Information Notice

Civil Aviation Authority

INFORMATION NOTICE

Number: IN–2015/050

Civil Aviation Authority

Issued: 30 June 2015

Procedures for Examiners Holding Part-FCL Certificates Issued by Countries Other than the UK

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 Non–UK Examiners, UK Licensed Pilots and Approved Training Organisations

1 Introduction

1.1 This Information Notice applies to the holders of examiner certificates issued by European Aviation Safety Agency (EASA) Member State authorities other than the UK CAA (non-UK examiners). The equivalent information for UK examiners is published in Information Notice **IN-2014/110**.

1.2 With the amendment of European Regulation (EU) No. 1178/2011 by Regulation (EU) No. 245/2014 ('the Aircrew Regulation'), the rules concerning an examiner licensed by one EASA Member State testing a pilot applying for or holding a licence from another Member State have changed. Most significantly the previous requirement to obtain a briefing from the Competent Authority of the candidate/applicant has been replaced by a requirement for the examiner to review and implement the written material supplied by that country, which is published by EASA on its website. The new texts of FCL.1015 and FCL.1030 following amendment to the Aircrew Regulation are reproduced for reference as the **Appendix** to this Information Notice.

1.3 This Information Notice sets out the procedures for examiner designation and test notification for non-UK examiners and supersedes IN-2014/111 and IN-2014/114.

2 Preparation for Any Skill Test, Proficiency Check or Assessment of Competence

2.1 The examiner briefing specified by the original text of FCL.1015(c)(2) is no longer required. Please refer to the new requirements as reproduced in the **Appendix** to this Information

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Notice. The new pre-test requirement is to study the information that is published by EASA as the **Examiner Differences Document**. This may be found on the EASA website. The Examiner Differences Document contains material written by EASA that is common to all Member States, followed by additional material produced by each country to address their local administrative and operational procedures. As the listing is in alphabetical order, the UK information is towards the end of the document. Non-UK examiners intending to test pilots who hold (or will apply for) licences and ratings issued by the UK CAA must review and comply with the EASA common information and the additional material specified by the UK CAA that is given in the Examiner Differences Document. Subsequent to the test, proficiency check, or assessment of competence the examiner must make a declaration that he complied with the material contained in the Examiner Differences Document when conducting the test.

2.2 The obligation to comply with the published Examiner Differences Document information and to declare compliance applies to all skill tests, proficiency checks and assessments of competence.

2.3 ARA.FCL.205 requires the CAA to monitor the conduct and performance of examiners, including non-UK examiners, testing pilots licensed by the CAA. In order for the CAA to be able to comply with this obligation, non-UK examiners are required to notify the CAA in advance of each skill test, proficiency check and assessment of competence they intend to conduct. The notification procedure (by e-mail) is set out in paragraphs 3 and 4 below. The UK CAA requires at least three working days' notification of tests and checks undertaken by non-UK examiners on applicants for whom the UK CAA is the responsible authority. This is to enable the UK CAA to meet its obligations to monitor, if required, the performance and conduct of examiners and to meet its responsibility for examiner oversight. Failure to give sufficient advance notification may result in approval being delayed or the application rejected.

2.4 Non-UK examiners should expect that the CAA may require their first (or any subsequent) test, check or assessment of a UK licence holder to be observed by a CAA Staff Examiner/Inspector as part of the UK's Examiner Monitoring Programme in compliance with ARA.FCL.205.

3 Designation of Examiners for Skill Tests and Notification of Skill Tests

3.1 Introduction

3.1.1 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**.

3.2 Notification and Designation of Examiners Before Any Skill Test for a Commercial Pilot Licence or Instrument Rating

3.2.1 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's Approved Training Organisation (ATO) 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 3.2.2 below. The CAA will then designate an examiner for the test. The designation of the examiner by the CAA satisfies the requirement to notify the test in advance. Separate notification of the skill test is not required.

3.2.2 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

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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's ATO 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.

3.2.3 Before undertaking the test, the ATO/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.)

3.3 Skill Tests for Licences and Ratings Other than CPL and IR

3.3.1 For initial skill tests for:

- the Light Aircraft Pilot Licence (LAPL);
- the Private Pilot Licence (PPL);
- the Sailplane Pilot Licence (SPL);
- the Balloon Pilot Licence (BPL);
- the Multi-crew Pilot Licence (MPL);
- the Airline Transport Pilot Licence (ATPL); and
- Class, Type or additional ratings (including the En-route Instrument Rating (EIR))

(but not for CPL, IR or CB IR), the selection and designation of the examiner shall be made by the CAA - see paragraph 3.4.

Note: This excludes designation for CPL, IR and CB IR tests which must be requested through Flight Test Bookings as specified in paragraph 3.2 above.

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