Examiner Differences Document

to FCL.1015(b)(4) and (c) of Annex I (Part-FCL) of Commission Regulation (EU) No 1178/2011[1], as amended by Commission Regulation (EU) No 245/2014[2]. This document has been developed in accordance with the new provision ARA.FCL.210 of Annex VI (Part-ARA) to Commission Regulation (EU) No 1178/2011, as amended by Commission Regulation (EU) No 290/2012[3], as amended by Commission Regualtion (EU) No 245/2014.

Version 01-2014

Date: 3 April 2014

[1] Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 311, 25.11.2011, p. 1).

[2] Commission Regualtion (EU) No 290/2012 of 30 March 2012 amending Regulation (EU) 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 100, 05.04.2012, p. 1).

[3] Commission Regualtion (EU) No 245/2014 of 13 March 2014 amending Regulation (EU) 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L74, 14.03.2014, p. 1).

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1. REVISION TABLE

Page number	Date	Type of amendment
xx	xx/xx/xx	TBD

Note: Changes are marked with a red side bar.

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2. GENERAL

2.1. Introduction

2.1.1. Purpose of the Examiner Differences Document

This document has been developed in accordance with the provisions contained in ARA.FCL.210. In accordance with FCL.1015(b)(4) and (c), this document contains the latest available information on the relevant national administrative procedures, requirements for protection of personal data, liability, and fees for each EASA Member State (MS). It is intented for use by examiners with a Part-FCL examiner certificate conducting a test, check or assessment of competence on a Part-FCL licence holder whose licence was issued by a competent authority (CA) other than their own.

This document is *not* meant to be used by examiners with examiner certificates or authorisations issued by third countries other than the EASA MSs.

This section should be carefully studied. Section 3 contains the national administrative procedures applicable to each EASA MS. These should be reviewed and applied when conducting a skill test, proficiency check or assessment of competence on a respective MS licence holder. Furthermore, any additional MS-specific requirements in addition to those specified in this section, i.e. liability, accident insurance, and personal data protection related information, should also be reviewed and taken into account by the examiner as appropriate.

2.1.2. Test or Check Form Declaration Requirement

In accordance with FCL.1030(b)(3)(iv), a MS skill test, proficiency check or assessment of competence form requires a declaration by the examiner that he/she has reviewed and applied the MS-specific administrative procedures in case the applicant's licencing authority is not the same as the one that issued the examiner's certificate.

The test/check forms of a MS used by examiners who have been certified by another competent authority should contain the following declaration;

'I hereby declare that I, *[name examiner],* have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version *[insert document version, i.e. 01-2014]* of the Examiner Differences Document. *[enter date & signature]'*

Please ensure that you enter the relevant details and sign the declaration accordingly each time you conduct a test, check or assessment of competence.

2.1.3. Safety criteria in the territory of an EASA Member State

In accordance with ARA.FCL.210(c), MSs may require an examiner to observe certain safety criteria applicable to their territory when conducting a skill test or proficiency check on an aircraft. Section 3 specifies whether such safety criteria will need to be observed and how to gain access to the relevant criteria. Section 4 also contains a list of all MSs with instructions on how to obtain the applicable safety criteria.

2.2. Liability and Accident Insurance

In general, the CA of an EASA MS does not provide liability or accident insurance during the conduct of tests or checks. It is therefore the responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

Furthermore, the examiner is fully responsible for the safety during the skill test, proficiency check or assessment of competence, either in an FSTD or when acting as PIC in an aircraft. There are two principal types of risk against which an examiner should consider insuring himself/herself. First, the direct involvement during flying tests might lead to an accident and a claim for damages for loss or injury ensuing as a result of the accident. Secondly, professional indemnity, for example a claim made against the examiner by an applicant for an inadequate

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examination, or breach of contract. Examiners are advised to seek professional advice concerning appropriate insurance covering their activities as certified examiners.

An aircraft operator must have third-party liability insurance, as required by Regulation (EC) No 785/2004[4] on insurance requirements for air carriers and aircraft operators. Such insurance *may* cover an examiner for personal liability in case of accident; however, an examiner should always verify this carefully with the operator if he/she intends to rely on this insurance.

Note: This general statement on Liability and Accident Insurance has been agreed upon by the MSs and is based on the input received from the MSs. Any relevant differences to this general statement in a particular MS will be specified in section 3 of this document as applicable to the CA in the respective MS.

2.3. Personal Data Protection

EU Directive 95/46/EC[5] is the reference text with regard to the protection of personal data.

The Directive aims to protect the rights and freedoms of persons with respect to the processing of personal data by laying down guidelines determining when this processing is lawful.

Guidelines:

— Personal data must be collected for specified, explicit and legitimate purposes.

— Personal data must be processed fairly and lawfully.

— Personal data must be accurate and, where necessary, kept up to date.

— Personal data may be processed only if the data subject has unambiguously given his/her consent.

— It is forbidden to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, etc.

— The data subject has the right to object, on legitimate grounds, to the processing of data relating to him/her.

— Personal data must not be transferred to other countries without adequate protection.

— Personal information must be protected against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access.

In general, skill test, proficiency check and assessment of competence forms and any other personal information may only be passed to the examiner's CA, the applicant's CA as required, to the applicant and, if applicable, to the applicant's organisation with his/her prior consent.

No information shall be passed to others.

Note: This general statement on Personal Data Protection has been agreed upon by the MSs and based on the input received from the MSs. Any relevant differences to this general statement in a particular MS will be specified in Section 3 of this document as applicable to the CA in the respective MS.

2.4. National Administrative Procedures

Section 3 contains the specific administrative procedures provided by the CA of each EASA MS.

Please review the respective procedures and requirements carefully as non-compliance *may* lead to application processing delays and possibly render a completed skill test, proficiency check or assessment of competence invalid.

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[4] Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators (OJ L 138, 30.4.2004, p. 1).

[5] Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31).

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2.4.1 Information before any skill test

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information to an Authority:

1.Examiner details:	**2.Candidate details:**	**3.Skill Test details:**
▪ Examiner's (complete) name and initials ▪ Examiners certificate number ▪ Country of examiner certification ▪ Contact details; mobile phone number, Email address	▪ Candidate's name and initials ▪ Candidate's licence number	▪ Type of skill test ▪ Type of aircraft ▪ Specify Test in aircraft or FSTD ▪ Name of FSTD operator ▪ FSTD Approval certificate ▪ Aircraft registration ▪ Date and time ▪ Place

Note: Please ensure that you send good quality scanned pdf copies when sending the information via E-mail.

2.4.2 Information after a skill test, proficiency check or assessment of competence

After completion of a **skill test**, **proficiency check** or **AoC**, the examiner report shall include:

1. A Skill Test or Proficiency Check Report Form or Assessment of Competence Form,
2. A Flight Test Schedule.
3. Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
4. Copy of FSTD approval certificate (if applicable).
5. Copy of the examiner's licence.
6. Copy of the examiner's certificate.
7. Copy of the examiner's medical certificate.
8. Copy of endorsed licence (if entry on licence by examiner).

Note: Please ensure that you send good quality scanned pdf copies when sending the information via E-mail.

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3. EASA Member States National Procedures

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3.1. AUSTRIA

Austro Control

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Examination</th><th>Licence Skill Test (LST)
LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating</th><th colspan="2">Licence Proficiency Check (LPC)
Class/Type Rating,IR</th><th>Assessment of Competence (AoC)
Instructor/Examiner Certificate</th></tr>
<tr><td>Initial</td><td>Designation procedures under development</td><td colspan="2">Not applicable</td><td>Designation procedures under development</td></tr>
<tr><td>Revalidation</td><td rowspan="3">Not applicable</td><td colspan="3">Licence endorsement permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td>< 3 years <u>and</u> rating in licence</td><td colspan="2" rowspan="2">Licence endorsement permitted</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td></tr>
</table>

4.2 Licence Endorsement Procedures

The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information, listed in the general section 2.4.1, to Austro Control.

4.4 Test, Check or AoC forms

The forms can be obtained from Austro Control here.

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AUSTRIA

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found at Austro Control's Flight Examiner Manual which can be downloaded here. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees Austro Control does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate' directly.
4.7 Examiner Support Information Flight Examiner's Manual
4.8 Contact Information Austro Control Österreichische Gesellschaft für Zivilluftfahrt mbH Schnirchgasse 11 A-1030 Wien Austria Phone: +43 (0) 51703 7230 E-Mail: examinations@austrocontrol.at Website: www.austrocontrol.at

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3.2. BELGIUM

BCAA (Belgian Civil Aviation Authority)

1.Liability

General statement Section 2.2 applies.

2.Accident Insurance

General statement Section 2.2 applies.

3.Data Protection

General statement Section 2.3 applies. In addition, all examiners must process information in accordance with the Belgian law of December 8th 1992 regarding the protection of personal data.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL,PPL,CPL, ATPL,MPL,IR,Class/ Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply; ▪ Licence endorsement **NOT** permitted.
Revalidation	Not applicable	Licence endorsement permitted		▪ Designation procedures apply. ▪ Licence endorsement permitted. ▪ Exception: Licence endorsement **NOT** permitted for Examiner Certificates
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	Licence endorsement permitted	
		> 3 years <u>and</u> rating in licence		
		Rating not in licence	Licence endorsement **NOT** permitted	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted

4.2 Licence Endorsement Procedures

The examiner may endorse the licence if the rating which is renewed or revalidated is still printed in the licence, even if it has been invalid for more than three years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

In all other cases the Belgian Civil Aviation Authority shall issue a new licence with a valid rating.

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BELGIUM

The examiner is not allowed to enter any new rating in the licence after a passed skill test. The examiner is not allowed to enter any examiner certificate in the licence after a passed assessment of competence. The endorsements are described in the Belgian Flight Examiner Manual (BeFEM). See item 4.7
4.3 Designation Procedures *4.3.1. Designation of examiners:* In accordance with the requirements in ARA.FCL.205(c), before any **skill test and AoC** is conducted an examiner shall send the following information, listed in general section 2.4.1, to bcaa.lic.dir@mobilit.fgov.be with as subject "designation of examiner". The information must be send by filling in the form "Application form for designation examiner", that can be found on here or here under PART-FCL. *4.3.2. Notification of test* In general, the examiner shall notify the Belgian Civil Aviation Authority (BCAA) **24 hours prior to every test** (skill test, proficiency check and assessment of competence). In case an examiner is not able to take the test within the **24 hours** a new designation has to be applied for. In case of a partial pass or failure, the examiner has to fill in a new request again **24 hours** in advance. For this notification, the examiner shall introduce the above information here or here.
4.4 Test, Check or AoC forms The forms can be obtained here or here under PART-FCL. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the BeFEM (see item 4.7). **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees BCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate according to the flight examiner manual (see 4.7).
4.7 Examiner Support Information Refer to the Belgian Flight Examiner Manual (BeFEM), which is available here or here.
4.8 Contact Information Belgian Civil Aviation Authority (BCAA) Brussels E-Mail: bcaa.lic.dir@mobilit.fgov.be Website: www.mobilit.belgium.be

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3.3. BULGARIA

Bulgarian CAA

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies. Furthermore, the candidate's personal data including his personal details are protected by the Bulgarian Personal Data Protection Act. which reflects with Directive 95/46/EC. Examiners shall also comply with the laws applicable where the skill test or proficiency check took place. All personal data must be secured and protected against manipulation, loss or access by unauthorized persons. The result of and the remarks in an examiner's report are also considered as personal data and should be processed accordingly.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Examination</th><th>Licence Skill Test (LST) LAPL,PPL,CPL, ATPL,MPL,IR,Class/Type Rating</th><th colspan="2">Licence Proficiency Check (LPC) Class/Type Rating,IR</th><th>Assessment of Competence (AoC) Instructor/Examiner Certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ Licence endorsement NOT permitted</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply for Examiner AoC and initial instructor AoC
▪ Licence endorsement NOT permitted</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="2">Licence endorsement permitted</td><td rowspan="4">Licence endorsement NOT permitted</td></tr>
<tr><td rowspan="3">Renewal</td><td rowspan="3">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td rowspan="2">Licence endorsement permitted</td></tr>
<tr><td>> 3 years</td></tr>
<tr><td>rating not in licence</td><td>Licence endorsement NOT permitted</td></tr>
</table>

4.2 Licence Endorsement Procedures

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BULGARIA

After successful completion of a licence proficiency check the examiner may endorse the new validity date in the license. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information, listed in general section 2.4.1, to the Bulgarian CAA on the following email address: ebf@caa.bg

4.3.1 Pilot Licences – Skill Test

Applicants for any licence skill test (LST) shall apply to the Bulgarian CAA for designation of the examiner. In addition, examiners are required to send a notification for **every** skill test they intend to conduct **at least 5 days** prior to the test with option to change the examiner up to **1 hour** before. The Bulagrian CAA will provide the applicant and the examiner with a written authorisation for conducting the skill test. An examiner may not conduct a skill test unless he/she has been authorized to do so in writing (by E-mail) by the Bulgarian CAA.

PPL, CPL and IR skill test - The Bulgarian CAA normally designates examiners who are Bulgarian CAA examiners or Part-FCL examiners registered with the Bulgarian CAA, or examiners employed by an ATO certified by Bulgarian CAA to conduct PPL, CPL and IR skill tests.

ATPL skill test – The Bulgarian CAA normally designates examiners who are Bulgarian CAA examiners or examiners certified by Bulgarian CAA, or examiners employed by an operator certified by the Bulgarian CAA to conduct the ATPL skill tests. In the case of pilots not employed by an operator certified by Bulgarian CAA, the applicant is required to nominate two examiners (or at least one) in the skill test application form, if not Bulgarian CAA certified examiners are to conduct the test.

4.3.2 Pilot Licences - Proficiency Check

Examiners are not required to send a notification for every proficiency check they have to conduct.

4.3.3 Instructor Certificates

Examiners are required to send a notification at least **5 days** before every initial assessment of competence they intend to conduct. An examiner may not conduct an intial assessment of competence unless he/she has received acknowledgement in writing (by E-mail) by the Bulgarian CAA.

4.3.4 Examiner Certificates

Assessments of competence for the issue, revalidation or renewal of an examiner certificate **can only** be conducted by a Bulgarian CAA inspector or by a Senior Examiner.

4.4 Test, Check or AoC forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

The examiners shall send to BG CAA (address available in the briefing)these documents within **14 days** after the test or check either by post or courier, or by the candidate together with a cover letter signed by the examiner. Scanned copies may be sent to ebf@caa.bg immediately after the check in case of urgency. In addition, the Bulgarian CAA requires a report from the examiner detailing the reasons for any failure, partial pass or any special circumstance (if applicable).

4.5 Safety Criteria

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Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Bulgaria. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Bulgarian CAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate. Currently there is no fee to be paid for foreign examiners, however the process of revision of the examination fees regulation applicable to pilot licenses is in progress. It is expected that there will be an examination fee.
4.7 Examiner Support Information Link to a Briefing and forms here.
4.8 Contact Information Mr Vladimir Dimitrov – vlorentzo@caa.bg Ms Vanya Naumova – vnaumova@caa.bg Ms Katya Krirna – kkirina@caa.bg

BULGARIA

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3.4. CROATIA

Croatian Civil Aviation Agency (CCAA)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Examination</th><th>Licence Skill Test (LST)
LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating</th><th colspan="2">Licence Proficiency Check (LPC)
Class/Type Rating,IR</th><th>Assessment of Competence (AoC) Instructor/Examiner Certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply
▪ License endorsement NOT permitted</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply for Examiner AoC
▪ License endorsement NOT permitted</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">License endorsement NOT permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>License endorsement NOT permitted</td><td rowspan="2">▪ Designation procedures apply for Examiner AoC.
▪ License endorsement NOT permitted.</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>License endorsement NOT permitted</td></tr>
</table>

4.2 Licence Endorsement Procedures

The Examiner is not allowed to enter any data in the Croatian pilot's licence.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed, in general section 2.4.1, to Croatian Civil Aviation Agency, inoexaminers@ccaa.hr . The subject title of the email shall contain: "Skill Test or AoC (as applicable) / examiner name / candidate name".

The notification shall be send at least **5 working days** prior to the skill test, with the possibility to allow a change of the examiner up to **24 hours** before the event.

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CROATIA

4.4 Test, Check or AoC forms

The forms can be obtained from the CCAA here.

Each individual test item that is checked (line) Examiner must mark with initials.

If a particular item / section is not applicable in the relevant test is necessary to enter NOT APPLICABLE - abbreviated N/A. If item / section has not been checked is required to enter Not Checked - abbreviated N/C (in the case that offered a number of possible exercises).

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

A scanned pdf of the completed exam form shall be sent without delay as an attachment to an email to inoexaminers@ccaa.hr

The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name".

4.5 Safety Criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Croatia.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The CCAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

Examiner makes entry in the pilot's logbook, and completes all of relevant Flight test form. Entries in the pilot's logbook are made in accordance with following instruction:

In the Remarks section - enter the type of test that is performed, such as PC / ST / AC , role of the examiner (TRE, FE ...), and signature and number (stamp if applicable) of Examiner Certificate.

4.8 Contact Information

Croatian Civil Aviation Agency

Address: Ulica grada Vukovara 284, 10000 Zagreb

Phone: 00385 1 2369 382; 00385 1 2369 343

Fax: 00385 1 2369 301

Website: www.ccaa.hr

E-mail: inoexaminers@ccaa.hr

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3.5. CYPRUS

The Agency has not received the requested information on the applicable liability, accident insurance, personal data protection and national administrative procedures from this MS. Therefore, until further notice, contact the Cypriotic Aviation Authority directly.

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3.6. CZECH REPUBLIC

The Civil Aviation Authority of the Czech Republic (CAA CZ)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Ratings**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence endorsements are **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsements are **NOT** permitted
Revalidation	Not applicable	Licence endorsements permitted		
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	Licence endorsements are permitted	Licence or Certificate endorsements are not permitted
		> 3 years <u>or</u> rating not in licence	Licence endorsements are **NOT** permitted	

4.2 Licence Endorsement Procedures

Examiners are allowed to endorse revalidated ratings or renewed ratings in a pilot licence, provided that the rating has not expired for more than 3 years and is still in the licence The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed, in general section 2.4.1, to caa@caa.cz

CPL and IR skill tests may only be conducted by examiners employed with CAA CZ.

AoC for FI may only be conducted by examiners employed with CAA CZ.

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CZECH REPUBLIC

Formal skill test notification **5 days** prior to the skill test with the possibility to change the examiner **1 hour** before the event is accepted.
4.4 Test, Check or AoC forms The forms can be obtained here. The forms from the other EASA member states are also accepted. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found at the Examiner`s Handbook here. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Civil Aviation Authority of the Czech Republic does not provide financial remuneration for expences or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information All the examiner support information including information for foreign examiners can be found here.
4.8 Contact Information Urad pro civilni letectvi Letiste Ruzyne Praha 6 160 08 The Czech Republic E-mail: caa@caa.cz Website: www.caa.cz

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3.7. DENMARK

Danish Transport Authority (Trafikstyrelsen)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement permitted	Licence endorsement permitted
		> 3 years or rating not in licence	Licence endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- If the rating is not included in the licence the Danish Transport Authority shall issue a new licence with the renewed rating.
- The Examiner is not allowed to enter any new rating in the licence after a passed Skill Test.
- If the pilot would like to have a temporary licence he/she has to contact the Danish Transport Authority.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an

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DENMARK

examiner shall send the following information listed in general section 2.4.1 to flighttestbookings@trafikstyrelsen.dk The required skill test notification period is **5 days** prior to the test. A change of examiner up to **1 hour** before the event is allowed.
4.4 Test, Check or AoC forms The forms can be obtained here. The completed LST form shall be send to the Danish Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an E-mail using info@trafikstyrelsen.dk. Alternatively the form may be send via postal service. See contact Information for address. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Denmark. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Danish Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information No further information.
4.8 Contact Information Correspondence address: Trafikstyrelsen/Danish Transport Authority Edvard Thomsens Vej 14, DK-2300 København S, Denmark. Tel. +45 7221 8800 E-mail: info@trafikstyrelsen.dk Website: www.trafikstyrelsen.dk

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3.8. ESTONIA

Estonian Civil Aviation Administration (Lennuamet)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement **NOT** permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted	
		> 3 years or rating not in licence		

4.2 Licence Endorsement Procedures

Licence Endorsement **NOT** permitted except if specifically authorised by Estonian CAA (before skill test on FFS the examiner must receive instructions from Estonian CAA with regard to possible entries on licence).

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to fcl@ecaa.ee.

The required skill test notification period is **5 days** prior to the test. A change of examiner up to **1 hour** before the event is allowed.

An applicant for skill test must also hold a designation form with examiner's details signed by

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ESTONIA

Estonian CAA. Only then the examiner is allowed to conduct the skill test.
4.4 Test, Check or AoC forms The forms can be obtained here. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Estonia. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Estonian CAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.8 Contact Information Correspondence address: Lennuamet/Estonian Civil Aviation Administration Rävala pst 8, 10143 Tallinn, Estonia. Tel. +372 610 3500 Fax +372 610 3501 E-mail: fcl@ecaa.ee Website: www.ecaa.ee

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3.9. FINLAND

Finnish Transport Safety Agency (Trafi)

FINLAND

1.Liability

General statement Section 2.2 applies. In addition, when flying a Finnish aircraft, any liability for loss or damage in an accident is partly determined on the basis of the flight examiner status. The examiner usually acts as pilot-in-command, but when revalidating a rating on a proficiency check, the examinee may act as PIC if he/she holds the required ratings. The command responsibility must be determined at the latest during flight preparation and stated in the flight plan. Responsibility for operational safety during the flight rests with the pilot-in-command.

Examiners shall make sure that they have the right to act as pilot-in-command for the flight in question. In accordance with the Finnish Aviation act, the owner, possessor or operator of the aircraft decides on the pilot-in-command and safe manning.

When flying in Finland using Finnish aircraft, any liability for damages is determined in accordance with Section 142 of the Finnish Aviation Act (1194/2009). Usually the aircraft owner, possessor and operator are jointly and severally liable for any damage caused. The provisions of the Tort Liability Act (412/1974) are applied to the division of liability between employer and employee, determination of the value of damage, and to any adjustment of compensation.

When the examiner conducts a skill test, proficiency check or assessment of competence on which he/she has personally agreed with the examinee or his/her instructor, the examiner has either the status of a hired employee or an independent contractor, depending on the type of employment or contract relationship, as regards the liability for damages. An examiner who conducts a test/check at the request of an authority who nominates him/her for the task – with the examiner's consent - is also regarded as a contractor.

2.Accident Insurance

General statement Section 2.2 applies. In addition, national provisions on the minimum insurance cover for aircraft crew (instructor and student pilot) are contained in Section 145 of the Finnish Aviation Act (1194/2009), but only for initial flight training ("seat insurance").

Based on his/her employment relationship, the examiner may be covered by the employer's insurance against accidents at work. Examiners who do not work for an employer are regarded as contractors and must look after their insurance cover themselves.

It is not mandatory to insure the aircraft against loss or damage. Anyone using the aircraft may check its insurance details. If the aircraft has no insurance, the examiner may take a liability insurance against loss or damage of the aircraft.

For some aircraft, the insurance terms may contain additional requirements concerning e.g. the pilot-in-command's licences, ratings, total flying experience or experience on that aircraft type or variant.

The aircraft operator (examiner/applicant) shall make sure that the third-part liability insurance is valid on every flight.

When using an aircraft registered in another country, it is important to ensure an adequate insurance cover both for the examiner and the applicant on each flight separately.

3.Data Protection

General statement Section 2.3 applies. In addition, the Act on the Openness of Government Activities (621/1999) specifies that the applicant's identity number or secret telephone number shall not be made public or used in any official documents. Information on the applicant's domicile, place of residence, temporary place of residence, telephone number

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FINLAND

(even if not secret) and other contact details shall also be kept secret on request.

The applicant's identity shall be reliably identified.

The skill test / proficiency check report becomes public when it is completed and signed, regardless of any verbal assessments or reasons for failing explained. The completed report shall be distributed to:

- the examinee (original)
- examinee's licensing authority (copy)
- examiner's licensing authority (copy)
- the examiner (copy must be retained for 5 years)
- the instructor as feedback if a new licence or rating is issued (Ref. AMC2 FCL.1015 Examiner standardisation, purpose of a test or check, paragraph d) (copy)

4.National Administrative Procedures

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Rating,IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	▪ Designation procedures apply to **CPL and IR** ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply to **Examiner AoC and FI AoC** ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		▪ Designation procedures apply to **Examiner AoC** ▪ Licence endorsement permitted
Renewal	Not applicable	**rating in licence**	Licence endorsement permitted.	▪ Designation procedures apply to **Examiner AoC** ▪ Licence endorsement permitted.
		rating not in licence	Licence endorsement **NOT** permitted.	

4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- The examiner is not allowed to enter any new rating in the licence after a passed skill test.

4.3 Designation Procedures

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In accordance with the requirements in ARA.FCL.205(c), before **CPL and IR skill tests** and **FI and Examiner AoC** is conducted an examiner shall send the following information located, in general section 2.4.1, to lentokokeet@trafi.fi. The required skill test notification period is **14 days** prior to the test. A last minute change of examiner can be approved at the discretion of the Authority.
4.4 Test, Check or AoC forms The forms can be obtained here. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2. All the documents must be sent by e-mail to kirjaamo@trafi.fi.
4.5 Safety Criteria The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Finland. References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Finnish Transport Safety Agency does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information No further information.
4.8 Contact Information Telephone switchboard: +358 29 534 5000 Correspondence address: Finnish Transport Safety Agency, Registry, PO Box 320, FI-00101 Helsinki, Finland. E-Mail: Registry email: kirjaamo@trafi.fi Website: http://www.trafi.fi/en

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3.10. FRANCE

French Civil Aviation Authority (DGAC)

1.Liability
General statement Section 2.2 applies. In addition , the safety pilot is fully responsible for the safety during the skill test, proficiency check or assessment of competence, in an FSTD or when acting as PIC in an aircraft.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence Endorsement **NOT** permitted	Designation procedures apply		▪ Designation procedures apply ▪ Licence Endorsement **NOT** permitted.
Revalidation	Not applicable	▪ Designation procedures apply. ▪ Licence Endorsement **NOT** permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	▪ Designation procedures apply. ▪ Licence Endorsement **NOT** permitted	
		> 3 years or rating not in licence		

4.2 Licence Endorsement Procedures

- Licence Endorsement **NOT** permitted – Non-French examiners are not allowed to make any entry or a signature in a licence issued by France.
- Tests/checks must be recorded on the approparite DGAC form downloadable from DGAC website.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed, in general section 2.4.1, to dsac-test-notification-bf@aviation-civile.gouv.fr.

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FRANCE

4.3.1 This procedure concerns CPL, IR and ATPL skill-tests conducted out of the management system of a French-approved ATO;

Process: e-mails must be sent to examinateurs.pro@aviation-civile.gouv.fr

The examiner is proposed to DGAC by the candidate at least **30 calendar days** before the event (this is part of the candidate application process for the exam and stays between the candidate and DGAC). Only non-French examiners which are listed (certification valid at the date of the test) on the French list of certified examiners can be proposed.

4.3.2 For all other skill-tests and any proficiency checks;

Non-French examiners must inform DGAC of their intention to conduct the test **at least 5 working days** before the event by sending the corresponding notification email (refer to annex 1: test notification email format). As long as the examiner receives the automated acknowledgement of his/her notification email, this fulfils the notification requirement. Unless he/she receives an additional email from DGAC including additional constraints/orders*, the examiner can conduct the test at the date he/she stated in the initial notification email.

Process: e-mails must be sent to dsac-test-notification-bf@aviation-civile.gouv.fr

4.4 Test, Check or AoC forms

The forms can be obtained for:

- Aeroplanes here.
- Helicopters here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

At this stage, the DGAC has not issued specific safety criteria in English.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The French Civil Aviation Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

Briefing for non-french examiners located here.

4.8 Contact Information

Correspondence address:

DSAC/PN/EXA

50 rue Henry Farman

75720 PARIS CEDEX 15

E-mail: examinateurs.pro@aviation-civile.gouv.fr

Website: www.developpement-durable.gouv.fr/Non-French-PART-FCL-Examiners.html

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3.11. GERMANY

Luftfahrt-Bundesamt (LBA)

1.Liability
General statement Section 2.2 applies..

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies. In addition, the Directive 95/46/EC of the European Parliament and the Council, implemented into national law through the Bundesdatenschutzgesetz (Federal Data Protection Act), has to be obeyed.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence Endorsement **NOT** permitted	Not applicable		▪ Licence Endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence Endorsement permitted	
		> 3 years or rating not in licence	Licence Endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence is hereby given for revalidating or renewing only. ARA.FCL.200(c) is applicable only, if the examiner has conducted the test personally.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c) **skill tests** concerning CPL, ATPL, MPL and IR are subject to the following designation procedure:

4.3.1 Complex ATOs according AMC1 ORA.GEN.200 (b)

Complex ATOs are to provide the LBA with a list of all the examiners they intend to use with following details:

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GERMANY

- Examiner´s name, surname
- Licence Number and state of issue, ratings held
- Details of the Examiner´s certificate
- Expiry date of the Examiner`s certificate

The process has to be specified within the safety management system of the Complex ATO. Any one of the examiners listed is then regarded as designated according to ARA.FCL.205(c).

4.3.2 Other than complex ATOs including individual applicants:

may propose a certain examiner who is listed as an examiner by the competent authority of any member state. The proposed examiner will either be designated or rejected by the LBA. If the proposed examiner is rejected, LBA will designate another Examiner in due time.

Concerning skill tests related to licences of subparts B and C of Part-FCL (LAPL, SPL, BPL, PPL, except PPL (As)and IR), the competent aeronautical authorities of the relevant federal states will designate the examiner.

The designation procedures are described as follows: The ATO notifies the competent authority of the relevant federal state about the completion of the applicant´s flight training. The competent authority will then designate the examiner for the skill test.

4.4 Test, Check or AoC forms

The forms can be obtained from the LBA home page.

Forms in English language here.

Forms in German language here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information according to Part-FCL.1030.

The following requirements are applicable for the non-complex ATOs and tests of individual applicants:

- Copy of the examiner's licence.
- Copy of the examiner's certificate.
- Copy of the examiner’s medical certificate.
- Copy of endorsed licence (if entry on licence by examiner)

shall be submitted to the competent authority after having conducted the test.

4.5 Safety Criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Germany.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

To be determined by the Bundesministerium für Verkehr und digitale Infrastruktur (BMVI).

4.7 Examiner Support Information

No further information.

4.8 Contact Information

4.8.1 For LAPL, SPL, BPL and PPL without IR

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Please consult the competent authority of the respective federal state, depending on the applicant's place of residence. See AIP Germany, Part VFR, Pages GEN 1-7 to GEN 1-10 or use the homepage of the Luftfahrt-Bundesamt (www.lba.de) under heading A – Z, Letter L, Landesluftfahrtbehörden you will find the relevant information on the competent authorities of the federal states.

4.8.2 For the issues concerning CPL, ATPL ,MPL and IR

Luftfahrt-Bundesamt
Referat L4 (Licensing Department) resp. L3 (Skill Tests Department)

38144_Braunschweig
GERMANY
fax L4: +49 531 2355 4498; email: refl4@lba.de

fax L3: +49 531 2355-4399; email: refl3@lba.de

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3.12. GREECE

The Agency has not received the requested information on the applicable liability, accident insurance, personal data protection and national administrative procedures from this MS. Therefore, until further notice, contact the Greek Aviation Authority directly.

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3.13. HUNGARY

National Transport Authority – Aviation Authority (NTA AA)

HUNGARY

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies. In addition, 2011 years CXII Hungarian Federal Data Protection Act must be obeyed.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**	**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation Procedures apply. ▪ Licence endorsement **NOT** permitted	Not applicable	▪ Designation Procedures apply. ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	▪ Designation Procedures apply. ▪ Licence endorsement **NOT** permitted	
Renewal	Not applicable	**< 3 years and rating in licence** **> 3 years or rating not in licence**	▪ Designation Procedures apply. ▪ Licence endorsement **NOT** permitted.

4.2 Licence Endorsement Procedures

Not applicable for examiners, only the NTA AA (Hungarian CAA) is allowed to make licence endorsements.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed, in general section 2.4.1, to caa@nkh.gov.hu This designation procedure also applies to any **proficiency check** and **assessments of competence**.

In special cases, under particular consideration, NTA AA may nominate an examiner - who is also an inspector of NTA AA - to certain examinations.

For the first contact send the following information listed in general section 2.4.1

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HUNGARY

Notification period of maximum **5 days**, with the possibility to allow a change of the examiner up to **1 hour** before the event, the modification request shall be made during the normal working hours of NTA AA.

Further contacts send the following information listed in general section 2.4.1

In addition with regard to the examiner details, in case of expired ratings/certificates, the examiner is obliged to send up to date relevant document(s) with the latest validity and information.

4.4 Test, Check or AoC forms

The forms can be obtained from NTA AA, all required forms are sent together with the approval of test, check or AoC.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Hungary.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

NTA AA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

No further information.

4.8 Contact Information

National Transport Authority Aviation Authority

Hungary

Budapest

PO. box: 41.

1675

www.nkh.gov.hu

caa@nkh.gov.hu

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3.14. ICELAND

The Icelandic Transport Authority (Samgöngustofa)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		Licence endorsement permitted, except for examiner certificates
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	Licence endorsement permitted	Licence endorsement **NOT** permitted
		> 3 years <u>or</u> rating not in licence	Licence endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- If the rating is not included in the licence a new licence with the renewed rating shall be issued by the Icelandic Transport Authority.
- The Examiner is not allowed to enter any new rating in the licence after a passed skill test.
- In case of lapsed ratings the examiner must verify compliance with FCL.625/FCL.740 as applicable. In this case a document from an ATO must be submitted along with other required test/check documents.

4.3 Designation Procedures

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ICELAND

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed, in general section 2.4.1, to examiners@icetra.is. The required skill test notification period is **5 days** prior to the test. A change of examiner up to **1 hour** before the event is allowed.
4.4 Test, Check or AoC forms The forms can be obtained here. The completed forms shall be send to the Icelandic Transport Authority. The preferred method is to send the form as a scanned pdf attachment to an E-mail using fcl@icetra.is. Alternatively the form may be send via postal service. See contact Information for address. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Iceland. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Icelandic Transport Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information No further information.
4.8 Contact Information Postal address: Icelandic Transport Authority P.O. BOX 470 202 Kopavogur ICELAND Tel: +354 480 6000 E-mail: fcl@icetra.is Website: www.icetra.is

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3.15. IRELAND

Irish Aviation Authority (IAA)

1.Liability
General Statement Section 2.2 **DOES NOT APPLY**. Please refer to Examiner Liability section of IAA Examiner Briefing contained in Personnel Licensing Advisory Memorandum (PLAM) Reference No. 01/13 in the Flight Examiner Standardisation Information Area of the IAA website here.

2.Accident Insurance
General Statement Section 2.2 **DOES NOT APPLY**. Please refer to Aircraft Insurance section of IAA Examiner Briefing contained in PLAM Reference No. 01/13 in the Flight Examiner Standardisation Information Area of the IAA website here.

3.Data Protection
General Statement Section 2.3 **DOES NOT APPLY**. Please refer to Data Protection section of IAA Examiner Briefing contained in PLAM Reference No. 01/13 in the Flight Examiner Standardisation Information Area of the IAA website here.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Test/Check</th><th>Licence Skill Test (LST)
LAPL, PPL, CPL, ATPL, MPL,
All Ratings</th><th colspan="2">Licence Proficiency Check (LPC)
Class/Type Ratings/
All Other Ratings</th><th>Assessment of Competence (AOC)
Instructor or Examiner Certificate</th></tr>
<tr><td>Initial</td><td>Designation procedures apply</td><td colspan="2">Not applicable</td><td>Designation procedures apply</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Refer to PLAM 04/13 - Examiner Authorisation to Endorse The Revalidation Or Renewal Of A Rating Page In An IAA Issued Flight Crew Licence (FCL)</td></tr>
<tr><td rowspan="2">Renewal</td><td>Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>Refer to PLAM 04/13</td><td rowspan="2">Designation procedures apply</td></tr>
<tr><td>Not applicable</td><td>> 3 years <u>or</u> rating not in licence</td><td>Refer to PLAM 04/13</td></tr>
</table>

4.2 Licence Endorsement Procedures

The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given subject to the conditions detailed in PLAM 04/13 - Examiner Authorisation to Endorse The Revalidation Or Renewal Of A Rating Page In An IAA Issued Flight Crew Licence (FCL).

4.3 Designation Procedures

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IRELAND

4.3.1. In accordance with the requirements in ARA.FCL.205(c), before any **Licence Skill Test (LST), Licence Proficiency Check (LPC)** or **Assessment of Competence** is conducted, an examiner shall:-

4.3.1.1. register on the IAA website here, and,

4.3.1.2. send the required information in accordance with Appendix 2 – "***IAA National Administrative Procedures"*** - of PLAM 01/13 in the Flight Examiner Standardisation Information Area of the IAA website; and,

4.3.1.3. upload that required information into the online form provided in the Flight Examiner Notification of Test Area of the IAA website here.

(**Note**:- The IAA-required format of Examiner / Candidate / Skill Test details is different from the standard details required by this Examiner Differences Document. The format required is as laid out on the IAA "Notification of Test" input form (refer paragraph 4.3.1.3. above).

4.3.2. Unless otherwise agreed in writing in advance by the IAA, Examiners are required to give the following minimum advance notifications:-

4.3.2.1. **Licence Skill Test (LST) – 15 working days**;

4.3.2.2. **Licence Proficiency Check (LPC) – 5 working days**;

4.3.2.3. **Assessment of Competence – 15 working days**.

4.4 LST, LPC or Assessment of Competence forms

4.4.1. The forms to be used should be obtained in advance from the IAA. Alternatively, the forms provided by the State of Licence Issue of the Examiner may be used provided that:-

4.4.1.1. They comply with the model formats prescribed by the EU Reg. 1178/2011 (as amended); and,

4.4.1.2. If not written in the English language, they are written bilingually in the language of the Examiner's State and in English.

4.4.2. Unless otherwise previously agreed with an ATO, after completion of an LST, LPC or Assessment of Competence, the examiner report shall include the following documentation:

4.4.2.1. The Test Result Report Form (detailing in particular, the reasons for any failure, partial pass, test dis-continuation or otherwise);

4.4.2.2. The Flight Test Schedule;

4.4.2.3. Course Completion Certificate or a Copy of the Training Assessment Statement of the ATO which confirms the required Refresher Training has been completed (as applicable);

4.4.2.4. Full legible copy of the ATO Approval Certificate (including FSTD User Approval) (if applicable);

4.4.2.5. Full legible copy of FSTD Qualification Certificate (if applicable);

4.4.2.6. Full legible copy of the Examiner's licence (if held);

4.4.2.7. Full legible copy of the Examiner's medical certificate (if held);

4.4.2.8. Full legible copy of the Examiner's Certificate.

4.4.2.9. Copy of candidate's endorsed Rating page (if endorsement on Rating page by examiner is permitted by agreement with or authorisation of the IAA in accordance with PLAM 04/13 in the IAA Website here).

4.5 Safety Criteria

The safety criteria at the Flight Examiner Standardisation Information Area of the IAA website

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here.
4.6 Examination Fees Unless otherwise agreed in advance, the IAA does not provide financial remuneration for expenses or services provided by any examiner.
4.7 Examiner Support Information Additional information as required is available from the IAA website located here.
4.8 Contact Information **Address:** Irish Aviation Authority Personnel Licensing Office, The Times Building, 11-12 D'Olier Street, Dublin 2, Ireland **Tel:** +353 1 603 1109 **Fax:** +353 1 677 7484 **Email** licensing@iaa.ie

IRELAND

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3.16. ITALY

CAA-Italy - ENAC (Ente Nazionale per l'Aviazione Civile)

ITALY

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
Obligations and responsibility of the examiner, concerning protection of personal and sensitive data, are prescribed by Italian Law DL 196/2003, in line with the EU Data Protection Directive 95/46/EC. The law provides definitions and modalities for processing data and is available in English language here.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Ratings**	**Licence Proficiency Check (LPC) Class/Type Ratings,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence Endorsement permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement permitted	
		> 3 years and rating in licence		
		rating not in licence	Licence endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

- The Examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- If the rating is not included in the licence the CAA-Italy (ENAC) shall issue a new licence with the new rating.
- The Examiner is not allowed to enter any new rating in the licence after a passed Skill Test.

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ITALY

4.3 Designation Procedures

4.3.1 Procedure for Examiners Assessment of Competence

Examiners Assessment of Competence (ref. Subpart K art. FCL.1020) is permitted only through previous CAA-Italy (ENAC) individual authorisation.

Application for Examiners Assessment of Competence individual authorisation shall be sent to:

ENAC Direzione Regolazione Personale e Operazioni Volo, Viale Castro Pretorio 118, Rome, 00185, Italy (e-mail: protocollo@pec.enac.gov.it).

Detailed procedure can be found in the CAA-Italy (ENAC) web-site, "*info in English*" section, examiners page here.

Authorised Examiners shall comply also with the notification procedure in 4.3.2 below.

4.3.2 Procedure other than Examiners Assessment of Competence

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to examiner.notification@enac.gov.it using the instructions and the "notification template" specified in the CAA-Italy (ENAC) web-site, "*info in English*" section, examiners page here.

The required skill test notification period is at least **5 working days** prior to the test.

4.4 Test, Check or AoC forms

The forms can be obtained from the CAA-Italy (ENAC) web-site, "*info in English*" section, examiners page here.

The completed paper form shall be send to CAA-Italy (ENAC) via postal service and, in addition, a scanned copy in .pdf format shall be sent to examiner.notification@enac.gov.it

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are reported, if any, in the CAA-Italy (ENAC) web-site, "*info in English*" section, examiners page here.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The CAA-Italy (ENAC) does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

Further support information are available in the CAA-Italy (ENAC) web-site, "*info in English*" section, examiners page here.

4.8 Contact Information

ENAC

Direzione Regolazione Personale e Operazioni Volo

Viale Castro Pretorio, 118

00185 - Rome

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Italy
tel. +39 06 445961
e-mail: protocollo@pec.enac.gov.it

ITALY

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3.17. LIECHTENSTEIN

The Swiss FOCA information (Section 3.31) on the applicable liability, accident insurance, personal data protection and national administrative procedures also applies to Liechtenstein.

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3.18. LATVIA

Civil Aviation Agency

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Ratings,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.	Not applicable		▪ Designation procedures apply only for examiner certificate ▪ Licence endorsement **NOT** permitted.
Revalidation	Not applicable	Licence endorsement permitted		▪ Designation procedures apply only for examiner certificate
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement permitted	▪ Designation procedures apply only for examiner certificate
		> 3 years or rating not in licence	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

- The examiner may endorse the licence if the rating which is revalidated is still printed in the licence and valid. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is given by approval form.

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LATVIA

- The examiner is not allowed to enter any new rating in the licence after a passed skill test.
- If the rating is not included in the licence the Civil aviation agency of Latvia shall issue a new licence with the renewed rating.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test and examiner AoC** is conducted an examiner shall send the following information listed in general section 2.4.1 and the application form located here to Armands.Ozolins@latcaa.gov.lv and Andris.Vicinskis@latcaa.gov.lv.

The required skill test notification period is **5 days** prior to the test, with the possibility to allow a change of the examiner up to **1 hour** before the event.

4.4 Test, Check or AoC forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Latvia.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The Civil aviation agency of Latvia does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

Further examiner support information can be found here.

4.8 Contact Information

Civil aviation agency
Address: Airport "Riga", LV-1053, Latvia
Registration number: LV 90000196469
Bank: "Valsts kase", Code: TRELLV22
Account number: LV27TREL9170394005000
Phone: + 371 67830936
Fax: +371 67830967
E-mail: latcaa@latcaa.gov.lv

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3.19. LITHUANIA

Civil Aviation Administration

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR**	**Licence Proficiency Check (LPC) Class/Type Ratings/IR**		**Assessment of Competence (AoC) Instructor or Examiner Certificate**
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.	Not applicable		▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.
Revalidation	Not applicable	Licence endorsement **NOT** permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence Endorsement **NOT** permitted	
	Not applicable	**> 3 years or rating not in licence**		

4.2 Licence Endorsement Procedures

Licence endorsement **NOT** permitted in any case.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to examiner@caa.lt

The required skill test notification period is **5 days** prior to the test.

4.4 Test, Check or AoC forms

The forms can be obtained here.

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LITHUANIA

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

- A Skill Test and Proficiency Check Report Form,
- A Flight Test Schedule.
- Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
- Copy of FSTD approval certificate (if applicable).

4.5 Safety Criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Lithuania.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The CAA of Lithuania does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Civil Aviation Administration
Rodūnios kelias 2, LT-02188 Vilnius, Lithuania
Tel.: (+370 5) 2739038;
Fax: (+370 5) 2739237
E-mail: caa@caa.lt

Website: www.caa.lt

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3.20. LUXEMBOURG

The Agency has not received the requested information on the applicable liability, accident insurance, personal data protection and national administrative procedures from this MS. Therefore, until further notice, contact the Luxembourg Aviation Authority directly.

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3.21. MALTA

Transport Malta Civil Aviation Directorate (TM CAD)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Examination</th><th>Licence Skill Test (LST)
LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating</th><th colspan="2">Licence Proficiency Check (LPC)
Class/Type Rating,IR</th><th>Assessment of Competence (AoC) Instructor/Examiner Certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
<tr><td>Revalidation</td><td>Not applicable</td><td colspan="3">Licence endorsement permitted</td></tr>
<tr><td rowspan="2">Renewal</td><td rowspan="2">Not applicable</td><td>< 3 years <u>and</u> rating in licence</td><td>Licence endorsement permitted if authoirsed by TM CAD</td><td rowspan="2">Licence endorsement permitted if authorised by TM CAD</td></tr>
<tr><td>> 3 years <u>or</u> rating not in licence</td><td>Licence endorsement NOT permitted</td></tr>
</table>

4.2 Licence Endorsement Procedures

- The examiner may renew the rating/certificate in the licence if he/she is authorised by TM-CAD. Authorisation is only issued on proof of completed training or a statement from the ATO that no training was required. Subject to the above the authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- The examiner is not allowed to enter a new rating in the licence.

4.3 Designation Procedures

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MALTA

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to cadpel.tm@transport.gov.mt.

The required skill test notification period is **5 days** prior to the test. A change of examiner up to **4 hours** before the event is allowed. Requests for the change have to be submitted during TM CAD during working days.

4.4 Test, Check or AoC forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

In accordance with ARA.FCL.210(c), on the safety criteria to be observed by the examiner: Malta is a small island in the middle of the mediterranean sea. Examiners should be aware of and brief candidates on ditching procedures, especially when the event is conducted in a SE aircraft.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

TM-CAD does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

Examiner designation fee applicable only for skill tests and certificates of validation:

ATPL(A), MPL, CPL(A), IR(A) Fee is EUR 200

LAPL(A), PPL(A): EUR 100

Aeroplane MP type rating and ME class or type rating : EUR 150

Aeroplane SP SE class or type rating: EUR 100

Combined checks eg CPL/ME; IR/ME: The higher of the two fees.

4.7 Examiner Support Information

Examiner support information can be found here.

4.8 Contact Information

Personnel Licensing Section

Transport Malta Civil Aviation Directorate

Luqa Airport

Luqa LQA 3290

Malta

Email: cadpel.tm@transport.gov.mt

Website: www.transport.gov.mt

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3.22. NETHERLANDS

CAA-Netherlands (ILT – Inspectie Leefomgeving en Transport)

NETHERLANDS

1.Liability

General statement Section 2.2 applies. In addition, the examiner is fully responsible for the safety during the test or check, in the simulator or when acting as PIC in an aircraft.

2.Accident Insurance

General statement Section 2.2 applies. In addition, The CAA-NL does not provide any insurance during the test or check. This is the responsibility of the examiner.

3.Data Protection

General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

<table>
<tr><th>Type of Examination</th><th>Licence Skill Test (LST)
LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating</th><th colspan="2">Licence Proficiency Check (LPC)
Class/Type Rating,IR</th><th>Assessment of Competence (AoC)
Instructor/Examiner Certificate</th></tr>
<tr><td>Initial</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td><td colspan="2">Not applicable</td><td>▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
<tr><td>Revalidation</td><td rowspan="2">Not applicable</td><td colspan="3">▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
<tr><td>Renewal</td><td>Rating in licence</td><td colspan="2">▪ Designation procedures apply.
▪ Licence endorsement NOT permitted.</td></tr>
</table>

4.2 Licence Endorsement Procedures

Examiners with certificates issued by other countries will, in general, not have an authorisation to renew or revalidate a license or certificate issued by the CAA-NL.

In this case, the KIWA Register will issue a new license after the correct forms are received from the examiner and the candidate. Further information is found here.

4.3 Designation Procedures

Before any **test** or **check** is conducted the examiner has to send specific information to CAA-NL by sending in this form: Notification test or check by EU-examiners (non-Dutch)

If this is not possible, send at least the following information listed in general section 2.4.1 to

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NETHERLANDS

notification@ilent.nl

The notification requirement is fulfilled when the examiner receives the automatic reply to this notification.

The examiner can then proceed with conducting the test or check on the indicated date, time and place unless CAA-NL contacts the examiner with a restriction or a constraint.

If there is any change in any of the details a new notification has to be submitted.

CAA-NL reserves the right to be present at the test or check or to replace the examiner.

In general, the examiner shall notify the CAA-NL **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed.

4.4 Test, Check or AOC forms

All information can be found here.

After completion of the skill test, proficiency check or assessment of competence, the examiner shall give the original report to the candidate and send copies to the authority responsible for the license of the candidate (KIWA Register) and a report to the authority responsible for the certificate of the examiner (FCL.1030 (b) (3)).

This report contains in most cases:

- A Skill Test and Proficiency Check Report Form,

- A Flight Test Schedule.

- Copy of the statement of the ATO which confirms the required training has been completed (if relevant).

- Copy of the examiner's licence (both sides if relevant).

- Copy of the examiner's certificate.

The candidate shall submit the form 'Aanvraag bewijs van bevoegdheid vliegtuigen (A) of helicopters (H)' and the documents indicated in item 10 of the Dutch version of that form.

This form is published on the website of KIWA Register at the bottom of this page.

The report of the examiner, and the request of the candidate shall both be sent by mail to:

KIWA Register

Postbus 4

2280 AA Rijswijk

The Netherlands

Or electronically by a scan of good quality to vergunningen@kiwa.nl

4.5 Safety Criteria

The examiner is fully responsible for the safety during the test or check, in the simulator or when acting as PIC in an aircraft.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The CAA-NL does not provide financial remuneration for expenses or services rendered.

The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

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All information can be found here.

The CAA-NL will sample skill test, proficiency checks or assessments of competence according to a published national oversight program (ARA.FCL.205(a)).

The CAA-NL will publish a list of all examiners it has certified, or registered by means of the registration process (chapter 4) in accordance with FCL.1015 and ARA.FCL.205.

The CAA-NL does not pay financial compensations for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

If the examiner suspects that a pilot does not comply with the requirements of Part-FCL, Part-MED or any other applicable operational requirements, the examiner shall immediately contact the CAA-NL.

As a part of the monitoring program for examiners as mentioned in ARA.FCL.205 any proficiency check or skill test performed on a Dutch licence holder may be subject to supervision. If the supervision is unsatisfactory the authority that issued your examiner's certificate will be notified.

4.8 Contact Information

Department Flight Operations

CAA Netherlands

Postbus 575

2130 AN Hoofddorp

The Netherlands

Tel: +3188-489 00 00

http://www.ilent.nl/

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3.23. NORWAY

Norwegian Civil Aviation Authority (Luftfartstilsynet)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies..

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.	Not applicable		▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted.
Revalidation	Not applicable	Licence endorsement permitted		
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	Licence endorsement permitted	Licence endorsement permitted*
		> 3 years <u>or</u> rating not in licence	Licence endorsement **<u>NOT</u>** permitted	

4.2 Licence Endorsement Procedures

- *Assessment of Competence for Examiner Certificate to be conducted by Norwegian senior examiner or inspector, unless specifically approved otherwise.
- The Examiner may only enter the revalidated or renewed rating in the pilot's licence if the rating is still included in the licence and has expired less than 3 years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to st@caa.no

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NORWAY

4.3.1 IR, Class - and Type Ratings.

Non-Norwegian examiners may conduct a skill test (ST) for **IR, Class and Type rating** once they have read the examiner briefing in this procedure, and sent a notification for the ST to the NCAA to st@caa.no. The notification should be sent at least **5 working days prior** to the skill test. Upon receiving an autoreply, the examiner is designated by the NCAA for the ST for a class- or type rating. This procedure does not apply for a ST for licence issue.

4.3.2 Licence issue

Non-Norwegian examiners shall not conduct a skill test for **a licence issue (including ATPL**) until they have received an e-mail from the NCAA confirming that they have been designated as the examiner for the test. The notification for ST for licence issue shall be sent at least **14 working days** prior to the skill test. This notification shall also be sent to: st@caa.no

4.3.3 Special approval (for ATO's)

Non-Norwegian examiners conducting skill tests under the management system of an ATO may apply through the ATO's management system for a pre-designation of a pool of examiners to use for skill tests.

4.4 Test, Check or AoC forms

The forms can be obtained here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2. The completed LST form shall be send to the Norwegian Civil Aviation Authority. The preferred method is to send the form as a scanned pdf attachment to an e-mail using postmottak@caa.no and please send one e-mail for each candidate.

Alternatively the form may be send via postal service. See contact Information for address.

4.5 Safety Criteria

The safety criteria to be observed by the examiner, in accordance with ARA.FCL.210(c), are not applicable in Norway.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The Norwegian Civil Aviation Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Correspondance address: PO Box 243 N-8001 Bodo NORWAY

Telephone: +47 75 58 50 00

E-mail : postmottak@caa.no

Web-site: www.caa.no

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3.24. POLAND

Civil Aviation Autority (ULC)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Ratings,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply. ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		Licence endorsement **NOT** permitted
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted	Licence endorsement **NOT** permitted
		> 3 years or rating not in licence	Licence endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

- The examiner is authorised to enter the rating, after revalidation proficiency check, which is still in the licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.
- If the rating is not included in the licence the Polish CAA shall issue a new licence.
- After the skill test for a new rating, Polish CAA issue a new licence. The examiner is not allowed to enter any new rating.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any skill test is conducted an examiner shall send the following information listed in general section 2.4.1 to

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POLAND

LKE@ulc.gov.pl. Formal skill test notification period of maximum **5 days**, with the possibility to allow a change of the examiner up to **1 hour** before the event.
4.4 Test, Check or AoC forms The forms can be obtained here. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner are not applicable. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Polish CAA does not provide financial remuneration for expenses or services rendered by non-Polish examiners. The non-Polish examiner shall arrange those with the training organisation or the candidate. The Polish CAA only provides financial remuneration for conducted exams on the basis of an agreement between the CAA and the examiner authorized by the Polish CAA.
4.7 Examiner Support Information http://www.ulc.gov.pl/pl/personel-lotniczy/komisja-egzaminacyjna/dla-egzaminatora http://www.ulc.gov.pl/pl/personel-lotniczy/komisja-egzaminacyjna/egzaminy-praktyczne http://www.ulc.gov.pl/pl/personel-lotniczy/komisja-egzaminacyjna/wzory-protokolow http://www.ulc.gov.pl/en/personel-lotniczy/komisja-egzaminacyjna/2136-non-polish-examiner
4.8 Contact Information Polish Civil Aviation Authority 2, M. Flisa, 02 247 Warsaw Phone: + 48 520 74 29 LKE@ulc.gov.pl www.ulc.gov.pl

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3.25. PORTUGAL

Instituto Nacional de Aviação Civil, I.P. (INAC)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Ratings,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ License endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply for **Examiner AoC** and **Instructor AoC**. ▪ License endorsement **NOT** permitted.
Revalidation	Not applicable	License endorsement permitted.		▪ Designation procedures apply for **Examiner AoC**. ▪ License endorsement **NOT** permitted.
Renewal	Not applicable	**< 3 years and rating in licence**	License endorsement **NOT** permitted	▪ Designation procedures apply for **Examiner AoC**. ▪ License endorsement **NOT** permitted.
		> 3 years or rating not in licence		

4.2 Licence Endorsement Procedures

- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for **revalidating** is hereby given.

Note: Examiners may only endorse the licence for **revalidation** of Class/Type Ratings or IR. In **all other cases**, a new licence shall be issued by INAC.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test, Examiner AoC**

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PORTUGAL

or initial Instructor AoC is conducted an examiner shall send the following information listed in general section 2.4.1 to lpf.examinadores@inac.pt. The subject title of the email **shall** contain: "Skill Test or AOC *(as applicable)* / examiner name / candidate name".

The required notification period is **5 days** prior to the test or check.

A change of examiner is allowed up to **24 hours** before the event. This change shall be reported to lpf.examinadores@inac.pt.

4.4 Test, Check or AoC forms

The forms can be obtained here.

A scanned pdf of the **completed exam form** and when applicable of the **endorsed licence** shall be sent, **within 7days after the date of conduct of the exam**, as an attachment to an email to lpf.examinadores@inac.pt.

The subject title of the email **shall** contain: "Skill Test or Proficiency Check or AOC *(as applicable)* / examiner name / candidate name".

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the INAC Flight Examiners Handbook (see 4.7 "Examiner Support Information" below).

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

Instituto Nacional de Aviação Civil, I.P. - Portugal, does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

INAC Flight Examiners Handbook can be obtained via this link.

4.8 Contact Information

Instituto Nacional de Aviação Civil, I.P.

Departamento de Licenciamento de Pessoal e Formação

Rua C - Edifício Santa Cruz

Aeroporto da Portela

1749-034 Lisboa

PORTUGAL

Phone: +351 21 284 22 26

Email (examiner area): lpf.examinadores@inac.pt

Website: www.inac.pt

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3.26. ROMANIA

Romanian Civil Aeronautical Authority

1.Liability
General Statement Section 2.2 applies.

2.Accident Insurance
General Statement Section 2.2 applies.

3.Data Protection
General Statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Rating, IR**		**Assessment of Competence (AoC) Instructor or Examiner Certificate**
Initial	▪ Designation procedures applies for all categories of skill tests ▪ License endorsement **NOT** permitted	Not applicable		▪ Designation procedure applies for all categories of AoCs ▪ License endorsement **NOT** permitted
Revalidation	Not applicable	▪ Designation procedure applies for all categories of LPC ▪ License endorsement **NOT** permitted		
Renewal	Not applicable	**< 3 years <u>and</u> rating in licence**	▪ Designation procedure applies for all categories of LPC ▪ License endorsement **NOT** permitted	▪ Designation procedure applies for all categories of AoCs ▪ License endorsement **NOT** permitted
		> 3 years <u>or</u> rating not in licence		

4.2 Licence Endorsement Procedures

The examiner is not allowed to enter any endorsements in the licence after a passed skill test or proficiency check.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an

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ROMANIA

examiner shall send the following information listed in general section 2.4.1 to cristian.olinescu@caa.ro. The examiner shall notify the Romanian Civil Aeronautical Authority prior to the skill test. RoCAA will check if the examiner is approved or accepted by us, before issuing the designation.
4.4 Test, Check or AoC forms The forms can be obtained here. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the information listed in general section 2.4.2. In addition, in the case of freelance pilots, a copy of the FFS logbook must also be inlcuded.
4.5 Safety Criteria In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found as guidance, on all LPC forms, both in Romanian for RoCAA approved examiners and in English, for accepted foreign examiners. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Romanian Civil Aeronautical Authority does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information For foreign examiners a briefing is available here. For Romanian examiners a briefing is available here.
4.8 Contact Information **Cristian OLINESCU** **Phone** +40 021 208.15.22 **E-mail** cristian.olinescu@caa.ro

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3.27. SLOVAKIA

The Agency has not received the requested information on the applicable liability, accident insurance, personal data protection and national administrative procedures from this MS. Therefore, until further notice, contact the Slovakian aviation authority directly.y

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3.28. SLOVENIA

Civil Aviation Agency of the Republic of Slovenia

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings,IR	Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	▪ Designation procedures apply ▪ License endorsement **NOT** permitted	Not applicable	▪ Designation procedures apply ▪ License endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement **NOT** permitted	
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted
		> 3 years or rating not in licence	

4.2 Licence Endorsement Procedures

Licence endorsement **NOT** permitted.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted shall an examiner shall be nominated (nomination procedure is conducted through "Application for nomination of foreign Part-FCL examiner" [OBR.FCL.029-Foreign Examiner]) and send the following information listed in general section 2.4.1 to SI-CAA (via e-mail: preverjanje@caa.si).

Scans of certificates (via email):

- Examiner's licence
- Certificate of examiner
- Examiner's medical certificate

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SLOVENIA

- FSTD certificate
- Certificate of ATO (if applicable)

Formal skill test notification period (via e-mail: preverjanje@caa.si): maximum **5 days** before the event (change of examiner is allowed **1 hour** before the event, if foreign examiner nomination is completed).

4.4 Test, Check or AoC forms

The forms can be obtained from:

(i) for aeroplanes here.
(ii) for helicopters here.
(iii) for balloons here.
(iv) for sailplanes here.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

Note: Fulfilled original documentation shall be sent via post.

4.5 Safety Criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner are not applicable in Slovenia.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The Civil Aviation Agency of the Republic of Slovenia does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.

4.7 Examiner Support Information

No further information.

4.8 Contact Information

Correspondence address:

Civil Aviation Agency of the Republic of Slovenia

Kotnikova ulica 19a

SI-1000 Ljubljana

Republic of Slovenia

Tel.: + 386 1 244 66 00

Fax: + 386 1 244 66 99

E-mail: info@caa.si [general] or preverjanje@caa.si [for examiners directly]

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3.29. SPAIN

Spanish Civil Aviation Authority (AESA - Agencia Estatal de Seguridad Aérea)

SPAIN

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies. In addition, the requirements for the protection of personal data is regulated in the following link.

4.National Administrative procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Ratings,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures for **Examiner AoC** and **initial instructor AoC** apply. ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement permitted		Licence endorsement **NOT** permitted
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted	
		> 3 years or rating not in licence		

4.2 Licence Endorsement Procedures

- The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating is hereby given.
- The examiner shall revalidate a rating extending the validity period of the rating or certificate until the end of the relevant month.
- The examiner **shall not** endorse on a Spanish licence any rating or certificate renewal
- The examiner **shall not** endorse the initial issue of ratings.

4.3 Designation Procedures

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SPAIN

An examiner shall not conduct a skill test for ATPL or MPL unless she/he had been expressly designated by AESA to carry out it for both each skill test and candidate in accordance with the procedure specified here.

An examiner shall not conduct a skill test for the issue of a class or type rating contained in a licence issued by a third country unless the candidate had been expressly authorised in accordance with the procedure specified here. For the rest of LST, designation procedure are under development.

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to dlpa_pvuelo_aesa@seguridadaerea.es.

In general, the examiner shall notify the Spanish Civil Aviation Authority (AESA) **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed.

4.4 Test, Check or AoC forms

Procedures for skill test, proficiency check or assessment of competence including both forms and Cover Letter of Spanish Authority are available in the following link.

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.

4.5 Safety Criteria

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found:

1. When exercising your examiner privileges on Spanish licences you are responsible for the compliance with the Spanish Aviation Safety Law specified here.
2. As a pilot in command during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations specified here.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.

4.6 Examination Fees

The Spanish CAA does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate'.

4.7 Examiner Support Information

http://www.seguridadaerea.gob.es/lang_castellano/prof_sector/pilotos/default.aspx

http://www.boe.es/boe/dias/1992/11/27/pdfs/A40300-40319.pdf

4.8 Contact Information

Agencia Estatal de Seguridad Aérea (AESA)

División de Licencias al Personal Aeronáutico

Av. General Perón, 40 Acceso puerta B 1ª Planta,

28020 Madrid, Spain

Phone: +34 91 396 80 00

e-mail: dlpa_pvuelo_aesa@seguridadaerea.es

Website: http://www.seguridadaerea.gob.es/lang_castellano/home.aspx

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3.30. SWEDEN

Swedish Transport Agency (Transportstyrelsen)

1.Liability
General statement Section 2.2 applies.

2.Accident Insurance
General statement Section 2.2 applies.

3.Data Protection
General statement Section 2.3 applies.

4.National Administrative Procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	**Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating**	**Licence Proficiency Check (LPC) Class/Type Ratings,IR**		**Assessment of Competence (AoC) Instructor/Examiner Certificate**
Initial	▪ Designation procedures for **ATPL** apply. ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures for **Examiner AoC** and **initial instructor AoC** apply. ▪ Licence endorsement **NOT** permitted.
Revalidation	Not applicable	Licence endorsement permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement permitted	
		> 3 years and rating in licence		
		Rating not in licence	Licence endorsement **NOT** permitted	

4.2 Licence Endorsement Procedures

- The examiner may endorse the licence if the rating which is renewed or revalidated is still printed in the licence, even if it has been invalid for more than three years. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.
- In all other cases the Swedish Transport Agency shall issue a new licence with a valid rating.

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SWEDEN

▪ The examiner is not allowed to enter any new rating in the licence after a passed skill test.
4.3 Designation Procedures In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to skilltest@transportstyrelsen.se The required skill test notification period is **5 days** prior to the test, with the possibility to allow a change of the examiner up to **1 hour** before the event.
4.4 Test, Check or AoC forms The forms can be obtained from http://www.transportstyrelsen.se/en/Forms/ After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria Safety criteria in accordance with ARA.FCL.210(c) are not applicable in Sweden. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The Swedish Transport Agency does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those with the training organisation or the candidate.
4.7 Examiner Support Information Examiner support information can be found here.
4.8 Contact Information Address: Transportstyrelsen, 601 73 Norrköping, Sweden Tel: +46 771-503 503 E-mail: luftfart@transportstyrelsen.se Web: www.transportstyrelsen.se

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3.31. SWITZERLAND

Swiss Federal Office of Civil Aviation (FOCA)

SWITZERLAND

1.Liability

General statement Section 2.2 **does not** apply. The existence of liability of an examiner has to be evalutated case by case, therefore a generally applicable statement cannot be made.

2.Accident Insurance

General statement Section 2.2 **does not** apply. An accident or incident can be the cause for a liability issue. For the liability of an examiner see above.

3.Data Protection

General statement Section 2.3 **does not** apply. The EU Directive 95/46/46 is not applicable in Switzerland. But the Swiss regulation Bundesgesetz über den Datenschutz (DSG) protects mainly the same range of personal data.

4.National Administrative procedures

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures.

Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating	Licence Proficiency Check (LPC) Class/Type Ratings/IR		Assessment of Competence (AoC) Instructor/Examiner Certificate
Initial	▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted	Not applicable		▪ Designation procedures apply ▪ Licence endorsement **NOT** permitted
Revalidation	Not applicable	Licence endorsement **NOT** permitted		
Renewal	Not applicable	**< 3 years and rating in licence**	Licence endorsement **NOT** permitted	
		> 3 years or rating not in licence		

4.2 Licence Endorsement Procedures

Licence Endorsements **NOT** permitted.

4.3 Designation Procedures

In accordance with the requirements in ARA.FCL.205(c), before any **skill test** is conducted an examiner shall send the following information listed in general section 2.4.1 to FOCA (refer to 4.8)

In general, the examiner shall notify the Swiss Federal Office of Civil Aviation (FOCA) **5 days** prior to the skill test. A change of examiner up to **1 hour** before the event is allowed. However for the Licence Skill Test (LST) the examiner shall notify FOCA **4 weeks** prior to the

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SWITZERLAND

LST. In addition, prior check/test notification on flexco.ch is required in accordance with ARA.FCL.205.
4.4 Test, Check or AoC forms The forms can be obtained here. After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include the following information listed in general section 2.4.2.
4.5 Safety Criteria In accordance with ARA.FCL.210(c), the safety criteria to be observed in Switzerland by the examiner can be found at OD O-012E here. **Note:** References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 3 of this document.
4.6 Examination Fees The FOCA does not provide financial remuneration for expenses or services rendered. The examiner shall make arrangements with the training organisation or the candidate directly.
4.7 Examiner Support Information Refer to the FOCA Examiner Guide and the foreign examiner standardisation CBT, which is available here (follow link on the right side of this webpage).
4.8 Contact Information Federal Office of Civil Aviation(FOCA) CH-3003 Bern Phone: +41 (0)31 325 80 39/40 E-Mail: info@bazl.admin.ch Website: www.bazl.admin.ch

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3.32. UNITED KINGDOM

The Agency has not received the requested information on the applicable liability, accident insurance, personal data protection and national administrative procedures from the UK, however the Agency has been informed that this information will be made available in the near future. Therefore, until further notice, the UK CAA has provided a link to the relevant information here.

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4. EASA Member States Safety criteria

Please review the safety criteria, if applicable, in the territory of the respective MS when conducting a skill test, proficiency check or assessment of competence in an aircraft in accordance with ARA.FCL.210(c).

Member States	Applicable Safety Criteria
Austria	Follow this link.
Belgium	None applicable
Bulgaria	None applicable
Croatia	None applicable
Cyprus	Contact the National Aviation Authority (NAA) directly for further information
Czech Republic	Follow this link.
Denmark	None applicable
Estonia	None applicable
Finland	None applicable
France	None applicable
Germany	None applicable
Greece	Contact the NAA directly for further information
Hungary	None applicable
Iceland	None applicable
Ireland	Appendix 2 – "***IAA National Administrative Procedures"*** - of PLAM 01/13 in the Flight Examiner Standardisation Information Area of the IAA website.
Italy	The safety criteria to be observed by the examiner are reported, if any, in the CAA-Italy (ENAC) web-site, "*info in English*" section, examiners page here.
Liechtenstein	Contact the NAA directly
Latvia	None applicable
Lithuania	None applicable
Luxembourg	Contact the NAA directly for further information
Malta	Malta is a small island in the middle of the mediterranean sea. Examiners should be aware of and brief candidates on ditching procedures, especially when the event is conducted in a SE aircraft.
Netherlands	The examiner is fully responsible for the safety during the test or check, in the simulator or when acting as PIC in an aircraft.
Norway	None applicable
Poland	None applicable
Portugal	INAC Flight Examiners Handbook containing the safety criteria link.
Romania	Contact the NAA directly for further information
Slovakia	Contact the NAA directly for further information
Slovenia	None applicable
Spain	When exercising your examiner privileges on Spanish licenses you are responsible for the compliance with the Spanish Aviation Safety Law here. As a pilot in command during the flight test is the ultimately responsible for the safety and you must ensure that the aircraft used in the test has all the regulatory insurance and when operating in Spanish aircraft or Spanish airspace, is applicable the Air Navigation Act and the Air Traffic Regulations here.
Sweden	None applicable
Switzerland	OD O-012E link.
United Kingdom	Contact the NAA directly for further information

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