

Issued: 30 June 2014

Amendment to the Procedures for Examiners to Sign Licences to Renew Privileges

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All Examiners, Approved Training Organisations and Pilots

1 Introduction

- 1.1 Based upon Acceptable Means of Compliance (AMC) material published by the European Aviation Safety Agency (EASA), the CAA had previously advised that examiners may only sign a Part-FCL (or JAR-FCL) licence to renew a rating if the rating has not expired by more than three years. Following further discussions in Europe and the development by the UK CAA of an Alternative Means of Compliance, the three-year restriction may now be withdrawn.

2 The Amended Procedure

- 2.1 The previously advised restriction that examiners must not sign the renewal/revalidation page of a licence if the relevant privilege expired more than three years previously is withdrawn. In circumstances where the examiner has the privilege to renew the rating (or instructor certificate) on the licence, he may do so provided that:
- the licence holder has complied with the requirements for renewal; and
 - the rating/certificate is still shown in Section XII on page 4 of the licence.
- 2.2 Where the rating or instructor certificate is no longer shown in Section XII on page 4 of the licence, application must be made to the CAA for the licence to be reprinted to include the rating/certificate and for the certificate of revalidation entry to be made by the CAA. The published fee will apply.

- 3.1 When application is made to the CAA to amend a Part-FCL licence (such as adding a rating), any ratings that have expired will be removed from Section XII on page 4. This is a requirement of Part-ARA. These lapsed ratings are no longer included in the licence and examiners cannot amend the licence to renew them. These expired ratings will be listed on the back of the licence to provide evidence to examiners that they were previously held. This procedure will also apply to expired ratings when any JAR-FCL or national licence is replaced with a Part-FCL licence.
- 3.2 Part-FCL requires that when a class, type or instrument rating has expired the licence holder must go to an Approved Training Organisation (ATO) that provides the relevant course and be assessed to determine the renewal training (if any) that is required to attain the standard necessary to pass the proficiency check for renewal of the rating. The licence holder must then complete that training.
- 3.3 Prior to the proficiency check the applicant must show the examiner the ATO training completion certificate verifying that the mandated renewal training has been completed to a satisfactory level (or that the ATO has certified that no training is necessary), so that the examiner can comply with FCL.1030(a)(2). A copy of the training completion certificate should be sent to the CAA with the relevant rating revalidation forms. Following such a renewal the examiner is responsible for ensuring that the examiner's report for the proficiency check is submitted to the UK CAA without delay.
- 3.4 Assuming that the candidate passes the proficiency check (and complies with any other applicable requirements for the renewal of the rating), the rating can be renewed. If the rating is shown in Section XII on page 4 of the licence an examiner authorised to do so by the CAA may sign the revalidation page to renew the rating. Otherwise, application must be made to the CAA for the licence to be reprinted to include the rating and for the certificate of revalidation entry to be made by the CAA.

4.1 This change is implemented with immediate effect. CAP 804, Standards Documents and the Flight Examiner Handbook will be amended in due course to reflect this change.

5.1 Any queries or requests for further guidance as a result of this communication should be addressed to the fclweb@caa.co.uk e-mail address.

6.1 This Information Notice will remain in force until further notice.