Balloon](#)

4.6 Examination fees

Österreichischer Aero-Club/FAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate directly.

4.7 Examiner support information

[Flight Examiner Handbook – Sailplane](#)

[Flight Examiner Handbook – Balloon](#)

4.8 Contact information

Österreichischer Aero-Club/FAA, Zivilluftfahrtbehörde 1. Instanz
Blattgasse 6
1030 WIEN

Tel.: +43 / 1 / 718 72 97 - 0

E-Mail: faa@aeroclub.at

Website: <https://aeroclub.at/de/behoerde>

3.2. BELGIUM

Belgian Civil Aviation Authority (BCAA)

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			
<u>4.1 Skill test, proficiency check and assessment of competence procedures</u>			
The table below illustrates the applicable procedures. For all skill test, proficiency check and assessment of competence the notification procedures apply. More info in section 4.3.2			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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 permitted and expected	Licence endorsement NOT permitted
Renewal	Not applicable	Rating on licence	Licence endorsement permitted and expected
		Rating not on licence	Licence endorsement NOT permitted
<u>4.2 Licence endorsement procedures</u>			
The examiner may endorse the licence if the rating is still printed on the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.			

BELGIUM

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

The examiner is **NOT** allowed to enter any new rating in the licence after a successful skill test.

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

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

4.3 Designation procedures

4.3.1. Designation of examiners:

When developing designation procedures for examiners conducting skill tests, proficiency checks or assessments of competence on holders of an BCAA issued pilot licence, the requirements of 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

In accordance with the requirements in ARA.FCL.205(c), before any skill test or initial instructor assessment of competence is conducted an examiner shall submit a notification at the latest 5 calendar days before the test. BCAA reserves the right to assign a different examiner or send an inspector to monitor the event. In that case the examiner in question will be notified.

The required skill test notification period is **5 days** prior to all initial skill test or Assessment of Competence. A change of examiner up to 4 hours before the event is allowed.

Please note that the auto generated answer to the notification is to be considered a designation for the skilltest or assessment of competence as per ARA.FCL.205(c).

Any change has to be notified by a reply to the notification system, using the same reference number.

A change of date due to an unforeseen circumstance has to be notified after the planned timing of the test by a reply to the notification system, using the same reference number.

The notification period does not apply to changes to an already submitted notification.

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

The registration tool is a web application that can be reached via the following link: [Registration tool](#)

Type	Skill test or initial Assessment of Competence	Revalidation	Renewal
Notification	5 days	24 hours	24 hours
Changes	Up to 4 hours before the test	Up to 4 hours before the test	Up to 4 hours before the test
Partial Pass or failure, recheck with same examiner	24 hours	24 hours	24 hours

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

4.3.3. Vested interests

According FCL.1005 (b), BFCL.405 (b), SFCL.405 (b) and Article 23 of the Royal Decree of 23 October 2013, postholders (Accountable manager, Head of Training, Chief Flight Instructor and Chief Theoretical Knowledge Instructor), representatives and Ultimate Beneficial Owner of a specific training organisation (ATO or DTO) are therefore not allowed to take skill tests or assessments of competence for initial licences and certificates from candidates who received training in their own training organisation. Other vested interests for family to the 4th degree can be found in the National FEDD.

More information can be found in the [National FEDD](#).

4.4 Skill test, proficiency check or assessment of competence forms

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

Please send the completed form to the Belgian Civil Aviation Authority (BCAA). The preferred method is to send the form(s) as a scanned pdf attachment to an E-mail using bcaa.lic.dir@mobiliteit.fgov.be.

Alternatively the form may be sent 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](#).

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

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

Each examiner holding a **Belgian examiner certificate** taking a test for a **non-Belgian pilot licence holder**, shall upload the content of the examiner report as specified in 2.4.2 [via the online tool](#).

The table below gives an overview of the documents that have to be sent or handed over to the BCAA and the candidate after a skill test, a proficiency check or an assessment of competence. Please check also the general chapter 2.4. If labelled Yes the original stayed with the candidate and a (digital) copy is made for the examiner and BCAA.

DOCUMENT	Skill test and Assessment of Competence	Proficiency check - Revalidation	Proficiency check - Renewal
Report form	yes	yes + copy of the licence endorsement	yes + copy of the licence endorsement
Test content/checklist	yes	yes	yes
Application form	yes	No (*)	Yes , if the qualification has been removed from the licence

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

4.5 Safety criteria

Aircraft Safety

The safety of the flight must be the prime consideration at all times. The Examiner is expected to use good judgement when simulating any emergency or abnormal procedure, having regard to local conditions and aircraft safety throughout. The Examiner and Candidate must be constantly alert for other traffic. When performing test items that have the potential to affect safety, the Examiner will ask the Candidate to simulate that portion of the manoeuvre. The Examiner will assess the Candidate’s use of visual scanning and collision avoidance procedures throughout the flight portion of the test. Skill tests, proficiency checks or assessments of competence shall not be conducted on a flight for the purpose of commercial air transport. Aircraft systems must not be used outside the Flight Manual limits. Simulated engine failures after take-off in an aeroplane must be carried out at a safe height. Engine shutdowns should be carried out at a safe height above the ground. The Examiner must be prepared to intervene if safety will be compromised.

FSTD Safety

All applicants shall be given a briefing on the fire alarm system, safety equipment and use of escape ropes, differences between the company aircraft and the simulator shall be briefed and pointed out to the crew prior to the test. The FSTD must be qualified and approved for the training, testing, and checking for which it is used. If any defects are present, they should be accepted by the Examiner and Candidate and should not have a negative impact on the test.

4.6 Examination fees

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

4.7 Examiner support information

Questions related to checks, privileges of examiners, on the procedures and additional information can be requested by sending an email to bcaa.examiners@mobilite.be
Licence documentation and reports after the check can be sent to bcaa.lic.dir@mobilite.be.

The website contains [Information Notices](#) and specific information about examiners and instructors [Examiners and instructors section on the website](#).

4.8 Contact information

Belgian Civil Aviation Authority (BCAA)

Licensing Department

Vooruitgangstraat 56

B-1210 Brussels

Belgium

E-Mail: bcaa.lic.dir@mobilite.be for license questions and reports

E-mail: bcaa.examiners@mobilite.be for questions relating checks, privileges of examiners or on the documents EDD, FEM, FEDD

Website: www.mobilite.be (Only available in Dutch and French for the moment)

3.3. BULGARIA

Bulgarian Civil Aviation Authority (BG CAA)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

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

4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, R, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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 for Examiner and instructor Assessment of competence Licence endorsement NOT permitted Examiner assessment of competence only to be performed by senior examiners specifically approved by the Bulgarian (BG) CAA or inspector from BG CAA 			
Revalidation	Not applicable	Licence endorsement permitted				
Renewal	Not applicable	<table border="1"> <tr> <td>< 3 years and rating in licence</td> <td rowspan="3">Licence endorsement NOT permitted</td> </tr> <tr> <td>> 3 years</td> </tr> <tr> <td>rating not in licence</td> </tr> </table>		< 3 years and rating in licence	Licence endorsement NOT permitted	> 3 years
< 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 is hereby given.

4.3 Designation procedures

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

The application forms can be obtained here - <https://caa.bg/en/category/311/2641>.

4.3.1 Pilot licences – Skill test

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

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

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

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

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

Class and type rating skill test - To enable the possibility of supervision, a notification shall be submitted in accordance with point 4.3 and containing the information listed in general section 2.4.1. BGCAA will not acknowledge the notification but reserves the right to contact the examiner to supervise the skill test.

4.3.2 Pilot licences - Proficiency check

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

4.3.3 Instructor certificates

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

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

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

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

Examiners are required to send a notification at least **5 days** before every initial assessment of competence they intend to conduct. An examiner may not conduct an initial assessment of

competence unless he/she has received acknowledgement in writing (by e-mail) by the BGCAA.

4.3.4 Examiner certificates

The forms can be obtained - <https://caa.bg/en/category/311/2641>

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

In addition, the examiner shall send the following information:

- 1.Examiner's check return form - <https://caa.bg/en/category/311/2768>.
- 2.Licensing fee by the applicant

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here - <https://caa.bg/en/category/311/2641>.

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

In addition, the examiner shall send the following information:

- 1.Examiner's check return form - <https://caa.bg/en/category/311/2768>.
- 2.Licensing fee by the applicant

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

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

Currently there is no fee to be paid for foreign examiners, however the process of revision of the examination fees regulation applicable to pilot licenses is in progress. It is expected that there will be an examination fee.

4.7 Examiner support information

Link to FEM, Examiners PART-FCL manual forms - <https://caa.bg/bg/category/308/2770>.

4.8 Contact information

Personnel Licensing Department – Personnel.Licensing@caa.bg

Ms Katya Krirna – kkirina@caa.bg

3.4. CROATIA

Croatian Civil Aviation Agency (CCAA)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or 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 assessment of competence License endorsement NOT permitted 			
Revalidation	Not applicable	License endorsement NOT permitted				
Renewal		<table border="1"> <tr> <td>< 3 years and rating in licence</td> <td>License endorsement NOT permitted</td> <td rowspan="2"> <ul style="list-style-type: none"> Designation procedures apply for Examiner Assessment of competence License endorsement NOT permitted. </td> </tr> <tr> <td>> 3 years or rating not in licence</td> <td>License endorsement NOT permitted</td> </tr> </table>	< 3 years and rating in licence	License endorsement NOT permitted	<ul style="list-style-type: none"> Designation procedures apply for Examiner Assessment of competence License endorsement NOT permitted. 	> 3 years or rating not in licence
< 3 years and rating in licence	License endorsement NOT permitted	<ul style="list-style-type: none"> Designation procedures apply for Examiner Assessment of competence License endorsement NOT permitted. 				
> 3 years or rating not in licence	License endorsement NOT permitted					

4.2 Licence endorsement procedures

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

4.3 Designation procedures

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



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. (except in a case of licence or instrument rating skill test).

It is not required to send a notification before conducting a proficiency check.

An applicant for any **licence skill test** (LAPL, PPL, CPL, MPL, ATPL) or **instrument rating skill test** (IR/SE, IR/ME, BIR) shall apply to the CCAA before the skill test for the designation of the examiner to conduct the skill test. The applicant can nominate a non-CCAA examiner to conduct the skill test and shall submit copies of the examiner's documents (licence, examiner's certificate and medical certificate, if applicable) along with the application form.

The CCAA will issue an approval for the skill test and send it to the applicant and the designated examiner via e-mail. An examiner may not conduct the skill test for the licence or instrument rating issue without the approval by the CCAA.

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

4.4 Skill test, proficiency check or assessment of competence forms

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

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

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

The forms can be filled out electronically and should be printed out and **signed in ink** by the applicant and the examiner.

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

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

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

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

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

In the remarks section - enter the type of test that is performed, such as PC / ST / AC , role of the examiner (TRE, FE ...), and signature and number (stamp if applicable) of examiner certificate. If the candidate is using an electronic logbook, the page containing the ST/PC/AOC entry should be printed out and **signed in ink** by the examiner.

4.8 Contact information

Croatian Civil Aviation Agency

Address: Ulica grada Vukovara 284, 10000 Zagreb

Phone: 00385 1 2369 300; 00385 1 2369 343

Fax: 00385 1 2369 301

Website: www.ccaa.hr

E-mail: inoexaminers@ccaa.hr

3.5. CYPRUS

The Cyprus Department of Civil Aviation (Cyprus DCA)

1. Liability

[General statement Section 2.2 applies.](#)

2. Accident insurance

[General statement Section 2.2 applies.](#)

3. Data Protection

[General statement Section 2.2 applies.](#)

4. National Administrative Procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR		Assessment of competence Instructor or Examiner Certificate
Initial	<ul style="list-style-type: none"> Notification mandatory Designation procedures apply Licence endorsements NOT permitted 	Not applicable		<ul style="list-style-type: none"> Notification mandatory Designation procedures apply License endorsements NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> License endorsements permitted 		<ul style="list-style-type: none"> License endorsements not permitted
Renewal	Not applicable	< 3 years and rating in Licence	Licence endorsement permitted	<ul style="list-style-type: none"> Examiners Assessment of Competence only to be performed by Cyprus DCA Inspectors or Senior Examiners specifically authorized by Cyprus DCA
		> 3 years or rating NOT in Licence	Licence endorsement NOT permitted	

4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot’s license provided that the candidate’s rating has not expired or has expired for less than 3 years

CYPRUS

and rating is included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot license for revalidating or renewing is hereby given.

- If the rating is not included in the license a new license with the renewed rating shall be issued by the Cyprus Department of Civil Aviation.
- The Examiner is not allowed to enter any new rating in the license after a passed skill test or Assessment of Competence.
- When Section XII of the licence is completed and no further spaces remain, the candidate should apply to DCA for license re-issue.
- In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case a document from an ATO must be submitted along with other required test/check documents.

4.3 Designation / Notification Procedures

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

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

4.4 Skill test, proficiency check or assessment of competence forms

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

The completed forms shall be sent to the Cyprus Department of Civil Aviation. The preferred method is to send the form as a scanned pdf attachment to an E-mail using eld@dca.mcw.gov.cy.

Alternatively the form may be send via postal service. See contact Information for address. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in **General section 2.4.2**.

4.5 Safety criteria

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

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

4.7 Examiner support information

All Examiners are requested to refer to EASA FLIGHT EXAMINER MANUAL.

4.8 Contact information

Postal address:

Cyprus Department of Civil Aviation
27 Pindarou str,
1060, Nicosia, Cyprus

Tel: +357 22404126, +357 22404128

E-mail: eld@dca.mcw.gov.cy.

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 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or 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 except of examiner certificates permitted	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsements are permitted
		> 3 years or rating not in licence	Licence endorsements are NOT permitted
Licence endorsements except of examiner certificates 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

- **Skill Tests:** Any skill test shall be notified according to general section 2.4.1 by e-mail to podatelna@caa.cz at least 5 days prior to. An automatically generated reply that the e-mail has successfully reached the CAA CZ post server is considered to be

an approval unless another reply has been sent. Change of examiner due to unexpected circumstances is allowed to be notified anytime prior to the skill test.

- **FI / CRI / IRI initial Assessments and Examiner Assesments:** Any such an assessment be notified according to general section 2.4.1 by e-mail to podatelna@caa.cz at least 15 days prior to. Full examiner designation procedures apply.
- **TRI / SFI /MCCI / STI Initial Assessments:** Any such an assessment shall be notified according to general section 2.4.1 by e-mail to podatelna@caa.cz at least 5 days prior to. An automatically generated reply that the e-mail has successfully reached the CAA CZ post server is considered to be an approval unless another reply has been sent. Change of examiner due to unexpected circumstances is allowed to be notified anytime prior to the assessment.
- **Proficiency Checks and Other than Initial Instructor Assessments:** No prior notification is required.

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained at

<https://www.caa.cz/zpusobilost-leteckeho-personalu/examinatori/> .

The forms from the other EASA MSs are accepted.

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

See: <https://www.caa.cz/zpusobilost-leteckeho-personalu/examinatori/> .

4.8 Contact information

Urad pro civilni letectvi

K letisti 1149/23

Praha 6

160 08

The Czech Republic

E-mail: podatelna@caa.cz

Website: www.caa.cz

3.7. DENMARK

Danish Civil Aviation and Railway Authority (Trafikstyrelsen)

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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 for initial instructor assessments. ▪ Examiner assessments only to be performed by senior examiners specifically approved by the Danish Transport authority. ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted, except on examiner and instructor privileges	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted
		> 3 years or rating not in licence	Licence endorsement NOT permitted

4.2 Licence endorsement procedures

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

- If the rating is not included in the licence the Danish Civil Aviation and Railway Authority shall issue a new licence with the renewed rating.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- The Examiner may issue a "Temporary Permission to Exercise Privileges". For details see <http://examiner.dk/Procedures/Temporary-permission-to-act-as-pilot>

4.3 Designation procedures

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

The required skill test notification period is **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed. ATPL skill test requires 14 days notification.

4.4 Skill test, proficiency check or assessment of competence forms

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

The Danish Transport Authority accepts all national variants of these forms except skill tests on multi-pilot airplanes and proficiency checks to remove CO-PILOT restrictions where the Danish form shall be used. Please note that the Danish Civil Aviation and Railway Authority require applicants for ATPL skilltest and other tests or checks where the applicant function as PIC, to operate the aircraft from the left hand seat.

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

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

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

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

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

4.8 Contact information

Correspondence address: Trafikstyrelsen/ Danish Civil Aviation and Railway Authority

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

Tel. +45 7221 8800

E-mail: info@trafikstyrelsen.dk

Website: www.trafikstyrelsen.dk

3.8. ESTONIA

Estonian Transport Administration (Transpordiamet)

1.Liability			
General statement Section 2.2 applies.			
2.Accident insurance			
General statement Section 2.2 applies.			
3.Data protection			
General statement Section 2.3 applies. Further information can be found in <u>Personal Data Protection Act</u> .			
4.National administrative procedures			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or 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 permitted	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 permitted only for class or type rating and IR revalidation. Additionally, examiners may be authorised to make licence endorsements after skill test on FFS (the examiner must receive instructions from Estonian Transport Administration with regard to possible entries on licence beforehand). The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating 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 fcl@transpordiamet.ee.

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

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

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@transpordiamet.ee. Original skill test/ proficiency check/ assessment of competence form shall be handed to the applicant.

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.8 Contact information

Correspondence address:

Transpordiamet / Estonian Transport Administration

Lõõtsa 5, 11415 Tallinn, Estonia.

Tel. +372 620 1200

E-mail: fcl@transpordiamet.ee.

Website: www.transpordiamet.ee

3.9. FINLAND

Finnish Transport and Communications Agency (Traficom)

1. Liability

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

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

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

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

2. Accident insurance

General statement Section 2.2 applies. In addition, national provisions on the minimum insurance cover for aircraft crew (instructor and student pilot) are contained in Section 138 of the Finnish Aviation Act (864/2014), but only for initial flight training ("seat insurance").

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

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

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

The aircraft operator (examiner/applicant) shall make sure that the third-party 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

FINLAND

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 LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR		Assessment of competence Instructor or 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 and Instructor Assessment of competence ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement permitted		<ul style="list-style-type: none"> ▪ Designation procedures apply to Examiner and Instructor Assessment of competence ▪ Licence endorsement NOT permitted
Renewal	Not applicable	rating in licence	Licence endorsement permitted	<ul style="list-style-type: none"> ▪ Designation procedures apply to Examiner and Instructor Assessment of competence ▪ Licence endorsement NOT permitted
		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. ▪ The examiner is not allowed to enter any new rating in the licence after a passed skill test. ▪ The examiner is allowed to enter PBN/IR endorsement in the licence. ▪ The examiner is allowed to issue a temporary rating according to the Instructions for Implementation for temporary ratings.
<p><u>4.3 Designation procedures</u></p> <p>In accordance with the requirements in ARA.FCL.205(c), before CPL, IR and ATPL skill tests or instructor and examiner assessment of competence is conducted an examiner shall send the following information located, in <u>general section 2.4.1</u>, to lentokoe@traficom.fi.</p> <p>The required skill test and assessment of competence notification period is 14 days prior to the skill test or assessment of competence. A last minute change of examiner can be approved at the discretion of the Competent Authority.</p>
<p><u>4.4 Skill test, proficiency check or assessment of competence 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 <u>general section 2.4.2</u>.</p> <p>All the documents must be sent by e-mail to kirjaamo@traficom.fi.</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 Finland.</p> <p>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>Trafidoes not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate. A fee of 50 euro will be charged by Trafi for the designation of an examiner for a skill test or an assessment of competence. This fee will be charged from the candidate requesting the examiner designation, unless otherwise specified on the designation request.</p>
<p><u>4.7 Examiner support information</u></p> <p>No further information.</p>
<p><u>4.8 Contact information</u></p> <p>Telephone switchboard: +358 29 534 5000</p> <p>Correspondence address: Finnish Transport and Communications Agency, Registry, PO Box 320, FI-00059 Traficom, Helsinki, Finland.</p> <p>E-Mail: Registry email: kirjaamo@traficom.fi</p> <p>Website: http://www.traficom.fi/en</p>

3.10. FRANCE

French Civil Aviation Authority (DGAC)

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

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, SPL,PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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 for instructor AoC only (initial instructor AoC and AoC for the extension of instructor privileges). NOT permitted for examiner certificates Licence endorsement NOT permitted.
Revalidation	Not applicable	<ul style="list-style-type: none"> Licence endorsement NOT permitted 	<ul style="list-style-type: none"> NOT permitted for examiner certificates Licence endorsement NOT permitted
Renewal	Not applicable	<ul style="list-style-type: none"> Licence endorsement NOT permitted 	<ul style="list-style-type: none"> NOT permitted for examiner certificates Licence endorsement NOT permitted

4.2 Licence endorsement procedures

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

4.3 Designation procedures

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

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

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

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

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

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

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

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

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

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

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

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

Candidates for ATPL, CPL, and IR skill tests must complete the DGAC registration procedure for ATPL, CPL, or IR skill test before the examiner notifies the skill test.

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

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

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

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

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

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

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

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

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

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

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

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

4.4 For LPCs, revalidation/renewal of instructor certificate;

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

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

4.5 UK CAA Examiners ;

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

4.6 Skill test, proficiency check or assessment of competence forms

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

- [Aeroplanes forms](#)
- [Helicopter forms](#)

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

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

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

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

4.7 Safety criteria

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

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

4.8 Examination fees

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

4.9 Examiner support information

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

4.10 Contact information

Correspondence address:

DSAC/PN/EXA,

50 rue Henry Farman,

75720, PARIS, CEDEX 15,

France.

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

[Website](#)

3.11. GERMANY

Luftfahrt-Bundesamt (LBA)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.
Additionally, regulations as per VO (EU) 2016/679 (https://gdpr-info.eu) and "Bundesdatenschutzgesetz" (Federal Data Protection Act (BDSG) (gesetze-im-internet.de)), have to be followed.

4.National administrative procedures			
<u>4.1 Skill test, proficiency check and assessment of competence procedures</u>			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR and EBT Practical Assessment	Assessment of competence Instructor or examiner certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply, except for class or type rating 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 and rating in Licence	Licence endorsement permitted for licences issued by the Luftfahrt-Bundesamt (LBA) only
		> 3 years or rating NOT in Licence	Licence endorsement NOT permitted
<u>4.2 Licence Endorsement Procedures</u>			

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

Additionally, for licences issued by the Luftfahrt-Bundesamt (LBA) only, the authorisation required by ARA.FCL.200(c) before endorsing a pilot licence is hereby given for renewal, provided the rating is still endorsed in the licence and has not expired for more than 3 years.

In case of expired ratings, the examiner must verify compliance with FCL.625/ FCL.740 as applicable.

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

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

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

4.3 Designation procedures

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

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

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

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

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

After completion of a skill test, proficiency check or assessment of competence according to FCL.1030, BFCL.410 or SFCL.410 as applicable, the examiner shall send the documents as per chapter 2.4.2 to the competent authority (refer to chapter 4.8). For EBT Practical Assessments chapter 2.4.2 shall be applied in analogy.

4.5 Safety criteria

No other person than

- the applicant(s) involved
- the examiner(s)
- a flight instructor (if necessary)
- the inspector of the competent authority

may be on board of an aircraft during proficiency checks, skill tests or assessments of competence.

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.
- For skill tests/proficiency checks/assessments of competence on MPA, SPA HPA complex or multi-engine helicopters on aircraft a written confirmation of unavailability/inaccessibility of the FSTD as well as of the mitigating measures (GM5 FCL.010 d) agreed with the examiner's competent authority must be submitted together with the examiner report to Post-L4@lba.de.

The provisions as per Regulation (EU) No 1178/2011 Appendix 9 apply.

4.6 Examination fees

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

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

4.7 Examiner support information

EASA Flight Examiner Manual

<https://www.easa.europa.eu/document-library/general-publications/flight-examiners-manual-fem>

4.8 Contact information

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

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

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

4.8.2 For PPL(As), CPL, ATPL, MPL and IR, class and type rating issued by LBA

The examiner shall forward the documents listed in 4.4 electronically in good quality to Post-L4@lba.de

3.12. GREECE

The Civil Aviation Authority of the Hellenic Republic (HCAA)

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type ratings	Licence proficiency check Class or type rating, IR	Assessment of competence (Instructor)
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Licence endorsements NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Licence endorsements NOT permitted
Revalidation	Not applicable	Licence endorsements permitted	Licence endorsements NOT permitted
Renewal	Not applicable	Licence endorsement NOT permitted	

4.2 Licence endorsement procedures

Examiners are allowed to endorse revalidated ratings in a pilot's 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 Examiner Designation / Notification procedures

In accordance with the requirement set in ARA.FCL.205(c), before any **Skill Test** is conducted, an examiner shall send for designation purposes the Test Notification, with any applicable information as listed in the general section 2.4.1 to: <https://hcaa.gov.gr/en/node/451>

Regardless of the requirement in ARA.FCL.205(c), an examiner shall also send a notification to <https://hcaa.gov.gr/en/node/451> prior to conducting a **Proficiency Check** or **Assessment of Competence**, with any applicable information as listed in the general section 2.4.1 (including copies of Examiner license/certificate)

Examiners are required to send the above notifications ten (10) days prior to conducting the **Skill Test, Proficiency Check or Assessment of Competence**; HCAA will not acknowledge the

above notifications but reserves the right to contact the examiner, so that an HCAA Licensing Inspector may monitor the Skill Test, Proficiency Check or Assessment of Competence.

4.4 Applicable forms

ONLY HCAA forms are accepted.

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

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall be sent to fcl.examiners@hcaa.gov.gr and shall include the information listed in 2.4.2.

All relevant documents for the applicant's license process shall be sent to info@hcaa.gov.gr , **attn. HCAA Licensing Section A2C** together with a copy to fcl.applications@hcaa.gov.gr

(HCAA contact details shown below under 4.8)

4.5 Safety criteria

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

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

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

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

4.6 Examination fees

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

4.7 Examiner support information

All examiner support information can be found [here](#)

4.8 Contact information

HELLENIC CIVIL AVIATION AUTHORITY
GENERAL DIRECTORATE OF AVIATION ACTIVITIES
FLIGHT STANDARDS DIVISION
LICENSING SECTION – A2C
Athens International Airport, building 45, PC 190 19
Sparta, GREECE

Applications e-mail: info@hcaa.gov.gr HCAA Website: <https://hcaa.gov.gr/en>

3.13. HUNGARY

Hungarian Civil Aviation Authority (Ministry of Construction and Transport- MCT)

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;

HUNGARY

- b. it have been requested by the data subject in accordance with point c) of Section 14;
 - c. it be incomplete or incorrect – and this cannot be legitimately changed – on condition that the law does not rule out deletion;
 - d. the objective of the control have ceased to exist or the period defined in the relevant legislation for storing the data have expired;
 - e. it have been ordered by the court or the Authority.
5. Instead of deletion, the controller blocks the personal data should the data subject request this, or in the event that the basis of the information available, deletion would presumably violate the rightful interests of the data subject. Personal data blocked through such means may exclusively be controlled while the control objective remains valid which barred the deletion of the personal data.
 6. The data subject, as well as everyone to whom the data was transferred for control purposes, must be notified of any correction, blocking and deletion. Exemptions apply should this not violate the rightful interest of the data subject in respect of the objective of control.
 7. The controller shall be obliged to compensate for damages caused to others as an outcome of the illegitimate control of the data of the data subject or a breach of data security requirements. The controller shall be exempt from liability should they be able to prove that the damages were caused by circumstances beyond their immediate control. Damages do not need to be compensated should they have ensued from the deliberate or serious negligence of the aggrieved party.

4.National Administrative Procedures

4.1 Skill Test, Proficiency Check and Assessment of Competence Procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
Initial	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ 48 hrs notification mandatory via eHivatal, see 4.3 ▪ Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ 48 hrs prior notification mandatory via eHivatal, see 4.3. ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> ▪ 48 hrs prior notification mandatory via eHivatal, see 4.3 ▪ Licence endorsement NOT permitted 	
Renewal	Not applicable	<ul style="list-style-type: none"> ▪ 48 hrs prior notification mandatory via eHivatal, see 4.3 ▪ Licence endorsement NOT permitted. 	

4.2 Licence Endorsement Procedures

Not applicable for examiners, only the MCT is allowed to make licence endorsements.

4.3 Registration / Designation/ Notification Procedures

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

Registration Procedure

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

Attach the following copies in PDF format in **readable quality**:

- scanned copy of licence,
- scanned copy of medical certificate, (does not apply to SFE)
- scanned copy of examiner's authorisation issued by the EU Member State.

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

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

In accordance with the requirements in ARA.FCL.205(c), for any **skill Test or initial assessment of competence** the MCT nominates the examiner to conduct the examination.

MCT upon receiving the information of planned skill test or initial assessment of competence will designate the Examiner in an e-mail generated by eHivatal.

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

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

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

4.4 Skill Test, Proficiency Check or Assessment of Competence Forms

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

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

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

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

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

The Flight Examiner's Handbook can be downloaded from here:
<https://www.kozlekedesihatosag.kormany.hu/hu/dokumentum/152550>

4.8 Contact Information

Ministry of Construction and Transport
Deputy State-Secretariat of Transport Authority
Licensing Department
Budapest
PO. box: 89.
1442
www.kozlekedesihatosag.kormany.hu
caa@ekm.gov.hu

3.14. ICELAND

The Icelandic Transport Authority (Samgöngustofa)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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 permitted	Licence endorsement permitted, except for examiner certificates
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted
		> 3 years or rating not in licence	Licence endorsement NOT permitted

4.2 Licence endorsement procedures

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

4.3 Designation procedures

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

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

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

Alternatively the form may be sent 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](#).

Information regarding PBN privileges

If initial theoretical and practical PBN competency is demonstrated during a skill test/proficiency check, the examiner must endorse the applicant's logbook and submit a PBN qualification confirmation to ICETRA, fcl@icetra.is. The form can be found on ICETRA website:

https://www.icetra.is/media/eydublod/flug/lf/PBN-qualification-confirmation_v1.2.pdf.

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

Armuli 2

108 Reykjavik

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 **applies**. In addition, please refer to the IAA Examiner Briefing Document [here](#).

2.Accident insurance

General Statement Section 2.2 **applies**. In addition, please refer to the IAA Examiner Briefing Document [here](#).

3.Data protection

General Statement Section 2.3 **applies**. In addition, please refer to the IAA Examiner Briefing Document [here](#).

4.National administrative procedures4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

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

4.2 Licence endorsement procedures

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

4.3 Designation procedures

4.3.1. When developing designation procedures for examiners conducting skill tests, proficiency checks or assessments of competence on holders of an IAA issued pilot licence, the requirements of the the 'Aircrew Regulation' ((EU) 1178/2011 as amended) have been considered. Particularly, but not exclusively, the requirements of:

- 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) and (c) and the IAA's **examiner oversight programme**, before any **licence skill test, licence proficiency check** or **assessment of competence** is conducted, an examiner shall:-

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

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

Note 2: The IAA **does not differentiate** between examiners holding an IAA issued examiner certificate and an examiner holding an examiner certificate from another 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 of test link and sign the e-mail response stating that they have reviewed the latest available IAA procedures.

Please see: Flight Examiner Notification of Test area on the IAA Website [here](#)

4.4 Skill test, proficiency check or assessment of competence forms

Forms for use are available from the IAA website [here](#).

4.5 Safety criteria

Please review the information in the IAA **Examiner Briefing Document** [here](#).

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

4.6 Examination fees

Unless otherwise agreed in advance, the IAA does not provide financial remuneration for expenses or services provided by any examiner (see the IAA **Examiner Briefing Document** [here](#).)

4.7 Examiner support information

Please see IAA's **Examiner Briefing Document** [here](#).

4.8 Contact information

Address: Irish Aviation Authority
Personnel Licensing Office,
The Times Building,
11-12 D'Olier Street,
Dublin 2,
Ireland

Tel: +353 1 603 1109

Fax: +353 1 677 7484

Email licensing@iaa.ie

3.16. ITALY

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

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 1.2 applies. No further requirements.

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

4.National administrative procedures			
<u>4.1 Skill test, proficiency check and assessment of competence procedures</u>			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR	Licence Proficiency Check class or type ratings/ IR	Assessment of Competence Instructor or examiner certificate
Initial	Designation procedures apply (see 4.3 below) Licence endorsement not permitted	Designation procedures apply (see 4.3 below) Licence endorsement not permitted	Designation procedures apply (see 4.3 below) Licence endorsement not permitted
Revalidation	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted
Renewal	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement permitted	Designation procedures apply (see 4.3 below) Licence endorsement 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 ENAC shall issue a new print of the licence with the rating to be endorsed. 			

ITALY

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

4.3 Designation and notification procedures

Examiners assessment of competence (ref. Subpart K art. FCL.1020) is permitted only if the senior examiner has participated to a "senior briefing Examiner" administered and authorized by the proper authority.

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

<https://www.enac.gov.it/en/air-safety/personnel-certification/examiners>.

At the link: <https://www.enac.gov.it/en/air-safety/personnel-certification/examiners/new-edd-procedure> Enac is starting a transition to have the examiners designation digitally.

All examiners are invited to use the new designation system.

Notification period for examiners holder of a licence issued by a MS other than ENAC	
Type of skill test, proficiency check or assessment of competence	Notification period and method
LPC or Class rating PCIR check	1 day previous notification on examiner.notification@enac.gov.it
Assessment of competence for revalidation/renewal of an examiner or instructor certificate	15 days previous notification on examiner.notification@enac.gov.it
Assessment of competence for initial issue of an examiner or instructor certificate	Request individual designation to istruttoriesaminatori@enac.gov.it (allow 30 days for the designation) 15 days previous notification on examiner.notification@enac.gov.it
Skill test type or class rating	7 days previous notification on examiner.notification@enac.gov.it
Skill test for CPL and/or IR	7 days previous notification on examiner.notification@enac.gov.it
Skill test for PPL, LAPL, SPL	7 days previous notification on examiner.notification@enac.gov.it
Skill test for ATPL	7 days previous notification on examiner.notification@enac.gov.it

4.4 Skill test, proficiency check or assessment of competence forms

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

The complete documents shall be sent by the examiner to ENAC via a scanned copy in pdf format to the e-mail address:

examiner.notification@enac.gov.it

All the duties of the candidates are reported in:

<https://www.enac.gov.it/en/air-safety/personnel-certification/examiners>

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

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

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

4.8 Contact information

ENAC
Direzione Personale di Volo
Viale Castro Pretorio, 118
00185 - Rome
Italy
tel. +39 06 44596778/6791
Protocol PEC address: protocollo@pec.enac.gov.it
e-mail to: personale.volo@enac.gov.it

3.17. LIECHTENSTEIN

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

3.18. LATVIA

Civil Aviation Agency

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

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

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type cating	Licence proficiency check Class or type ratings, IR	Assessment of competence 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"> Instructors – Designation procedure applicable; licence endorsement NOT permitted. Examiners – Designation procedure applicable; licence endorsement NOT permitted.
Revalidation	Not applicable	Designation procedure not applicable; Licence endorsement permitted (see 4.2 for detailed information).	<ul style="list-style-type: none"> Instructors – Designation procedure NOT applicable; licence endorsement NOT permitted. Examiners – Designation procedure applicable; licence

				endorsement NOT permitted.
Renewal	Not applicable	< 3 years and rating in licence	Designation procedure not applicable; licence endorsement permitted (see 4.2 for detailed information).	<ul style="list-style-type: none"> ▪ Instructors – Designation procedure applicable; licence endorsement NOT permitted.
		> 3 years or rating not in licence	<ul style="list-style-type: none"> ▪ Designation procedures apply. ▪ Licence endorsement NOT permitted 	<ul style="list-style-type: none"> ▪ Examiners – Designation procedure applicable; licence endorsement NOT permitted.

4.2 Licence endorsement procedures

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

4.3 Designation procedures

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

Further examiner support information can be found here.

4.8 Contact information

Civil aviation agency

Address: Biroju iela 10, Lidosta "Riga", Marupe district, LV-1053, Latvia

Registration number: LV 90000196469

Bank: "Valsts kase", Code: TREL LV22

Account number: LV27TREL9170394005000

Phone: + 371 67830936

Fax: +371 67830967

E-mail: caa@caa.gov.lv

3.19. LITHUANIA

Civil Aviation Administration

1. Liability

General statement Section 2.2 applies.

2. Accident insurance

General statement Section 2.2 applies.

3. Data protection

General statement Section 2.3 applies.

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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	<ul style="list-style-type: none"> Licence endorsement NOT permitted Designation procedures apply only for examiner certificate 	
Renewal	Not applicable	<ul style="list-style-type: none"> Licence endorsement NOT permitted Designation procedures apply only for examiner certificate 	

4.2 Licence endorsement procedures

Licence endorsement **NOT** permitted in any case.

4.3 Designation procedures

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

Examiners may conduct a skill tests for **LAPL, PPL, CPL, MPL, ATPL, IR, class and type rating** and assessment of competence for **instructor or examiner certificates** once they

have read the examiner briefing in this procedure, and sent a notification for the skill test or assessment of competence to the examiner@tka.lt. The notification should be sent at least **5 working days prior** to the skill test or assessment of competence. Upon receiving an e-mail confirmation from Lithuanian authority, the examiner is designated for the skill or assessment of competence.

4.4 Skill test, proficiency check or assessment of competence forms

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

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

All the documents must be sent by e-mail to examiner@tka.lt within 5 days via e-mail.

Original skill test/ proficiency check/ assessment of competence form shall be handed to the applicant.

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

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

4.8 Contact Information

Transport Competency Agency

Rodūnios kelias 2, LT-02188 Vilnius, Lithuania

Tel.: (+370 5) 2739038;

Fax: (+370 5) 2739237

E-mail: info@tka.lt

Website: www.tka.lt

3.20. LUXEMBOURG

Direction de l'Aviation Civile (DAC)

1.Liability
<u>General statement Section 2.2</u> applies.

2.Accident insurance
<u>General statement Section 2.2</u> applies.

3.Data protection
<u>General statement Section 2.3</u> applies.

4.National administrative procedures4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or examiner certificate
Initial	The published procedure <u>DAC- LIC 111</u> applies	Not applicable	The published <u>Procedure DAC-LIC 401</u> 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		

4.2 Licence endorsement proceduresLicence endorsements are **NOT** permitted.4.3 Designation procedures

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the DAC website here.

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

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

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

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

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

4.8 Contact information

Direction de l'Aviation Civile Luxembourg

Licencing Office

4, rue Lou Hemmer

L-1748 Luxembourg

Tel: +352 247 74947 / 74986 / 74996 / 74972

e-mail: lic@av.etat.lu

Website: <https://dac.gouvernement.lu/en.html>

3.21. MALTA

Transport Malta Civil Aviation Directorate (TM CAD)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR		Assessment of competence 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	<ul style="list-style-type: none"> Not applicable 	Licence endorsement permitted		<ul style="list-style-type: none"> Licence endorsement permitted for Instructor certificate. Licence endorsement NOT permitted for Examiner certificate.
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted if authorised by TM CAD	<ul style="list-style-type: none"> Licence endorsement for Instructor Certificate permitted if authorised by TM CAD Licence endorsement for Examiner Certificate NOT permitted
		> 3 years or rating not in licence	Licence endorsement NOT permitted	

4.2 Licence endorsement procedures

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

4.3 Designation procedures

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

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained from the Transport Malta website: <http://www.transport.gov.mt/aviation>.

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

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

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

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

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

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

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

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

- Skill test or proficiency check or assessment of competence form

4.5 Safety criteria

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

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

4.6 Examination fees

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

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

ATPL(A), MPL, CPL(A), IR(A), IR(H), EIR (When applicable BIR): EUR 100

LAPL(A), LAPL(H), PPL(A), PPL(H): Not applicable

Aeroplane/ Helicopter MP type rating and ME class or type rating : EUR 75

Aeroplane/ Helicopter SP SE class or type rating: Not applicable

Combined checks eg CPL/ME; IR/ME: EUR 150

Initial assessment of competence for an instructor/examiner certificate or for extension of instructor/examiner privileges : EUR 150

4.7 Examiner support information

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

4.8 Contact information/ Address for Document Submission

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

3.22. NETHERLANDS

CAA-Netherlands (ILT – Inspectie Leefomgeving en Transport)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

Type of examination	Licence skill test LAPL, SPL, BPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence Instructor or 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.
Revalidation	Not applicable	<ul style="list-style-type: none"> Designation procedures apply. Licence endorsement permitted. 	
Renewal	Not applicable	Rating in licence	<ul style="list-style-type: none"> Only instructor assessment of assessment allowed. Designation procedures apply. License endorsement permitted.
	Not applicable	Rating NOT in licence	

4.2 Licence endorsement procedures
 Examiners are allowed to endorse revalidated or renewed ratings or instructor certificates in a pilot licence, provided that the rating is published on the front side of the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

In all other cases, the KIWA register will issue a new license after the correct forms are received from the examiner and the candidate. Further information is found [here](#).

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

4.3 Designation and monitoring

4.3.1 Designation of examiners

Procedures for designation of examiners are published in chapter 5 of the "Briefing EU Examiners (non-Dutch)", as published [here](#).

4.3.2 Notifications

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

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

For this notification the form "Notification Test, check or assessment of competence" can be used. The form can be found [here](#).

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

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

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

All forms can be obtained [here](#)

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

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

- A copy of the examiner's certificate (both sides if relevant).
- A copy of the examiners medical certificate (if relevant)
- A copy of the endorsed licence (both sides if relevant)

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

This form is published on the website of KIWA register at the bottom of this [page](#).

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

KIWA Register
 Postbus 4
 2280 AA Rijswijk
 The Netherlands

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

4.5 Safety criteria

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

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 16191
 2500 BD Den Haag
 The Netherlands
 Tel: +3188-489 00 00
<https://english.ilent.nl/>

3.23. NORWAY

Norwegian Civil Aviation Authority (NCAA) (Luftfartstilsynet)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR	Assessment of competence 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 permitted, except for instructor and examiner certificates	
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted, except for instructor and examiner certificates*
		> 3 years and rating in licence	
		Rating not in licence	Licence endorsement NOT permitted

4.2 Licence endorsement procedures

- *Assessment of competence for examiner certificate shall be conducted by a Norwegian senior examiner or inspector, unless specifically approved otherwise.
- The examiner may endorse the licence if the rating which is renewed or revalidated is still printed in the licence, even if it has been invalid for more than three years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- In all other cases the NCAA shall issue a new licence with a valid rating.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- The examiner is allowed to issue a temporary rating

4.3 Designation procedures

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

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

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

4.3.1 IR, class - and typeratings.

Non-Norwegian examiners may conduct a skill test for **IR, class and type rating** and assessment of competence for instructor certificates once they have read the examiner briefing in this procedure, and sent a notification for the skill test to the NCAA at st@caa.no. The notification should be sent at least **5 working days prior** to the skill test or assessment of competence for instructor certificate. Upon receiving an autoreply, the examiner is designated by the NCAA for the skill for a class or type rating. This procedure does not apply for a skill test for licence issue. For CB-IR from third country, pre-approval is required.

4.3.2 Licence issue

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

4.4 Skill test, proficiency check or assessment of competence forms

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

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

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

The skill test for the PPL, if based on a conversion from a 3rd country licence, shall only be conducted by examiners with a Norwegian examiner certificate.

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

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

No further information.

4.8 Contact information

Correspondence address: PO Box 243 N-8001 Bodø NORWAY

Telephone: +47 75 58 50 00

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

NORWAY

3.24. POLAND

Civil Aviation Authority (ULC)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

The table below illustrates the applicable procedures.

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings, IR	Assessment of competence 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 permitted	Licence endorsement permitted, except for examiner certificates
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 or assessment of competence(for instructors), if the rating is still in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.
- If the rating is not included in the licence the ULC shall issue a new licence.
- After the skill test for a new rating, ULC issue a new licence.
- The examiner **is not allowed to enter any new rating, rating extension or restriction**, e.g. LVO or PBN.

<ul style="list-style-type: none"> ▪ In case of lapsed ratings the examiner before renewal proficiency check shall verify compliance with FCL.625/FCL.740 as applicable. An ATO shall submit an applicable document along with the required check documents.
<p><u>4.3 Designation procedures</u></p> <p>In accordance with the requirements in ARA.FCL.205(c), <u>before any skill test</u> is conducted an examiner shall send the following information listed in <u>general section 2.4.1</u> to <u>non-polish-examiner@ulc.gov.pl</u></p> <p>Formal skill test notification period is at least 5 working days, with the possibility to allow a change of the examiner up to 1 working day before the event.</p> <p><u>After completion of any skill test, proficiency check or assessment of competence</u>, the examiner shall send the following information listed in <u>general section 2.4.2</u> to <u>non-polish-examiner@ulc.gov.pl</u> within 7 days via e-mail.</p> <p>If the examiner does not meet the requirements of national procedures defined in <i>Examiner Differences Document</i>, the examiner is not allowed to conduct checks for Polish licenses' holders.</p>
<p><u>4.4 Skill test, proficiency check or assessment of competence forms</u></p> <p>The forms can be obtained here.</p> <p>The original exam report shall be handed to the applicant and the examiner is obliged to meet the requirements listed in <u>general section 2.4.2</u></p> <p>All the forms shall be of good quality pdf copies sent in separate documents via e-mail.</p> <p>PBN - The ULC has established procedures for the issue of a temporary permission to exercise PBN privileges. The guidance for pilots on implementation of PBN in Poland can be found here http://www.ulc.gov.pl/pl/personel-lotniczy/pbn. The temporary PBN privileges can only be issued by the examiner who conducted the skill test and only in accordance with the described procedure.</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 ULC does not provide financial remuneration for expenses or services rendered by non-Polish examiners. The non-Polish examiner shall arrange those with the training organisation or the candidate.</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/aviation-personnel/aviation-examination-commission/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

Autoridade Nacional de Aviação Civil (ANAC)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures

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

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check (LPC) Class or type ratings, IR	Assessment of competence Instructor or Examiner certificate
Initial	<ul style="list-style-type: none"> Designation procedures apply License endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Not applicable for Initial examiner assessment of competence, only performed by ANAC Inspectors. Designation procedures apply for instructor assessment of competence . License or certificate endorsement NOT permitted.
Revalidation	Not applicable	License endorsement NOT permitted.	<ul style="list-style-type: none"> Designation procedures apply for examiner assessment of competence. License or ertificate endorsement NOT permitted.
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> Designation procedures apply for examiner assessment of competence. License or ertificate endorsement NOT permitted.
		> 3 years or rating not in licence	

4.2 Licence Endorsement Procedures

Licence endorsements **NOT** permitted.

4.3 Designation procedures

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

For **ATPL skill Test** the candidate must submit an application, as in CIA n°5/2019 (see 5.4.1).

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

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

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

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

A change of examiner is allowed up to **24 hours** before the event. This change shall be reported to [Lpf.examinadores@anac.pt](mailto:lpf.examinadores@anac.pt)

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

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

4.4 Skill test, proficiency check or assessment of competence forms

The forms can be obtained here.

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

The report shall be sent to [Lpf.examinadores@anac.pt](mailto:lpf.examinadores@anac.pt) with the following subject title: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name".

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

4.5 Safety criteria

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

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

4.6 Examination fees

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

4.7 Examiner support information

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

4.8 Contact information

Autoridade Nacional de Aviação Civil
Departamento de Licenciamento e Examação

Rua C - Edifício Santa Cruz
Aeroporto Humberto Delgado
1749-034 Lisboa, PORTUGAL

Phone: +351 21 284 22 26

Email (examiner area): Lpf.examinadores@anac.pt

Website: www.anac.pt

3.26. ROMANIA

Romanian Civil Aeronautical Authority

1.Liability
General statement Section 2.2 applies. No further requirements.

2.Accident insurance
General Statement Section 2.2 applies. No further requirements.

3.Data protection
General Statement Section 2.3 applies. No further requirements.

4.National administrative procedures			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR	Licence proficiency check Class or type ratings/ IR	Assessment of competence 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 assessment of competences License endorsement NOT permitted
Revalidation	Not applicable	License endorsement NOT permitted.	<ul style="list-style-type: none"> Designation procedures apply for examiner and instructor assessment of competence. License or certificate endorsement NOT permitted.
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> Designation procedures apply for examiner and instructor assessment of. License or certificate
	Not applicable	> 3 years or rating not in licence	

				endorsement NOT permitted
<u>4.2 Licence endorsement procedures</u>				
<p>In all situations the Romanian Civil Aeronautical Authority shall issue a new licence with a valid rating. Licence endorsements NOT permitted.</p>				
<u>4.3 Designation procedures</u>				
<p>In accordance with the requirements in ARA.FCL.205(c), before any skill test, examiner or instructor assessment of competence and proficiency check is conducted the examiner shall send at examinations@caa.ro the following information:</p> <p>1.Examiner details</p> <ul style="list-style-type: none"> ▪ Examiner's name and initials ▪ Copy of examiner's licence ▪ Copy of examiner's certificate ▪ Copy of examiner's medical certificate ▪ Country of examiner certification ▪ Contact details: mobile phone number, e-mail address <p>2.Candidate details</p> <ul style="list-style-type: none"> ▪ Candidate's name and initials ▪ Candidate's licence number <p>3.Test details</p> <ul style="list-style-type: none"> ▪ Type of test (skill test, assessment of competence, proficiency check) ▪ Type of aircraft ▪ Specify test in aircraft or FSTD ▪ Name of FSTD operator ▪ Aircraft registration ▪ Date and time ▪ Place <p>For skill tests and examiner or instructor assessment of competence the information above shall be sent at examinations@caa.ro 10 days prior to the date of the test. For proficiency checks for revalidation and renewal of class and type ratings the information above shall be sent at examinations@caa.ro 5 days prior to the date of the test.</p> <p>Alternatively, all pilots that will take the skill test, assessment of competence or proficiency check have to create accounts on portal.caa.ro and open an online request. On approval of such a request the examiners shall be automatically notified by email on the designation.</p>				
<u>4.4 Skill test, proficiency check or assessment of competence forms</u>				
<p>The forms can be obtained at https://www.caa.ro/en/pages/teste-de-indemanare%20</p> <p>After completion of a skill test, proficiency check or assessment of competence, the examiner report shall be sent by the examiner at examinations@caa.ro</p>				
<u>4.5 Safety criteria</u>				

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

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

4.6 Examination fees

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

4.7 Examiner support information

All information can be found in EASA Flight Examiner Manual:

<https://www.easa.europa.eu/document-library/general-publications/flight-examiners-manual-fem>

The Romanian CAA will sample skill test, proficiency checks or assessments of competence according to the 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 Romanian CAA.

As part of the monitoring program for examiners as mentioned in ARA.FCL.205 any proficiency check or skill test performed on a Romanian CAA license 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

Romanian Civil Aeronautical Authority

Phone: +40 021 208.15.36

E-mail: examinations@caa.ro

3.27. SLOVAKIA

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

Type of Examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type rating, IR		Assessment of competence Instructor or examiner certificate
Initial	<ul style="list-style-type: none"> ▪ No designation procedures, except for ATPL skill test ▪ Licence endorsement NOT permitted 	Not applicable		<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Certificate endorsement NOT permitted
Revalidation	Not applicable	Licence endorsement, except for examiner certificate, permitted		
Renewal	Not applicable	< 3 years and rating in licence	Licence endorsement permitted	<ul style="list-style-type: none"> ▪ Designation procedures apply ▪ Certificate endorsement NOT permitted
		> 3 years or rating not in licence	Licence endorsement 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 Test notifications and designation procedures

4.3.1 Test notification procedure:

Examiners who intend to conduct a test for the Transport Authority licence holder shall read **Examiner Briefing Procedure and Requirements** document (see article 4.7). The test notifications are valid for all types of tests, excluding licence proficiency check (LPC), and must be submitted via form **F093** to the following e-mail address: testnot@nsat.sk at least **5 days** prior to the intended day of execution. The e-mail confirmation of the notified test is to be sent shortly.

4.3.2 Designation procedure:

In accordance with the requirements in ARA.FCL.205(c), **designation procedure** applies to **ATPL skill test or assessment of competence (Instructor/ Examiner certificate)**. **Examiner shall obtain the authorization issued by the Transport Authority (sent by e-mail). The authorization document shall be enclosed to the paperwork after the test..**

4.4 Test, check, or AoC forms

The forms can be obtained at <http://lelectvo.nsat.sk/letecky-personal-2/piloti/protokoly-2/>.

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

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

Complete documentation after the test shall be sent to: letecky.personal@nsat.sk

4.5 Safety Criteria

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

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

4.6 Examination Fees

The Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate. Complete documentation after the test shall be sent to: letecky.personal@nsat.sk

4.7 Examiner Support Information

All examiner support information including TEST NOTIFICATION FORM (F093) and **Examiner Briefing Procedure and Requirements** can be found here:

<http://lelectvo.nsat.sk/letecky-personal-2/examinatori/information-for-foreign-examiners/>

4.8 Contact Information

Dopravný úrad
Letisko M.R.Štefánika
823 05 Bratislava

Slovak Republic

E-mail (test notification): testnot@nsat.sk

E-mail (examiner report after the test): letecky.personal@nsat.sk

Website: <http://letectvo.nsat.sk/>

3.28. SLOVENIA

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

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

3.Data protection
General statement Section 2.3 applies.

4.National administrative procedures			
4.1 Skill test, proficiency check and assessment of competence procedures			
The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings, IR	Assessment of competence Instructor or 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	<ul style="list-style-type: none"> Notification procedure applies, except for Examiner Assessment of Competence Licence endorsement permitted, except for revalidation of Examiner Certificate Designation procedure applies only for Examiner Assessment of Competence 	
Renewal	Not applicable	< 3 years and rating / certificate in licence	<ul style="list-style-type: none"> Notification procedure applies, Licence endorsement permitted, except for of Examiner Assessment of Competence No designation procedure, except for renewal of Examiner Certificate
		> 3 years or rating / certificate not in licence	<ul style="list-style-type: none"> Notification procedure applies Licence endorsement NOT permitted Designation procedure applies only for Examiner Assessment of Competence
4.2 Licence endorsement procedures			

- Examiners are allowed to endorse **revalidated and renewed** ratings or instructor certificates in a pilot licence, provided that the candidate's rating has not expired or has expired for less than 3 years and rating is included in the licence.
- Licence endorsement is **NOT** allowed for revalidation or renewal of Examiner Certificates.
- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.

4.3 Designation procedures

4.3.1 **Skill test and Instructor assessment of competence**

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

- shall be designated (designation procedure is conducted through designation of foreign examiner form [\[FCL.APL-166\]](#)) and

- shall send notification, including information listed in [general section 2.4.1](#), to CAA-SI via e-mail: examiner@caa.si;

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

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

4.3.2 **Proficiency check and Instructor assessment of competence**

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

Notification procedure published on CAA website shall be followed: [LINK](#)

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

4.3.3 **Examiner Assessment of Competence**

Before Examiner Assessment of Competence is conducted, Senior Examiner shall be designated. Examiner applicant can apply for Senior examiner designation by using form FCL.APL-203.

Formal notification period: at least **3 days** before the event via procedure published on following [LINK](#). Change of Senior Examiner shall be approved by CAA-SI.

4.4 Skill test, proficiency check or assessment of competence forms

Application forms are published on CAA website and can be obtained here: [LINK](#)

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

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

Note: Fulfilled original documentation shall be sent via post.

4.5 Safety criteria

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

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

4.6 Examination fees

The CAA-SI 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 examiner@caa.si [for EDD use]

3.29. SPAIN

Spanish Civil Aviation Authority (AESA - Agencia Estatal de Seguridad Aérea)

1.Liability
General statement Section 2.2 applies.

2.Accident insurance
General statement Section 2.2 applies.

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

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

Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check (LPC) Class or type ratings, IR	Assessment of competence Instructor or examiner certificate
Initial	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted ▪ Designation procedures for ATPL skill tests and issues of a class or type rating obtained in a third country apply (see 4.3.1 for detailed information) 	Not applicable	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted ▪ Designation procedures for examiner assessment of competence apply (see 4.3.1 for detailed information)
Revalidation	Not applicable	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement permitted (see 4.2 for detailed information) ▪ No designation procedure 	<ul style="list-style-type: none"> ▪ Notification procedure apply ▪ Licence endorsement NOT permitted

SPAIN

Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ No designation procedure ▪ Licence endorsement NOT permitted 	<ul style="list-style-type: none"> ▪ Notification procedure applies ▪ Licence endorsement NOT permitted ▪ Designation procedures for examiner assessment of competence apply (see 4.3.1 for detailed information)
		> 3 years or rating not in licence		

4.2 Licence endorsement procedures

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

4.3 Designation procedures

4.3.1 Examiners designation

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

The form "**Application Form for ATPL(A)/ATPL(H) Examiner Designation (NON-SPANISH EXAMINERS)**" must be submitted by the examiner; the document can be found

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

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

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

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

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

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

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

4.4 Skill test, proficiency check or assessment of competence forms

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

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

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

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

Implementation of PBN in Spain:

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

Examiners will need to collect evidence that the theoretical and practical requirements have been fulfilled. Such evidence is detailed in the information available on: https://www.seguridadaerea.gob.es/sites/default/files/guia_atribuciones_pbn.pdf

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

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

PBN endorsement:

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

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

4.5 Safety criteria

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

1. When exercising your examiner privileges on Spanish licences you are responsible for the compliance with the Spanish aviation safety law specified here.
2. As a pilot in command during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations specified here.

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

4.6 Examination fees

The AESA 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

<https://www.seguridadaerea.gob.es/es/ambitos/formacion-y-examenes>

<https://www.seguridadaerea.gob.es/es/ambitos/licencias-y-medicina-aeronautica>

<https://www.boe.es/buscar/act.php?id=BOE-A-2015-10565>

4.8 Contact information

Agencia Estatal de Seguridad Aérea (AESA)

División de Licencias al Personal Aeronáutico

Paseo de la Castellana, 112 - 28046 Madrid, Spain

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

Website: <https://www.seguridadaerea.gob.es/es>

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 apply Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> Notification procedure apply for initial instructor certificate Designation procedure apply for initial examiner certificate Licence endorsement NOT permitted.
Revalidation	Not applicable	Licence endorsement permitted and expected except for examiner certificate	
Renewal	Not applicable	Rating printed in licence	Licence endorsement permitted and expected except for examiner certificate
		Rating not printed in licence	Licence endorsement NOT permitted, see 4.2 Temporary permission to exercise privileges.

4.2 Licence Endorsement Procedures

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

- In all other cases the Swedish Transport Agency shall issue a new licence with a valid rating.
- The Swedish Transport Agency has established procedures for the issue of a temporary permission to exercise privileges after a successful test, when licence endorsement is not permitted, in accordance with ARA.FCL.215 (d). The form can be found [here](#). **The examiner shall issue a temporary permission to exercise privileges when licence endorsement is not permitted (not applicable to certificates and licences such as ATPL, Examiner, PPL etc.).** More information regarding the procedure can be found under the header "Endorsement in the licence / temporary privileges" [here](#). The temporary privileges can only be issued by the examiner who conducted the test and only in accordance with the described procedure.

4.3 Notification Procedures

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

[Examiners - Transportstyrelsen](#)

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

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

4.3.1 ATPL skilltest

As per 4.3

4.3.2 Proficiency checks

No notification for proficiency checks are required.

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

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

4.3.4 AoC for the revalidation and renewal of examiner certificates

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

4.4 Test, Check or AoC forms

The forms can be obtained from [Certificate and education \(transportstyrelsen.se\)](#)

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

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

For an SFE conducting a test, proof of last passed proficiency check (within the last year), including IR, on the relevant type must be included.

To enable grand fathers rights of PBN privileges the Swedish Transport Agency will use a specific form ([BSL 14254](#)) which must be completed once for all pilots who meets the grand fathering requirements. The form shall be enclosed together with the relevant test/check form where PBN proficiency was demonstrated. The form will be used from the 25th of august 2017 to the 25th of august 2020 and can be obtained from the address above.

4.5 Safety Criteria

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

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

4.6 Examination Fees

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

4.7 Examiner Support Information

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

4.8 Contact Information

Address: Transportstyrelsen, 601 73 Norrköping, Sweden

Tel: +46 771-503 503

E-mail: flygutbildning@transportstyrelsen.se

Web: www.transportstyrelsen.se

3.31. SWITZERLAND

Swiss Federal Office of Civil Aviation (FOCA)

1. Liability

General statement Section 2.2 **does not** apply. Please refer to the Examination Guide Aeroplane or Examination Guide Helicopter, as applicable, Chapter 1.7 Liability of the Examiner. Moreover, the existence of liability of an examiner has to be evaluated case by case, therefore a generally applicable statement cannot be made.

2. Accident insurance

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

3. Data protection

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

4. National administrative procedures

4.1 Skill test, proficiency check and assessment of competence procedures

Examiners shall comply with the content of the FOCA examination guide and all relevant FOCA documents, as applicable.

For Checks that normally shall be conducted on an FFS: If no FFS is available or accessible, **combination of FSTD and the aircraft is not available or accessible**, the examiner shall contact FOCA-SBFP (pel-inspector@bazl.admin.ch) at least 14 days prior to the planned skill test/ proficiency check to seek the necessary approval. **Details are found in FOCA Examination Guide.**

4.1.1 Notification procedure

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

Remarks:

MPA and HPA-Complex SPA skill tests/proficiency checks on aeroplane require prior FOCA permission. **Refer to 4.1.**

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

The table below illustrates the applicable procedures.			
Type of examination	Licence skill test LAPL, PPL, CPL, ATPL, MPL, IR, SPL, BPL class or type rating	Licence proficiency check Class or type ratings/ IR	Assessment of competence Instructor or examiner certificate
Initial	<ul style="list-style-type: none"> ▪ Notification procedures apply (4.1.1) ▪ Designation / Delegation procedures (4.3) apply, except for CR/TR ▪ Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ▪ Notification procedures apply (4.1.1) ▪ Instructor assessment of competence NOT permitted for FI/CRI/IRI and TRI(H) ▪ Examiner assessment of competence NOT permitted ▪ Licence endorsement NOT permitted
Revalidation	Not applicable	<ul style="list-style-type: none"> ▪ Notification procedures apply (4.1.1) ▪ Licence endorsement NOT permitted 	
Renewal	Not applicable	<ul style="list-style-type: none"> ▪ Notification procedures apply (4.1.1) ▪ Licence endorsement NOT permitted 	
<p>4.2 Licence endorsement procedures</p> <p>Licence endorsements are NOT permitted.</p>			
<p>4.3 Designation procedures</p> <p>In accordance with the requirements in ARA.FCL.205(c), before any licence or IR skill test, is conducted, the ATO (alternatively the operator or applicant for ATPL or CB-IR conversion skill test) shall send the information listed in general section 2.4.1 2 weeks in advance to FOCA (refer to 4.8), together with a choice of suitably qualified examiners; note that FOCA is not bound to designate one of the proposed examiners. The formal designation does not relieve the examiner from the notification required under 4.1.</p> <p>Assessment of competence for the initial issue of a FI, CRI, IRI or TRI (Helicopter only) or an extension of a FI certificate to the privileges to instruct for IR, may only be conducted by FOCA inspectors or FOCA examiners.</p>			
<p>4.4 Skill test, proficiency check or assessment of competence forms</p> <p>The forms can be obtained here. The checklists can be obtained here. Swiss forms are preferred; foreign forms are only accepted if written and filled in English. All forms shall be completed in English language.</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. The examination forms shall be sent either by postmail or by e-mail to pel-qc@bazl.admin.ch when considering the following points:</p> <ul style="list-style-type: none"> • One e-mail per pilot and per exam (pdf-document) • Subject line indicating license number, surname and first name and rating 			

- Applications should be sent to FOCA by the company, ATO or examiner (not by candidates)

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

For Swiss operators under the company examiner system in acc. with [GM/INFO Examier System \(FES\)](#): All documents shall be sent via the operator's company chief examiner for compliance verification.

4.5 Safety criteria

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

4.6 Examination fees

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

4.7 Examiner support information

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

4.8 Contact information

Federal Office of Civil Aviation (FOCA)

CH-3003 Bern (Switzerland)

Internet: www.foca.admin.ch

For any further information:

pel-inspector@bazl.admin.ch

For submitting **ATPL skill test delegation request**, check/**test** documentations:

pel-gc@bazl.admin.ch

4. EASA Member States safety criteria

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

Member States	Applicable safety criteria
Austria	Follow this link .
Belgium	None applicable
Bulgaria	None applicable
Croatia	None applicable
Cyprus	<ul style="list-style-type: none"> - Flying over sea - Ditching procedures - Occupied Territories - British Bases Territories - AIP's/VFR Manual (http://vfrmanual.dca.mcw.gov.cy/aic/body)
Czech Republic	None applicable
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 is available 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, reported, if any, in the CAA-Italy (ENAC) website, "info in English" section, 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 skill test or proficiency 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 PIC during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the skill test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations here .
Sweden	None applicable
Switzerland	Safety Criteria is available in the FOCA GM/INFO - Examination Guide, Chapter 1.22.

5. Links to Part-FCL national forms

Austria:

Aeroplane: [Austro Control GmbH - Forms PART-FCL](#)

Note: For Single-Pilot High Performance Complex Types (all SP except caravan) use the form labeled MP(A)

Helicopter: [Austro Control GmbH - Forms PART-FCL](#)

Sailplanes and Balloons: <https://aeroclub.at/de/behoerde/download>

Belgium:

https://mobilit.belgium.be/fr/transport_aerien/aviation_portal/formulaires/immatriculation

Bulgaria:

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

Croatia:

<https://www.ccaa.hr/en/forms-72237>

Cyprus:

<http://www.mcw.gov.cy/mcw/DCA/DCA.nsf/All/D9D4389C6387C5A0C2257930002B3C15?OpenDocument>

Czech Republic:

<https://www.caa.cz/zpusobilost-leteckeho-personalu/examinatori/>

Denmark:

<http://examiner.dk/Test-Forms/Testforms>

Estonia:

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

Finland:

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

France:

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

Helicopter: <http://www.developpement-durable.gouv.fr/pilotes-helicopteres-examineurs>

Germany:

English language (Aeroplane, Helicopter, Airship, Powered-Lift Aircraft):

https://www.lba.de/DE/Luftfahrtpersonal/Pruefer/Formulare/01_Formulare_Berichte_des_Pruefers_E.html?nn=2560324

German language (Aeroplane, Helicopter, Airship, Powered-Lift Aircraft, Balloon, Sailplane):

https://www.lba.de/DE/Luftfahrtpersonal/Pruefer/Formulare/01_Formulare_Berichte_des_Pruefers.html?nn=2560324

Greece:

<https://hcaa.gov.gr/en/flight-crew-licensing-forms>

Hungary:

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

Iceland:

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

Ireland:

<https://www.iaa.ie/personnel-licensing/personnel-licensing-forms>

Italy:

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

Latvia:

<https://www.caa.gov.lv/en/personnel-licensing>

Liechtenstein: Use Swiss procedures

Lithuania:

<https://tka.lt/oro-transportas/katalogas/application-and-report-forms/?lang=en>

Luxembourg:

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

Note: Page not available in English but forms are, use the following forms:

- MPA/SPHPCA – Form for ATPL/ MPL type rating /skill test and proficiency check on multi-engine multi-pilot aeroplanes and single-pilot high-performance complex aeroplanes
- SPA – Formulaire de qualification de type/classe/entrainement/épreuve pratique d'aptitude et contrôle de compétence sur avions monopilotes à l'exception des avions complexes hautes performances
- Helicopter – <https://guichet.public.lu/dam-assets/catalogue-formulaires/aviation/licence/emission-revalidation-renouvellement-fcl/helicopter/helicopter-epreuve-pratique-verification-competence/form-111-15-helicopter-formulaire-epreuve-pratique-verification-competence-en.pdf>

Malta:

<https://www.transport.gov.mt/Aviation/Personnel-Licensing/FCL-ATCO-License-Application-Forms-2292>

Norway:

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

Poland:

<http://www.ulc.gov.pl/en/aviation-personnel/aviation-examination-commission/skill-test-report-forms>

Portugal:

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

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

Romania:

<http://www.caa.ro/pages/formulare-aacr>

Note: page is in Romanian scroll down to the header that says "**Formulare examinare practica**" and click on the "engleza" link for the appropriate form:

- MPA and SPHPCA – Formular cod T-ATPL_MPL_MPA_TR(A)
- SPA (C208 Caravan only) – Formular cod T-CR_TR_SE_ME_SPA(A)
- Helicopter –
 - MPH – Formular cod T-ATPL(H) / TR / IR(H) (not available in English)
 - SPH – Formular cod T-TR SPH SE/ME

Slovakia:

<http://lelectvo.nsat.sk/letecky-personal-2/piloti/protokoly-2/>

Note 1. Form F141-B is in Slovak only. We will prepare English version.

Note 2. There is no Application and report form for the IR(H), because we have not any holders IR(H) in our pilots register.

Protokoly = Form collection

No	Title
F036-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre PPL(A) APPLICATION AND REPORT FORM FOR THE PPL(A) SKILL TEST
F056-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre PPL(H) APPLICATION AND REPORT FORM FOR THE PPL(H) SKILL TEST
F092-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CPL(A) APPLICATION AND REPORT FORM FOR THE CPL(A) SKILL TEST
F111-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CPL(H) APPLICATION AND REPORT FORM FOR THE CPL(H) SKILL TEST
F037-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky pre CR/IR (jednopilotné letúny okrem vysokovýkonných zložitých letúnov) APPLICATION AND REPORT FORM FOR CR/IR (SPA-EXCEPT FOR COMPLEX HPA) SKILL TEST
F100-B	Žiadosť o praktickú skúšku a správa z praktickej skúšky na získanie IR(A) APPLICATION AND REPORT FORM FOR THE IR(A) SKILL TEST
F052-B	Žiadosť a správa z výcviku a praktickej skúšky na získanie a predĺženie platnosti ATPL, MPL, typovej kvalifikačnej kategórie a predĺženie platnosti IR - letúny (A) APPLICATION AND REPORT FORM – ATPL, MPL, TYPE RATING, TRAINING, SKILL TEST AND PROFICIENCY CHECK FOR IRs – AEROPLANES (A)
F141-B	Žiadosť a správa z výcviku a praktickej skúšky na získanie a predĺženie platnosti ATPL, MPL, typovej kvalifikačnej kategórie a predĺženie platnosti IR - vrtuľníky (H)
F050-B	Žiadosť a správa o hodnotení spôsobilosti pre FI/IRI/CRI (examinátor) APPLICATION AND REPORT FORM FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (EXAMINER)
F180-B	Žiadosť a správa o hodnotení spôsobilosti pre TRI,SFI (examinátor) APPLICATION AND REPORT FORM FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (EXAMINER)

Slovenia:

Aeroplane: <http://www.caa.si/index.php?id=330&L=nmatilnalcv>
Helicopter: <http://www.caa.si/index.php?id=331&L=nmatilnalcv>
Balloons: <http://www.caa.si/index.php?id=453&L=qeyohyfrwfok>
Sailplanes: <http://www.caa.si/index.php?id=470&L=qeyohyfrwfok>

Spain:

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

Sweden:

<http://www.transportstyrelsen.se/en/Forms/Aviation/Certificate-and-education/>
For SPHPCA use form L1648, webpage says MPA but when opened, the form is for both MPA and SPHPCA

Switzerland:

[Forms \(admin.ch\)](#)

Aeroplane:

- MPA – 60.530
- SPHPCA – 60.526
- SPA – 60.525

Helicopter:

- SPH - 61.525
- MPH – 61.530

The Netherlands:

http://www.ilent.nl/onderwerpen/transport/luchtvaart/examinatoren/euflexaminatoren/veregiste_documenten/index.aspx