AUTHORISATION OF FLIGHT TEST EXAMINER

1.0 PURPOSE

This order is issued to give guidance in determining if an individual meets the qualifications for authorization as a Flight Test Examiner or renewal of the authorization, under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 10, 84 and 85 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed Application Forms

3.0 GUIDANCE AND PROCEDURES

3.1 Application for the Authorisation

3.1.1 An applicant for the flight test examiner authorization shall:

a) Hold a licence and rating at least equal to the licence or rating for which the authorization is sought, unless specified otherwise, the privilege to instruct for this licence or rating;

b) pass an examiner authorization test prescribed by the Authority and supervised by an Inspector of the Authority or by a Flight Test Examiner specifically authorized by the Authority for the purpose in the role of an examiner for which authorization is sought, including –

(i) Briefing;
(ii) Conduct of the practical (skill) test check;
(iii) Assessment of the applicant to whom the skill test is given; and
(iv) De-briefing and recording or documentation.

3.1.2 A check pilot of an air operator or Aviation Training Organization who has undergone the full training programme of the air operator or Aviation Training Organization may not be required to be assessed under 3.1.1(b) above.
3.1.3 A Flight Test Examiner shall comply with appropriate standardization procedures for examiners, approved by the Authority.

3.1.4 A Flight Test Examiner may be re-authorized at the discretion of the Authority.

3.2 Private Pilots Licence Practical (skill) Test

This is an examiner to conduct practical test for issue, re-issue, validation and conversion of private pilots licences for either single-engine or multi-engine class rating;

3.2.1 The applicant is required to meet the following requirements:

a) should be a person of integrity,

b) should be a holder of a valid Commercial Pilots Licence (CPL) and Flight Instructor Rating and

c) shall have a current aircraft type rating on which the test is to be conducted endorsed as PIC.

d) shall have –

(i) for single-engine class rating:

(aa) total flight time of 1000 hours in the category sought.; and

(bb) not less than 200 hours as a instructor.

(ii) for multi-engine class rating:

(aa) a multi-engine rating;

(bb) a minimum of 1000 hours total flight time in the category sought;

(cc) not less than 200 hours as an instructor and

(dd) not less than 100 hours on multi-engine aeroplanes.

(iii) for night rating:

(aa) a single-engine or multi-engine rating;

(bb) a minimum of 1000 hours total flight time in the category sought; and

(cc) not less than 200 hours as an instructor; and

(dd) not less than 30 night hours.

3.3 Commercial (CPL) and Airline Transport Pilot Licence Practical (Skill) Test
3.3.1 This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of Commercial (CPL) Airline Transport pilot licences including initial multi-engine rating; aeroplane or helicopter.

3.3.2 The applicant is required to meet the following requirements:

a) should be a person of impeccable integrity;

b) should be a holder of a valid Airline Transport Pilots Licence (ATPL) and Flight Instructor Rating;

c) shall have a current aircraft type rating on which the test is to be conducted endorsed as a PIC.

d) shall have, for a CPL single-engine rating –

(i) a minimum of 2000 hours total flight time and

(ii) not less than 250 hours as an instructional.

e) shall have, for an ATPL –

(i) a minimum of 2000 hours total flight time; and

(ii) not less than 500 hours flight time as an instructor.

3.4 Initial Multi-Engine Examiner

3.4.1 This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of Commercial pilots licence initial multi-engine rating;

3.4.2 The applicant is required to meet the following requirements:

a) should be a person of integrity;

b) should be a holder of a valid ATPL and Flight Instructor Rating;

c) a minimum of 2000 hours flight time out of which 450 hours are as an instructor;

d) shall have a minimum of 1500 hours on Multi-engine aircraft, including 500 hours as PIC; and

e) shall have the aircraft type rating on which the test is to be conducted endorsed as PIC.

3.5 Instructor Rating Examiner

3.5.1 This is an examiner to conduct practical (skill) tests for the issuance of a Flight Instructor Rating.
3.5.2 The applicant is required to meet the following requirements:

a) should be a person of integrity;

b) should be a holder of a valid ATPL and Flight Instructor Rating;

c) shall have the aircraft rating on which the test is to be conducted endorsed as PIC; and

d) shall have –

(i) a minimum of 2000 hours total time; and

(ii) not less than 100 hours flight time instructing applicants for issue of a Flight Instructor Rating.

3.6 Authority to Instruct Applicants for Issue of a Flight Instructor Rating

3.6.1 This is an instructor who is to conduct training for the issuance of a flight instructor rating.

3.6.2 The applicant is required to meet the following requirements:

a) should be a person of integrity;

b) should be a holder of a valid ATPL and a Flight Instructor Rating;

c) shall have the aircraft type rating on which the test is to be conducted endorsed as PIC; and

d) should have –

(i) a Multi-engine rating,

(ii) a minimum of 2000 hours total flight time and

(iii) not less than 500 hours flight time as an instructor.

3.7 Instrument Rating Examiner

3.7.1 This is an examiner to conduct practical (skill) tests for the issue or renewal of an Instrument Rating.

3.7.2 The applicant is required to meet the following requirements:

a) should be a person of integrity;

b) should be a holder of a valid ATPL;

c) shall have –

(i) a minimum of 2000 hours total flight time
(ii) not less than 450 hours under IFR

3.8 Authorization Procedures

3.8.1 A Flight Test Examiner shall be notified in writing by the Authority, of his responsibilities and privileges.

3.8.2 The Authority shall notify each approved Aviation Training Organization and Air Operators of the Flight Test Examiners who have been designated to conduct skill test for the issue of flight crew licences, certificates and ratings.

3.8.3 A Flight Test Examiner shall, as far as practicable, not test an applicant to whom he has given flight instruction for that licence, certificate or rating.

3.8.4 Whether out of personal interest or on recommendation an interested person shall apply to the Authority for appointment to carry out tests in his field of expertise.

3.8.5 A person could be recommended by an examiner or employer.

3.8.6 Upon receipt of an application under Regulation 84 of the Civil Aviation (Personnel Licensing) Regulations and where the applicant is certified as a suitably qualified person of integrity to conduct flight crew member tests on behalf of the Authority, the Authority shall advise the applicant in writing of the training required as specified in Regulation 85 of the Civil Aviation (Personnel Licensing) Regulations. The Instructor will then present the report of training with the recommendations to the licensing office.

3.8.7 The applicant is then booked for the relevant test.

3.8.8 The Examiner will present the report of the practical test with relevant limitation and recommendations to the licensing office.

3.8.9 When all the conditions have been satisfactorily met, the applicant will be issued with a letter of authorization.

3.9 Authorization Numbering

3.9.1 A system of authorization numbering shall be used to identify authorized examiner.

3.9.2 The Examiner shall be notified in writing by the Authority, of his reference number, responsibilities and privileges.

3.9.3 A Flight Test Examiner shall not test an applicant to whom he has given flight instruction for that licence or rating.

3.10 Flight Test Examiner Privileges

3.10.1 Flight Test Examiner may, when his licence, ratings and authorisation permits, conduct:
3.11 Examining Requirements and Procedures

3.11.1 An examiner must conduct all skill tests and proficiency checks according to the applicable requirements and procedures.

3.11.2 An examiner is expected to honour appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a skill test if the postponement is at the examiner's request.

3.11.3 If an examiner cancels a skill test without rescheduling, the examiner shall instruct the applicant to contact the PEL office of the Authority. The PEL office will make arrangements to provide another examiner.

3.11.4 The examiner must conduct the oral portion of the skill test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant's flight instructor is present.

3.11.5 An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.

3.11.6 An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for demonstrating aviation safety at all times.

3.11.7 If the performance of a pilot who has successfully passed a skill test, is found unsatisfactory due to an accident, incident, or other significant event, or if other evidence reveals a deficient performance by a flight examiner, a flight check of that examiner may be required by an Authority inspector or an examiner authorized by the Authority for the purpose.

3.12 Annual Meeting

The Authority shall hold at least three examiner meetings every year to review problem areas, examiner performance, requirements and procedures and all examiners are required to attend. Attendance at this meeting shall be recorded in the examiner’s file.

3.13 Additional Authorizations

3.13.1 An additional authorization may be issued to an examiner who complies with the requirements of Regulations 84 and 85 of the Civil Aviation (Personnel Licensing) Regulations.

3.13.2 Where a Flight Test Examiner meets the licence qualification, authorization and experience requirements set out in the Regulations for each role undertaken, he may exercise a
number of roles as Type Rating Examiner, Instrument Rating Examiner or Simulator Flight Test Examiner.

3.14  Re-Authorization

3.14.1 Examiners should apply for re-authorization at least 21 days before the authorization expires. If the examiner has not applied within 21 days before the expiration date it could be understood that the examiners does not desire to renew the authorization.

3.14.2 The examiner must submit to the Authority a completed the prescribed application form for re-authorization along with a list of activities and tests done within the previous 12 months preceding the application. The examiner should have conducted at least four skill tests within the period and that the services of the examiner are still required.

3.15  Flight Examiner’s Records

3.15.1 An Examiner shall:

a) Sign the logbook or any other approved record keeping document of each person to whom the examiner has tested;

b) Maintain a record in a logbook or a separate document that contains the following –

   (i) The name of each person whose logbook the examiner has endorsed and the date of the endorsement; and
   
   (ii) The name of each person the examiner has endorsed for an aeronautical knowledge test or skill test check, and a record of the kind of test, the date, and the results;

c) Retain the records required by Regulation 78 of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of conducting the test.

3.16  Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified.

3.17  Issue of the Authorization

Applicants who meet all requirements for the authorization will be advised to pay the authorization fees, if applicable, after which a Flight Test Examiner Authorization is issued in a form of a designation letter indicating the type and details of the authorization.

3.18  Supervising Examiners

Inspectors of the Authority supervising examiners will ideally meet the same requirements as the examiners being supervised. However, it is unlikely that they could be so qualified on the large variety of types and tasks for which they have a responsibility and, since they normally only observe training and testing, it is acceptable if they are qualified for the role of an inspector. For further requirements on supervision and control of authorised examiners refer Order no. CAA-O-OPS021A, Approval and Observation of Check Pilots.
3.19.1 On-Renewal or Termination of the Authorization

3.19.2 The examiner services could be terminated by not renewing the authorization, rather than by cancellation of the authorization during its validity period.

3.19.3 Where there is no longer a need for the examiner’s services the authorization will be terminated either for the whole authorization or for part of the authorization.

4.0 RESULTS

4.1 Completion of this task results in issuance of a letter of authorization

5.0 FUTURE ACTIVITIES

The examiner may return to re-apply or to renew the authorization

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Civil Aviation Authority