

Standards Document 14, version 7

**Guidance for Examiners and Information for Pilots
of Single Pilot Aeroplanes**

**Class, Type and Instrument Rating Skill Tests and Proficiency
Checks** [Excluding single-pilot high performance complex aeroplanes]

EASA Aircrew Regulation
Annex 1 – Part-FCL
Subparts G and H

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Foreword

This document provides guidance on the requirements for the issue, revalidation and renewal of class and type ratings for single pilot aeroplanes. For type ratings on aeroplanes classified as single-pilot high performance complex aeroplanes (SP HPCA), see CAA Standards Document 24 (A). Additionally, this document provides guidance on the revalidation and renewal of single pilot instrument ratings and the en route instrument rating (EIR). Standards Document 14 is intended as a reference document for pilots, instructors and examiners and offers guidance on the administrative procedures required to obtain and maintain piloting privileges in single pilot aeroplanes following licence issue, and to ensure that the manner in which skill tests and proficiency checks are conducted is standardised across the aviation community.

Tests and checks conducted in aeroplanes certified for single-pilot operation but operated multi-pilot and subject to operator proficiency checks (OPC) as required by EU-OPS and Commission Regulation EU 965/2012 for Air Operations are also covered in this document (except SP HPCA).

The Civil Aviation Authority is the competent authority of the UK for the issue of pilot licences, ratings and certificates in accordance with the Aircrew Regulation (Commission Regulation (EU) 1178/2011 as amended) and for the oversight of their implementation and use. In fulfilling this role, the CAA is required to provide oversight documentation, including guidance documents, guidance material and acceptable means of compliance that may be used by relevant personnel and organisations to allow them to perform their tasks, discharge their responsibilities and establish compliance with the Basic Regulation (Commission Regulation (EU) 216/2008).

Nothing in this document is intended to conflict with the EASA Aircrew Regulation or UK statute law where applicable. Whilst every effort is made to ensure that all information is correct at the time of publication, the CAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

This document and other Civil Aviation Authority (CAA) Standards or Guidance Documents are available on the CAA web site at: www.caa.co.uk/standardsdocuments

These may be downloaded without charge. The CAA Scheme of Charges, application and report forms are also available from the website at www.caa.co.uk.

If, after reading this document, there are any queries or comments, please contact CAA Flight Crew Standards at the CAA Safety and Airspace Regulation Group.

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Editorial Changes from v6

Standards Document 14 v7 has been amended to reflect changes to the format, content and intended use of certain CAA application and report forms introduced since 17th September 2012; in particular forms SRG 1119 and SRG 1157. These changes will be found principally in Parts 6, 11 and 12. In addition, the limitation of three years for examiners to certify renewal of class, type and instrument ratings “in the field” has been removed and the guidance on cross crediting IR privileges has been amended in Part 9 and Appendix 3. Commission Regulation (EU) 245/2104 introduced the en route instrument rating (EIR). Guidance has been added on the requirements to revalidate or renew the EIR.

Glossary of Abbreviations and Terms

AoC	Assessment of Competence
AI or ADI	Attitude Indicator or Attitude Direction Indicator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMC	Acceptable Means of Compliance
ANO	Air Navigation Order
APV	(Instrument) Approach with Vertical Guidance
ATC	Air Traffic Control
ATO	Approved Training Organisation
ATPL	Airline Transport Pilots Licence
CDFA	Continuous Descent Final Approach
CPL	Commercial Pilot Licence
CRE	Class Rating Examiner
CRE/IRR	Class Rating Examiner with Instrument Rating Revalidation/Renewal privileges
CRI	Class Rating Instructor
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
DA/H	Decision Altitude/Height
EASA	European Aviation Safety Agency
EFATO	Engine Failure After Take-Off
EIR	En route Instrument Rating
EU-OPS	European Union Requirements - Commercial Air Transport (Aeroplanes)
FCS	CAA Flight Crew Standards
FEH	Flight Examiners Handbook
FE (CPL)	Flight Examiner Commercial Pilot Licence (Aeroplanes)
FE (PPL)	Flight Examiner Private Pilot Licence (Aeroplanes)
FI	Flight Instructor
FIE	Flight Instructor Examiner
FNPT or FNPT II	Flight Navigation Procedures Trainer
FS or FFS	Flight Simulator or Full Flight Simulator
FSTD	Flight Simulation Training Device
FTO	Flight Training Organisation
GE	Ground Examiner
GPS	Global Positioning System
GM	Guidance Material
GNSS	Global Navigation Satellite System

HPA	High Performance Aeroplane
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
L&TS	CAA Licensing & Training Standards
LNAV	Lateral Navigation
PC	Proficiency Check
ST	Skill Test
L&TS	Licensing and Training Standards
MDA/H	Minimum Descent Altitude/Height
ME	Multi-Engine
MEP	Multi-Engine Piston Aeroplane
MP or MPA	Multi-Pilot or Multi-Pilot Aeroplane
OPC	Operator Proficiency Check
Part FCL	EASA Aircrew Regulation - Annex 1 – Part-FCL
Proficiency Check	Demonstration of skill for the revalidation or renewal of a licence or rating, including oral examinations as may be required.
RF	Registered Facility
RNAV	Area Navigation
RT or RTF	Radiotelephony
RTC	Regional Test Centre
RTO	Rejected Take-off
SE	Single-Engine
SEP	Single-Engine Piston Aeroplane
SET	Single-Engine Turboprop Aeroplane
Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPA	Single-Pilot or Single-Pilot Aeroplane
SP HPCA	Single-pilot high performance complex aeroplane
TEM	Threat and Error Management
TMG	Touring Motor Glider
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VNAV	Vertical Navigation

Part 1 - General Information

- 1.1 Important note: Version 6 of CAA Standards Document 14 was completely rewritten to reflect the revised requirements of the EASA Aircrew Regulation, specifically Part-FCL for the issue, revalidation and renewal of class and type ratings for single-pilot aeroplanes and the revalidation and renewal of single-pilot instrument ratings. All references to JAR-FCL were removed. The various Annexes of the Aircrew Regulation, including Annex I, Part-FCL may be found on the EASA website at: <http://www.easa.europa.eu/regulations/regulations-structure.php>
- 1.2 The purpose of this document is to expand upon the basic requirements of EASA Part-FCL and to give guidance on the procedures to be followed in order to gain, retain and continue to exercise piloting privileges in EASA aircraft and non-EASA aircraft (otherwise known as Annex II aircraft) under the privileges of an EASA pilot licence. Information for pilots seeking to operate non-EASA aircraft under the privileges of National pilot licences will be promulgated elsewhere.
- 1.3 Throughout this Document the following editorial practices and definitions shall apply:
- "Shall" and "Must" are used to indicate a mandatory requirement.
 - "Expect" and "Should" are used to indicate strong obligation.
 - "May" is used to indicate discretion.
 - "Examiner" is used to indicate a person who is certified to conduct the appropriate skill test, proficiency check or assessment of competence, either by the UK CAA or by the competent authority of another EASA member state, and who has received a briefing from the CAA in accordance with FCL.1015.
 - "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a pilot licence, certificate or rating.
 - "He/She." The pronoun 'he' is used throughout for ease of reading.

Part 2 - Definitions

- 2.1 A **Skill Test** is a demonstration of knowledge and skill for licence or rating issue, including such oral examination as may be required.
- 2.2 A **Proficiency Check** is a demonstration of knowledge and skill to revalidate or renew ratings, and include such oral examination as may be required.
- 2.3 A **Revalidation** is the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
- 2.4 A **Renewal** is the administrative action taken after a rating or certificate has lapsed for the purpose of renewing privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Part 3 - Examiner Requirements and Certification to Conduct Tests and Checks

- 3.1 The UK Civil Aviation Authority (CAA) grants flight crew licences, ratings and certificates in accordance with ICAO and the EASA Aircrew Regulation. The CAA must ensure that the applicant has qualified by reason of knowledge, experience, competence and skill, and is physically and mentally fit to act in the capacity to which the licence, rating or certificate relates. The CAA will issue examiner certificates to suitably experienced, qualified and trained persons of integrity to conduct, on its behalf, skill tests and proficiency checks.
- 3.2 An examiner's authority is derived from the EASA Aircrew Regulation and the Air Navigation Order (ANO) and examiners, when conducting tests and checks, are administering European and UK statute law in the interest of the safety of civil aviation.

- 3.3 For the Skill Tests for the issue of a Class, Type or Instrument Rating, examiners will be designated in accordance with ARA.FCL.205 and current CAA procedures. These procedures are promulgated by Information Notice.
- 3.4 Examiners must:
- Hold an equivalent licence, rating or certificate to the one(s) for which they are authorised to conduct skill tests, proficiency checks or assessments of competence.
 - Hold the privilege to instruct for that licence, rating or certificate.
 - Be qualified to act as pilot in command on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.
 - Have met the flying experience and instructional experience requirements for examiner certification as specified in EASA Part-FCL Subpart K and CAA Standards document 21.
 - Have completed an approved course of examiner training and standardisation and passed an assessment of competence with an inspector of the authority or a senior examiner appointed by the authority for that purpose.
 - In the case of MEP aeroplanes, in addition to holding a valid class rating, examiners must be in current flying practice on the type being used on any flight test, or must have received differences training or a proficiency check on that type within the previous 2 years.
 - In the case of SEP aeroplanes, in addition to holding a valid class rating, examiners must have completed differences training if testing on a different variant within the class.
 - Hold a valid medical certificate.
 - Examiners should be prepared to present evidence of their credentials (licence, ratings and examiner certificate) to applicants upon request.
- 3.5 There are numerous test and check scenarios, each requiring the examiner to hold certain privileges. It is the examiner's responsibility to ensure that he is suitably qualified and certified to conduct each test or check and sign, where appropriate, certificates for revalidation and renewal. If in doubt examiners must refer to their Examiner Authorisation Certificate issued by the CAA (or their National Competent Authority). Further guidance for certified examiners is available in the CAA Flight Examiners' Handbook (FEH).
- 3.6 UK certified examiners should note that it is their responsibility to notify the CAA Head of Flight Crew Standards of any changes to their circumstances that may affect the validity of their certification and the privileges attached.
- 3.7 Examiners are reminded that they may not conduct skill tests, proficiency checks or assessments of competence for an applicant for whom the competent authority is not the same that issued the examiner's certificate, unless they have informed the competent authority of their intent and have received a briefing on national administrative procedures in accordance with FCL.1015. This briefing might include, for example, a requirement that the ratings page of the applicant's licence is not signed by the examiner, but returned to the authority for endorsement. An EASA Examiner Differences Document containing concise information on specific requirements for each member state is available on the EASA website.

Part 4 - Revalidation and Renewal Requirements and Refresher Training

- 4.1 EASA Part-FCL.740 and FCL.625 define the periods of validity within which EASA aircraft class and type ratings and instrument ratings may be revalidated. Beyond that period ratings are to be renewed. Generally, single-pilot single-engine class ratings are valid for 2 years. All other class and type ratings and instrument ratings are valid for one year.
- 4.2 The normal period (or "window") for revalidation of a rating by proficiency check is 3 months preceding the expiry date of the rating. In certain circumstances an applicant may elect to take a proficiency check early i.e. before the 3 month revalidation period. It must be understood however, that this will result in the forfeit of the remaining validity period.

- 4.3 EASA authority requirements (ARA.FCL.215) permit the national authority, or an examiner specifically authorised by the authority, to extend the validity period of a rating or certificate to the end of the relevant month. When revalidating or renewing a rating or certificate, the UK CAA grants all examiners certified by the CAA the authority to extend the validity period of that rating or certificate to the end of the relevant month. This should only have to happen once; provided the rating or certificate remains valid the revalidation date will thereafter be the last day of that month.

4.4 **Class and Type Ratings**

Where a class or type rating has expired, and the applicant is seeking to renew the rating, FCL.740 states that the applicant shall take refresher training at an ATO, when necessary to reach the level of proficiency to operate the relevant class or type of aircraft safely; and pass a proficiency check. This does not imply that refresher training is always required when a class or type rating has expired. The amount and nature of the refresher training depends upon a number of factors including the applicant's experience, the complexity of the aircraft and the time elapsed since the rating expired. For example, an experienced and competent pilot who has been in fairly regular flying practice but due to an oversight failed to revalidate the rating within its validity period, should be capable of undertaking a proficiency check to renew the rating without requiring refresher training. Alternatively, an inexperienced pilot who has not operated the type or variant for several months or more should expect to undertake a number of training sessions. If the type or variant is particularly complex or presents some challenging handling characteristics, or has not been operated for three years or more, the refresher training might reflect the training provided for initial issue of the rating. Further guidance is in AMC 1 FCL.740(b)(1) and reproduced in this document at Appendix 4.

- 4.5 If a class or type rating is still valid and is included in Section XII on page 4 of a pilot's licence, it may be revalidated by experience or proficiency check as applicable. An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.

If a class or type rating has expired but is still included in Section XII on page 4 of a pilot's licence, it may be renewed by proficiency check. An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.

If a class or type rating has expired and has been removed from Section XII on page 4 of a pilot's licence and appears on the reverse page of the licence as a rating previously held; the rating may still be renewed by proficiency check. In this instance however, an examiner may not sign the certificate of revalidation included in the licence. The application must be submitted to the CAA and the applicant's licence will be re-issued with the rating restored to Section XII on page 4 and an entry made in the certificate of revalidation indicating the new validity date. A fee will apply in accordance with the current scheme of charges.

4.6 **Class and Type rating renewal requirements for pilots who hold a valid rating for the same class or type on a non-EASA licence.**

The UK CAA has issued an exemption such that where a pilot holds a valid aircraft rating in a non-EASA licence of the same class or type that is to be renewed in the UK CAA issued EASA licence, the pilot must pass the proficiency check but is not required to undergo training at an ATO. See Information Notice 2014/170, 2014/054 and CAP804 for further information.

4.7 **Instrument Ratings (and EIR)**

If an instrument rating has expired and an applicant is seeking to renew the rating, FCL.625.IR states that the applicant shall go through refresher training at an ATO to reach the level of proficiency needed to pass the instrument element of the skill test in accordance with Appendix 9 of Part-FCL. Further guidance is in AMC 1 FCL.620(c) and reproduced in this document at Appendix 4. If an EIR has expired, the applicant is required to complete refresher training provided by an instructor qualified to instruct for the IR(A) or EIR to reach the level of proficiency needed and pass a proficiency check.

- 4.8 If an instrument rating (or EIR) is still valid and is included in Section XII on page 4 of a pilot's licence, it may be revalidated by proficiency check (or, for the EIR, by experience and a training flight with an instructor). An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.

If an IR (or EIR) has expired but is still included in Section XII on page 4 of a pilot's licence, it may be renewed by proficiency check. An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.

If an instrument rating (or EIR) has expired and has been removed from Section XII on page 4 of a pilot's licence and appears on the reverse page of the licence as a rating previously held; the rating may still be renewed by proficiency check. In this instance however, an examiner may not sign the certificate of revalidation included in the licence. The application must be submitted to the CAA and the applicant's licence will be re-issued with the rating restored to Section XII on page 4 and an entry made in the certificate of revalidation indicating the new validity date. A fee will apply in accordance with the current scheme of charges.

- 4.9 Where an instrument rating (or EIR) has not been revalidated or renewed within the preceding 7 years, irrespective of whether the rating is included in Section XII on page 4 of a pilot's licence, the holder will be required to pass again the IR (or EIR) theoretical knowledge examination and IR skill test (or EIR proficiency check as applicable). The 7 year period commences from the date the IR (or EIR) has expired. The applicant's licence must be returned to the CAA for administrative action. A fee will apply in accordance with the current scheme of charges.

4.10 IR Renewal requirement for pilots who hold or have held an IR on another licence or a UK Military Green Rating

The UK CAA has issued an exemption such that where a pilot holds or has held an Instrument Rating issued by a third country and that rating is compliant with Annex I to the Convention on International Civil Aviation, the applicability of FCL.625 IR(c) and (d) may be based on the validity dates of the Instrument Rating of that other country. The effect of this exemption is that to renew the IR on a UK issued licence:

- (i) a pilot with a current and valid 3rd country IR shall complete the revalidation requirements of FCL.625(b) and the aircraft category specific requirements for revalidation of the Part-FCL IR; meaning that he must pass the proficiency check, but is not required to undergo training or to re-take the theoretical knowledge examinations; or
- (ii) a pilot who held a 3rd country IR that is no longer valid but had been revalidated or renewed within the preceding 7 years shall comply with the renewal requirements of FCL.625 IR(c), but is not required to re-take the theoretical knowledge examinations.

The UK CAA has published equivalent terms for holders of a United Kingdom Military unrestricted Green Instrument Rating. Refer to CAP 804 for full information.

- 4.11 With the exception of paragraphs 4.6 and 4.10 above, in all cases where a class, type or instrument rating has expired, irrespective of whether or not refresher training is required or deemed necessary, the application to renew the rating shall be accompanied by a certificate from an ATO specifying the training provided. Where no refresher training was deemed necessary or undertaken, the certificate may state, "no training required."

Part 5 - Checking an Applicant's Licence

- 5.1 Before agreeing to undertake any test or check or make any entry in an applicant's licence, examiners should check that licence. Guidance on the format and content of EASA licences is in CAP 804 and the FEH.
- 5.2 Typical discrepancies include:
- The applicant's address has permanently changed;
 - The applicant has not signed the licence or medical certificate;
 - The licence is no longer valid (e.g. JAR-FCL licence with 5 year validity);
 - The rating or certificate for which revalidation/renewal action is being sought is not listed in the ratings section XII on page 4 of the licence;

- The rating or certificate has certain limitations associated with it (e.g. an IR restricted to single-engine aeroplanes, or a single pilot type rating restricted to multi-pilot operations) but the applicant is requesting to revalidate the rating or certificate without restriction.
- The applicant is seeking to revalidate a rating or certificate that has lapsed, and which therefore needs renewing. This might also require refresher training at an ATO before renewal may take place.
- The applicant has a language proficiency endorsement in the licence with a validity date that has expired. In this case, the applicant will require a re-evaluation of language proficiency before being able to exercise the privileges of the licence (FCL.055 refers)

5.3 If the validity of an applicant's licence, or the rating(s) and certificate(s) attached to that licence is in doubt, the examiner must refer the matter to the CAA.

Part 6 - Revalidation by Experience

6.1 The following EASA aeroplane class ratings may be revalidated by experience: Single Engine Piston (SEP) class rating and Touring Motor Glider (TMG) class rating. This is an administrative exercise where the examiner checks the applicant's experience in accordance with FCL.740.A (paragraphs 6.2 to 6.6 below) and, if satisfied that the applicant meets the requirements, completes the administrative procedures at paragraph 6.7. There is no fee due to the CAA when an examiner certifies revalidation by experience. Whether or not examiners elect to charge a personal fee for this service is discretionary.

6.2 In order to revalidate SEP and TMG class ratings by experience an applicant shall:

- Within the 12 months preceding the expiry of the rating, complete 12 hours flight time in the relevant class (a single- engine piston aeroplane if SEP rating held, a touring motor glider if TMG rating held or either if both ratings are held), including:
- 6 hours as pilot in command;
- 12 take-offs and 12 landings; and,
- A training flight of at least one hour with a Flight Instructor (FI) or Class Rating Instructor (CRI). Note that this means an FI or CRI holding a valid EASA instructor certificate. Note also that the UK CAA has filed an alternative acceptable means of compliance to FCL.740.A such that this requirement may be satisfied if the applicant receives instruction totalling at least one hour from the same instructor in the course of a maximum of three flights. This is to cater, for example, for aerobatic flight training where the duration of each flight may be limited, or for training flights that are curtailed due to deteriorating weather conditions. Applicants shall be exempted from this flight if they have passed a class or type rating proficiency check or skill test in any other class or type of aeroplane.

6.3 The training flight may be included in the requirement for 12 hours flight time. The training flight is NOT a skill test or proficiency check and there is no set schedule or profile. The intention is to encourage pilots to undertake periodic recurrent or refresher training with an instructor, to revise existing skills and knowledge and further develop their competence, confidence and qualifications. It should be seen as an opportunity for pilots to:

- Brush up on existing skills and knowledge, including pre-flight planning and preparation;
- Revise infrequently flown exercises, including the handling and management of abnormal or emergency procedures;
- Learn something new, both in the air and on the ground.
- Refresh their knowledge and understanding of the rules and regulations applicable and relevant to their normal operations.

For some, it might be appropriate to revise exercises such as stall avoidance and the recognition and recovery from stalls in various configurations and stages of flight, or steep turns, circuits and forced landings; particularly if the pilot has not practised these for some time. For others, it may be more beneficial to revise navigation, instrument flight, aerobatics or emergency procedures, or learn how to use onboard equipment such as GPS more effectively. Basically, the instructor should discuss the content of the flight with the pilot beforehand and tailor it to suit the pilot's needs. Following the flight the instructor will be expected to sign the pilot's logbook. This is a UK CAA requirement to indicate that the instructional flight was completed safely and that it meets the requirements for revalidation of a SE class rating by experience. Remember that an examiner will subsequently be asked to sign the certificate of revalidation in the pilot's licence based upon the instructor's signature for this flight and logbook evidence of experience. Therefore, if having flown with a pilot, an instructor considers that the pilot is unsafe and that additional training is advisable, the pilot must be debriefed accordingly. In this case the instructor may decline to sign the pilot's logbook.

- 6.4 As indicated at 6.2 above, the training flight may be replaced by any other class or type rating proficiency check or skill test in any other class or type of aeroplane.
- 6.5 All revalidation requirements, including administrative action by the examiner, must be completed within the period of validity of the rating, otherwise the rating will have lapsed and renewal action will be required. Examiners are not permitted to back-date licence entries after a rating has lapsed. It is the licence holder's responsibility to ensure that revalidation requirements are met.
- 6.6 Where valid SEP and TMG ratings are both held, these may be revalidated in either class of aeroplane. Note that flight time in aircraft classified as Sailplanes or Microlights does not count towards the revalidation of SEP or TMG class ratings. Similarly, time accrued in self launching motor gliders (SLMG) that are not also classified as a TMG (i.e. aircraft with retractable engines or propellers) may not be used to revalidate SEP and TMG ratings.
- 6.7 Examiners are required to:
- Identify that the training flight(s) was (were) conducted within the appropriate period;
 - Ascertain that the required experience has been met;
 - Complete and sign the certificate of revalidation in the applicant's licence;
 - Check the applicant's details and complete an examiner's report (SRG 1157 for land planes and SRG 1157S for seaplanes) indicating revalidation by experience. If no licensing action is required by the CAA no further forms are required. Page 1 of Form SRG 1157 should be returned to the CAA and Page 2 retained by the examiner. If licensing action is required by the CAA or a fee is due to the CAA the applicant should also complete and submit an application Form SRG 1119E.

Part 7 - Skill Test and Proficiency Check Schedules

- 7.1 Skill test and proficiency check schedules for the issue, revalidation and renewal of single pilot class ratings and type ratings and the revalidation and renewal of single pilot instrument ratings, are listed at Appendix 9 to EASA Part-FCL. The schedules for single pilot aeroplanes (except single-pilot high performance complex aeroplanes) are reproduced on CAA Form SRG 1157. Skill test and proficiency check schedules use a similar sequence of sections and items, and the examiner will determine, using the guidance below and at Appendix 1 to this document, the particular sections and items to include in each test or check.

Section 1	Departure
Section 2	Airwork (VMC)
Section 3A	En-route Procedures VFR
Section 3B	Instrument Flight
Section 4	Arrival and landings