






LETECKÝ ÚRAD SLOVENSKEJ REPUBLIKY  
CIVIL AVIATION AUTHORITY OF THE SLOVAK REPUBLIC  
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## EXAMINER STANDARDISATION

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## CONTENTS

Title		Page No.
<b>Contents</b>		2
<b>1</b>	<b>Abbreviations and definitions</b>	3
1.1	Abbreviations	3
1.2.	Definitions	3
<b>2</b>	<b>General</b>	4
2.1	Applicability	4
2.2	Remark	4
2.3	Related legislation	4
2.4	Related Forms	4
<b>3</b>	<b>Requirements</b>	5
3.1	FCL.030 Practical skill test	5
3.2	FCL.1000 Examiner certificates	5
3.3	FCL.1005 Limitation of privileges in case of vested interests	5
3.4	FCL.1015 Examiner standardisation	5
3.5	FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence	6
3.6	ARA.FCL.205 Monitoring of examiners	7
3.7	ARA.FCL.210 Information for examiners	7
<b>4</b>	<b>Procedures</b>	8
4.1	Briefing	8
4.2	Notification prior to the test	8
4.3	Designation for skill tests	8
4.4	Notification after the test	9
<b>5</b>	<b>Briefing</b>	10
5.1	National administrative procedures	10
5.2	Protection of personnel data	11
5.3	Liability	11
5.4	Accident insurance	12
5.5	Fees	12

# 1 ABBREVIATIONS AND DEFINITIONS

## 1.1 Abbreviations

<b>ATO</b>	Approved Training Organisation
<b>ATPL</b>	Airline Transport Pilot Licence
<b>CAA SK</b>	Civil Aviation Authority of the Slovak Republic
<b>CPL</b>	Commercial Pilot Licence
<b>CRI</b>	Class Rating Instructor
<b>EASA</b>	European Aviation Safety Agency
<b>FI</b>	Flight Instructor
<b>FTO</b>	Flight Training Organisation ( <i>JAR compliant</i> )
<b>IRI</b>	Instrument Rating Instructor
<b>JAR</b>	Joint Aviation Requirements
<b>MPL</b>	Multi-pilot Licence
<b>NAA</b>	National Aviation Authority
<b>PART – FCL</b>	Annex I to Aircrew Regulation
<b>PIC</b>	Pilot-in-command
<b>PPL</b>	Private Pilot Licence

## 1.2 Definitions

- 1.2.1 **Aircrew Regulation:** Commission Regulation (EU) No. 1178/2011, as amended, laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to the Regulation (EC) No. 216/2008 of the European Parliament and of the Council.
- 1.2.2 **Basic Regulation:** Regulation (EC) No. 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC, as amended.
- 1.2.3 **Member state:** EU member state and European third country participating in accordance with the Article 66 of the Basic regulation.
- 1.2.4 **National Aviation Authority (NAA):** The competent authority of the Member state other than Civil Aviation Authority of the Slovak Republic.
- 1.2.5 **Test:** Any skill test, proficiency check or competency assessment conducted according to the Procedure of the Civil Aviation Authority of the Slovak Republic – Examiner Standardisation.

## **2 GENERAL**

### **2.1 Applicability**

2.1.1 Procedure of the Civil Aviation Authority of the Slovak Republic – Examiner Standardisation (hereinafter referred to as the “procedure”) – shall be applicable to holders of the Examiner Certificate issued by a third country, who are going to conduct a test for holders of a Part-FCL/JAR-FCL licence issued by the Civil Aviation Authority of the Slovak Republic (hereinafter referred to as the “CAA SK”) or for applicants for such licence.

### **2.2 Remark**

2.2.1 This procedure does not replace any of the examiner training or standardisation required for issue of Examiner Certificate or its re-issue with extended privileges or extended validity period.

2.2.2 This procedure does not imply any permission or approval to be given by the CAA SK for the use of any aircraft or simulator, it does not empower any examiner in any way to contravene the laws, rules or procedures, which are in force in the jurisdiction where the test is to be conducted.

### **2.3 Related Legislation**

2.3.1 **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

2.3.2 **Regulation (EC) No. 216/2008 of the European parliament and of the Council** of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC, as amended

### **2.4 Related Forms**

2.4.1 Internal Forms

a) F093-B Examiner notification prior to the test

### **3 REQUIREMENTS**

#### **3.1 FCL.030 Practical skill test**

3.1.1 Except for the issue of an ATPL, the applicant for a skill test shall be recommended for the test by the organisation/person responsible for the training, once the training is completed. The training records shall be made available to the examiner.

#### **3.2 FCL.1000 Examiner certificates**

3.2.1 General. Holders of an examiner certificate shall:

(1) hold an equivalent licence, rating or certificate to ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them;

(2) be qualified to act as PIC on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.

#### **3.3 FCL.1005 Limitation of privileges in case of vested interests**

3.3.1 Examiners shall not conduct:

(a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:

(1) to whom they have provided with flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or

(2) when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b);

(b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

#### **3.4 FCL.1015 Examiner standardisation**

3.4.1 Holders of an examiner certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant, for whom the competent authority is not the same that issued the examiner's certificate, unless:

(1) they have informed the competent authority of the applicant of their intention to conduct the skill test, proficiency check or assessment of competence and of the scope of their privileges as examiners.

(2) they have received a briefing from the competent authority of the applicant on the national administrative procedures, requirements for protection of personnel data, liability, accident insurance and fees.

**3.5 FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence**

3.5.1 When conducting skill tests, proficiency checks and assessments of competence, examiners shall:

- (1) ensure that communication with the applicant can be established without language barriers;
- (2) verify that the applicant complies with all the qualification, training and experience requirements in Part-FCL for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken;
- (3) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.

3.5.2 After completion of the skill test or proficiency check, the examiner shall:

- (1) inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;
- (2) in the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's licence or certificate with the new expiry date of the rating or certificate, if specially authorised for that purpose by the competent authority responsible for the applicant's licence;
- (3) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. The report shall include:
  - (i) a declaration that the examiner has received information from the applicant regarding his/her experience and instruction, and found that experience and instruction are complying with the applicable requirements in Part-FCL;
  - (ii) confirmation that all required manoeuvres and exercises have been completed, as well as information on the verbal theoretical examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
  - (iii) the result of the test, check or assessment of competence.

3.5.3 Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.

3.5.4 Upon request by the competent authority responsible for the examiner certificate, or the competent authority responsible for the applicant's licence, examiners shall submit all records and reports, and any other information, as required for oversight activities.

**3.6 ARA.FCL.205 Monitoring of examiners**

3.6.1 The competent authority shall develop an oversight programme to monitor the conduct and performance of examiners taking into account:

(1) the number of examiners it has certified; and

(2) the number of examiners certified by other competent authorities exercising their privileges within the territory where the competent authority exercises oversight.

3.6.2 The competent authority shall maintain a list of examiners it has certified and of examiners certified by other competent authorities exercising their privileges in its territory and to which the competent authority has provided a briefing in accordance with FCL.1015(c)(2). The list shall state the privileges of the examiner and be published and kept update by the competent authority.

3.6.3 The competent authority shall develop procedures to designate examiners for the conduct of skill tests.

**3.7 ARA.FCL.210 Information for examiners**

3.7.1 The competent authority may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in aircraft.

*Note 1: Examiners should also take into account the Acceptable Means of Compliance and Guidance Materials to the requirements above.*

## **4 PROCEDURES**

### **4.1 Briefing**

4.1.1 Any examiner mentioned in 2.1 (*Applicability of this procedure*) shall read carefully the Briefing in Chapter 5 of this procedure and take it into account when planning and conducting a test for a holder of a Part-FCL/JAR-FCL licence issued by CAA SK or for an applicant for such a licence.

### **4.2 Notification prior to the test**

4.2.1 Contact: Any examiner having passed the Briefing in Chapter 5 of this procedure shall send notification details by e-mail to: [operations@caa.sk](mailto:operations@caa.sk).

4.2.2 Form: The Examiner notification prior to the test (F093-B) is to be used for the notification.

4.2.3 Applicant information: Applicant's full name and the number of his CAA SK pilot licence (*if applicable*) or his date of birth (*if he is not a CAA SK pilot licence holder*).

4.2.4 Examiner information: Examiner's full name, number (*including country code*) and validity period of his Part-FCL Examiner Certificate and a scanned copy of it.

4.2.5 Test information: Type of the test (*Skill test/proficiency check/assessment of competence*), date and place of the test, type of aircraft (*if applicable*) and FSTD qualification number (*if applicable*).

4.2.6 Declaration of the examiner: When sending the notification the examiner declares that he is familiar with the briefing in Chapter 5 of this procedure.

4.2.7 Feedback for notification: The examiner can check whether his notification for the intended test has been accepted by CAA SK at [www.caa.sk](http://www.caa.sk) – Letecký personál – Oprávnení examinátori – List of notifications, where the following message is to appear:

- a) Examiner's name
- b) Examiner Certificate number
- c) Types / Classes of aircraft on the Examiner Certificate
- d) Date of notification
- e) applicant's pilot licence number (or applicant's name if he is not a CAA SK pilot licence holder)
- f) kind of the test

*Note 2: The message will appear on the CAA SK website the next working day after notification.*

### **4.3 Designation for skill tests**

*Note 3: CAA SK shall designate the examiner for any skill test of a CAA SK pilot licence holder or of any applicant for it, see Part-ARA.FCL.205 (c).*



4.3.1 Application for designation: The examiner applying for designation for a skill test of a CAA SK pilot licence holder or of an applicant for it shall send a Notification prior to the test according to 4.2 and send it additionally as a copy to: [operations@caa.sk](mailto:operations@caa.sk).

4.3.2 Reply to application: The examiner having applied for designation for a skill test will receive a reply to his e-mail address not later than within the next 5 working days.

#### 4.4 Notification after the test

4.4.1 Contact: e-mail to: [personal@caa.sk](mailto:personal@caa.sk).

4.4.2 Form: The same notification form as for the notification prior to the test is to be used.

4.4.3 Enclosures to the Notification Form: A scanned copy of the:

- (a) Skill Test, Proficiency Check or Assessment of Competence Form
- (b) Applicant's pilot licence (*if applicable – see Note 4 and 5*)
- (c) Applicant's Medical Certificate (*if applicable – see Note 4*)
- (d) Simulator certificate (*if applicable*)
- (e) A report of the examiner detailing the reasons for any failure, partial pass or any special circumstance (*if applicable*).

*Note 4: The scanned copies of the applicant's pilot licence and of the applicant's Medical Certificate are to be enclosed to the Notification Form only when the examiner has made a hand-written entry into the pilot licence and therefore the licence will not be re-printed by CAA SK.*

*Note 5: The scanned copy of the applicant's pilot licence is to be made after the hand-written entry by the examiner.*

*Note 6: The mailing address of the CAA SK is as follows:*

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4.4.4 Queries: Any queries from examiners acting according to 2.1 (*Applicability of this procedure*) should be sent to: [orfanusova@caa.sk](mailto:orfanusova@caa.sk) and [clerk@caa.sk](mailto:clerk@caa.sk).

## 5 BRIEFING

### 5.1 National administrative procedures

5.1.1 Training documentation: The training documentation of any applicant for the first issue of PPL, CPL, IR, ATPL and instructor rating is to be checked by CAA SK prior to the skill test/competency assessment.

5.1.2 Examiners for PPL tests: The examiners for PPL skill tests are holders of CAA SK Examiner Certificate usually allocated to relevant SK registered facility/FTO/ATO.

5.1.3 Examiners for CPL, MPL, IR and FI/CRI/IRI tests: The examiners for CPL, MPL, IR skill tests and for FI/CRI/IRI initial competency assessments for applicants from CAA SK approved training organisations are CAA SK authorized examiners.

*Note 7: Examiners who do not hold SK Examiner Certificate and are going to conduct a test according to 5.1.2 or 5.1.3 shall be designated by CAA SK according to 4.3 prior to the test.*

5.1.4 Examiners for ATPL: The examiners for ATPL shall be designated by CAA SK according to 4.3 prior to the test.

5.1.5 Other examiners: Other examiners than those listed in 5.1.2 to 5.1.4 shall send notification according to Chapter 4 of this procedure.

5.1.6 Issue, revalidation and renewal of Examiner Certificates: All assessments of competence for the issue, revalidation and renewal of CAA SK issued Examiner Certificates shall be conducted by CAA SK examiners. Only when competent CAA SK examiner is not available these assessments may be conducted by other examiners having been designated by CAA SK prior to the assessment.

5.1.7 Revalidation of ratings and certificates: Examiners may conduct proficiency check or assessment of competence for the revalidation of a rating or certificate once they have sent the notification and have been published at: [www.caa.sk](http://www.caa.sk), see Chapter 4 of this procedure.

5.1.8 Renewal of ratings and certificates: Examiners conducting proficiency checks for renewal of ratings must make them sure that the applicant has completed the required refresher training (*provided by documented evidence from an ATO/FTO*), where applicable.

*Note 8: Examiners are not allowed to renew the rating in the licence themselves if the rating has expired by more than 3 years or has been removed from the licence. In such a case the licence shall be re-printed by CAA SK.*

*Note 9: When a revalidation/renewal of a type/class rating took place together with revalidation/renewal of the instrument rating and the type/class rating and the instrument rating have the same validity period the entry into the licence is to be made into the same row as: Type/class/IR. Example: **ATR 72/IR**.*

*Note 10: When a new ICAO language proficiency or a new validity period of it is to be entered into the pilot licence the licence shall be re-printed by CAA SK.*

- 5.1.9 Application and Report Forms: CAA SK accepts Application and Report Forms from other EASA member states. Slovak Application and Report Forms can be found at: [www.caa.sk](http://www.caa.sk) – Letecký personál – Oprávnení examinátori.
- 5.1.10 Oversight of examiners: CAA SK reserves the right to observe any skill test, proficiency check or assessment of competence conducted for a CAA SK pilot licence holder or for an applicant for it.

## **5.2 Protection of personnel data**

- 5.2.1 Legislation: Examiners shall comply with laws on personal data protection of all concerned states (*where the test takes place, state of examiner certification and state of the applicant's pilot licence issue*) however the requirements on personal data protection in European states are similar.
- 5.2.2 Security: All personal data shall be secured and protected against manipulation, loss or access by unauthorised person.
- 5.2.3 Personal data: The applicant's logbook, training documentation, results of tests and examiner's remarks are also personal data.
- 5.2.4 Data protection principles:
- a) personal data is to be processed fairly and lawfully
  - b) personal data is always processed in accordance with a good practise
  - c) personal data is always collected for specific, explicitly stated and legitimate purposes
  - d) personal data is processed only for a purpose for which it has been collected
  - e) personal data shall be adequate and relevant to the purposes of the processing
  - f) no more personal data is processed than necessary
  - g) all reasonable measures shall be taken to complete, correct, block or erase incomplete or incorrect data having regard to the purposes for which it has been collected
  - h) personal data is not kept for a period longer than it is necessary for the purpose for which it has been collected.

## **5.3 Liability**

- 5.3.1 Examiners act as individual person and are liable for their actions or omissions.
- 5.3.2 Examiners acting according to 2.1 (*Applicability of this procedure*) are not contracted by CAA SK nor authorized by CAA SK or agents of CAA SK.
- 5.3.3 The result of the test may not be accepted by CAA SK in case the examiner has not complied with the procedures required by Aircrew Regulation and CAA SK.
- 5.3.4 An examiner who does not exercise standard professional skill, care and proper conduct of an examiner or is negligent as examiner or as PIC is personally liable in case of an accident for loss or injury.

**5.4 Accident insurance**

- 5.4.1 CAA SK does not provide any accident insurance for the examiners acting according to 2.1 (*Applicability of this procedure*).
- 5.4.2 Examiners should always check with the operator or owner of the aircraft the cover of their third party insurance and how it covers them specifically as examiners if they wish to rely on it.
- 5.4.3 Examiners are advised to seek professional advice on professional indemnity insurance including cover against claims by the applicant that the test was not conducted properly.

**5.5 Fees**

- 5.5.1 The fee of examiner acting according to 2.1 (*Applicability of this procedure*) will be that agreed between the examiner and the applicant.
- 5.5.2 CAA SK requires no fee for notification or designation of examiner acting according to 2.1 (*Applicability of this procedure*).