

Standards Document 11, Version 1

Requirements for the grant of Ground Examiner and Custodian of Examination Papers Authorisation.

Procedure and conduct for all Theoretical Knowledge Examinations for -

- **UK NPPL and national private pilot licences,**
- **EASA LAPL and PPL,**
- **Instrument Meteorological Conditions (IMC)/Instrument Rating (Restricted) Rating,**
- **Seamanship.**

The latest version of this document can be viewed on the CAA website.

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Amendment status

Date	Version	Pages	Summary
November 2017	1	Complete revision	Update with ANO 2016.
			Updating CEP and GR requirements.
			Updating examination procedures to include sanctions for cheating or failure to follow procedures.
			Inclusion of all current examinations.

Foreword

The European Commission Regulation (EU) No. 1178/2011 (as amended) known as the Aircrew Regulation lays down the technical requirements and administrative procedures for the licensing of pilots came into effect on 8 April 2012 with an implementation date in the United Kingdom of 17 September 2012.

Annex VI (Part-ARA) is the Authority Regulations, ARA.FCL.300 Examinations Procedures states:

- (a) The competent authority shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.

and

- (d) The competent authority shall establish appropriate procedures to ensure the integrity of the examinations.

Article 168 of the Air Navigation Order 2016 (as amended);

The CAA may, for the purpose of articles 36 and 187 and Chapter 3:

- (a) Approve any course of training or instruction;
- (b) Authorise a person to conduct such examinations or test as it may specify; and
- (c) Approve a person to provide any course of training or instruction.

In accordance with those provisions this document sets out the requirements for the grant of the Ground Examiner and Custodian of Examination Papers Authorisations and the arrangements and procedures for the conduct of the following theoretical knowledge examinations in the UK;

- EASA Light Aircraft Pilot Licence (Aeroplanes and Helicopters),
- EASA Private Pilot Licence (Aeroplanes and Helicopters),
- UK NPPL (Simple Single Engine Aeroplanes (SSEA), Self Launching Motorgliders (SLMG) and Microlights),
- UK Private Pilot Licence (Balloons and Airships),
- UK Private Pilot Licence (Gyroplanes),
- Instrument Meteorological Conditions (IMC)/Instrument Rating (Restricted).
- Seamanship Rating

Upon satisfactory completion of the procedures laid down in this document persons will be authorised to conduct and mark the exams and where applicable take responsibility for the security, upkeep and use of the examination papers. The continuation of this authorisation is dependent upon its validity being maintained and compliance with the procedures for conduct of the exams as laid down in this document and any supplementary instruction issued by the UK CAA.

Information for Flight Examiners (FE) Single Pilot Aeroplanes is contained in Standards Document 21, available at www.caa.co.uk/fclstandards

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1 Requirements for Custodians of Examinations Papers

1.1 Introduction

- 1.1.1 In accordance with Article 168 of the UK Air Navigation Order 2016 (as amended) the UK CAA may authorise a person to conduct such examinations or tests as it may specify.

1.2 Requirements for Custodians of Examination Papers (CEP) Authorisation

- 1.2.1 CEP is the formal title given to the nominated person at each training organisation holding responsibility for the papers. Only one CEP can be allocated per training organisation [per category of aircraft]
- 1.2.2 To qualify for acceptance as a CEP the applicant must hold an authorisation as a Ground Examiner (GR) or be nominated as the Head of Training (HoT) at an Approved Training Organisation (ATO), in the category or approval in the aircraft for which examinations are to be conducted.
- 1.2.3 The CEP shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the Basic Regulation and its Implementing Rules during the last 3 years.
- 1.2.4 The CEP shall be nominated by either the Accountable Manager, Head of Training, Chief Flight Instructor or other Accountable Representative at the nominating training organisation, as a person of integrity who will take responsibility for the security and upkeep of the papers. With exception to conducting examinations for the NPPL only, where they do not require a supporting training organisation.
- 1.2.5 The CEP will be required to acknowledge their acceptance of responsibility for the security and upkeep of the examination papers on the application form as detailed in section 3.
- 1.2.6 It is the responsibility of the CEP to ensure that their GR authorisation remains current and valid, if applicable, while they hold this role. In the event that the CEP is no longer employed by a training organisation, or their GR authorisation expires, the examination papers and answer booklet must be returned to the UK CAA
- 1.2.7 If they leave the role of HoT at an ATO, if applicable, the examination papers and answer booklet must be returned to the UK CAA.
- 1.2.8 The examination papers remain the property of the UK CAA and the CEP may not retain examination papers or answer booklet or leave them with the training organisation.

2 The privileges and requirements of the Ground Examiner (GR) Authorisations

2.1 General Requirements for Ground Examiner (GR) Authorisation

- 2.1.1 GR should have relevant knowledge, background and appropriate experience related to the privilege of an examiner.
- 2.1.2 The GR shall have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the ANO or the Basic Regulation and its Implementing Rules during the last 3 years.
- 2.1.3 The UK CAA requires a GR(A) and (H) to be sponsored by a training organisation in order to conduct LAPL and PPL examinations. Sponsorship must be made by a nominated post holder within the training organisation.
- 2.1.4 Sponsorship is not required for a GR solely conducting examinations for the NPPL, UK PPL(BA) and UK PPL(G).

2.1.5 It is the responsibility of the GR to ensure that their authorisation remains current and valid while they hold this role. If a GR authorisation has expired and theoretical knowledge examinations have been conducted following the expiry of the GR authorisation, the theoretical knowledge examinations will not be accepted towards licence issue.

2.1.6 The application for the grant of a GR is shown at section 3. In order that they may be kept informed of any changes to including updates to examination papers, all examiners are required to advise Licensing, Shared Service Centre, of any change of permanent, postal and e-mail addresses.

2.2 Specific requirement and privileges for each category of GR Authorisation

2.2.1 Ground Examiner Authorisation (Aeroplane) (GR (A))

The GR (A) examiner is required to hold or have held a UK or Part-FCL Flight Instructors Certificate (Aeroplanes) or an AOPA Ground Instructor Certificate.

The GR (A) examiner is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of

- EASA LAPL(A) and PPL(A)
- UK NPPL(A) SSEA, SLMG and Microlights

and will include the conduct of the ground examination for the IMC/IR(R) Rating if the examiner holds or has held the privilege to instruct for the IMC Rating or Instrument Rating.

and will include the conduct of the ground examination for the Seaplane Rating if the examiner holds or has held the privilege to instruct for the Seaplane Rating.

2.2.2 Ground Examiner Authorisation (Helicopter) (GR (H))

The GR (H) examiner is required to hold or have held a UK or Part-FCL Flight Instructor Certificate (Helicopters) or an AOPA Ground Instructor Certificate.

The GR (H) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- EASA LAPL(H) and PPL(H)
- UK PPL(G)

2.2.3 Ground Examiner Authorisation (Balloon and Airship) (GR (BA))

The GR (BA) examiner is required to hold or have held a BBAC Flight Instructor Certificate or and EASA Flight Instructors Certificate (Balloons).

The GR (BA) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- EASA LAPL(B) and BPL
- UK PPL(BA)

2.2.4 Ground Examiner Authorisation (Gyroplane) (GR (G))

The GR (G) examiner is required to hold or have held a UK Flight Instructor Certificate (Helicopters) or (Gyroplane) or an AOPA Ground Instructor Certificate.

The GR (G) is authorised, for a period not exceeding 3 years, to conduct written theoretical knowledge examinations for the grant of;

- UK PPL(G)

2.2.5 The GR may not conduct the ground based practical examinations for the issue of the Flight Radio Telephony Operators Licence (FRTOL), unless specifically authorised. For more information on the RT Examiner please see Standards Document 04.