

Issued: 7 July 2014

Designation of UK Examiners for Skill Tests for Initial Issue of Licences, Ratings and Certificates

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:	All AOC Holders
Licensed/Unlicensed Personnel:	All UK Examiners, Training Organisations and Licence Holders

1 Introduction

- 1.1 This Information Notice applies to the holders of examiner certificates issued by the UK CAA. The equivalent information for non-UK examiners is published in Information Notice [IN-2014/111](#) 'Procedures for Examiners Holding Part-FCL Certificates Issued by Countries Other than the UK'.
- 1.2 ARA.FCL.205(c) requires the UK CAA to have procedures to designate examiners for the conduct of **skill** tests on holders of UK-issued licences or applicants for UK-issued licences. These procedures do not apply to proficiency checks or assessments of competence, as the designation of examiners is not required for those activities. Examiners intending to conduct skill tests for pilots who hold (or will hold) licences issued by European Aviation Safety Agency (EASA) States other than the UK must be designated according to the procedures of those States. Where any UK examiner intends to conduct a skill test (for initial issue of a licence or rating) for a UK pilot licence holder or for any applicant wishing to apply for a UK-issued pilot licence or rating, this Information Notice applies.
- 1.3 This Information Notice replaces IN-2012/156, which is now cancelled.

2 Scope

- 2.1 In **all** cases where a skill test is to be conducted for the initial issue of a **Commercial Pilot Licence (CPL) or Instrument Rating (IR) (including a 'Competency-Based IR' (CB IR))**, the examiner shall be selected and designated by the **UK CAA**. Where the skill test is for the

initial issue of any other licence or rating (not a CPL, IR or CB IR), the examiner may be designated by the CAA or alternatively a UK examiner may be designated by a UK-based Approved Training Organisation (ATO) or commercial operator that has a procedure approved by the CAA for that purpose. The alternative procedure is only available to ATOs and Air Operator Certificate (AOC) holders based in the UK and approved by the UK CAA.

3 Skill Tests for a Commercial Pilot Licence or Instrument Rating

3.1 For any skill test for a UK-issued Part-FCL CPL or to add an IR (including a CB IR) to a UK-issued licence the applicant must book the test via the CAA Flight Test Booking Service, using the following e-mail address: flighttestbookings@caa.co.uk. The e-mail must be to the format specified in paragraph 3.2 below. The CAA will then designate an examiner for the test.

3.2 The content of the e-mail to be sent to flighttestbookings@caa.co.uk when a skill test for the initial issue of a CPL, IR or CB IR is to be conducted **must** conform to the following:

- The subject field/title of the e-mail **MUST** be to the following format:

ST ApplicantFamilyName ApplicantLicence/CertificateNumber

Example: ST Biggles GBR.FCL.123456A.A

ST denotes "Skill Test". There **MUST** be a space between the letters ST and the **applicant's** family name (surname) and another space before the licence number.

- The body text of the e-mail **MUST** contain the following information:

Details of pilot/applicant who is to be tested:

Surname:

Forename(s):

Title:

Licence No./CAA Reference No:

Date of Birth (dd/mm/yyyy):

Test Details:

Type of Test being conducted: (CPL / IR / C-B IR)

Class or Type of Aircraft:

Simulator No. or Aircraft Registration:

Date of Test (dd/mm/yyyy):

Venue for Test:

Time when test is to be carried out (24 hour clock):

Optional Information:

When requesting examiner designation, the applicant may advise the CAA of the name, licence/certificate number and contact details of an examiner, local to the intended test venue, by whom they would prefer to have the test conducted. However, the CAA will not be bound to designate the examiner nominated by the applicant.

3.3 Before undertaking the test, the applicant must have written confirmation from the CAA identifying the examiner designated for the test. Once this e-mail confirmation has been received the test may proceed with that examiner. (Any automated acknowledgement of receipt of e-mail sent to Flight Test Bookings is not confirmation of designation by the CAA of an examiner for a CPL, IR or CB IR skill test.)