



### Examiner Briefing Procedure and Requirements

This **Examiner Briefing Procedure and Requirements** document sets out the process for examiners to declare that they have reviewed the Transport Authority procedures and information.

Examiners who intend to conduct a test for the Transport Authority licence holder (SVK.FCL) shall read this briefing document. The procedures and requirements in this document apply to any examiner who plans to accomplish a test for the purpose of the issue, revalidation or renewal of the Transport Authority licence, or the rating or certificate endorsed or attached to a Transport Authority issued licence as appropriate.

This **Examiner Briefing Procedure and Requirements** document shall be reviewed in conjunction with the actual version of EASA "Examiner Differences Document" (EDD).

#### The test notification system:

- The test notifications are valid for all types of tests, excluding **Proficiency Checks for Type Rating Revalidation**, and must be submitted via e-mail to the following e-mail address: [testnot@nsat.sk](mailto:testnot@nsat.sk) at least **5 days** prior to the intended day of execution.
- The subject of the e-mail shall contain the examiner member country code, surname, and intended date of the test /format of the email subject: CCC\_SURNAME\_DDMMYY/.
- The filled in form **Notification of the Test** (F093-B/...) shall be enclosed including required documents (Examiner certificate, FSTD certificate in the case of simulator use)
- The email confirmation will be sent back. A test notification shall remain valid for 20 days from the notified date of the test.

A change of the examiner due to unexpected circumstances must be announced at least 24 hours prior to the test, again, via sending an e-mail to the [testnot@nsat.sk](mailto:testnot@nsat.sk) address. Please, add "CHANGE" to the e-mail subject (in order to prioritise the notification in our system). Designation for an alternate examiner shall be issued. Always assign the reason to the examiner exchange.

#### Designation procedure

Assigned types of tests (mentioned in EDD) require the **Designation procedure**. In such cases, a special e-mail will be sent within 5 days including written authorization to a particular examiner.

Foreign examiners applying to conduct:

- **ATPL Skill Test** or
- **Assessment of Competence (Instructor-initial issue/ Examiner Certificate)**

shall obtain the **authorization** issued by the Transport Authority which shall be enclosed to the paperwork after the test. For the Examiner Assessment of Competence, only senior examiners or examiners with declared continuous experience shall be approved.

#### Required documents quality (e-mail attachments):

Only clearly readable separate documents will be accepted. Please, send preferably **pdf** type of scans with a head-up orientation if applicable. The maximum size of all attachments must not exceed 10MB.

#### Test oversight:

In accordance with the requirements in ARA.FCL.205 (a) and (c), all Tests notified to the Transport Authority (TA) or conducted under specific arrangement with an ATO may be subject to an announced or unannounced oversight by the TA Inspector.



### Completion of the Test

After completion of the Test, the examiner shall 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 privilege of the rating until a full pass has been obtained. In such a case, the Examiner's report – failure of the test (F097-B...) shall be filled in with the Examiner's detailing of the reasons for any failure. The Examiner's report shall be delivered in the package of documentation after the test in accordance with **2.4.2 Information after a skill test, proficiency check or assessment of competence (EDD)**. The examiner shall detail any further training requirements and explain the applicant's right of appeal. The examiner shall process the paperwork in accordance with FCL.1030 (b). Complete documentation after the test shall be sent to: [letecky.personal@nsat.sk](mailto:letecky.personal@nsat.sk)

### Note:

Until further notice, all test forms for the first issue of a license or qualification shall be delivered as hardcopy by regular mail or through the filing office located at the headquarters of the Transport Authority Office.

### Postal address:

Dopravný úrad  
Divízia civilného letectva  
Letisko M. R. Štefánika  
823 05 Bratislava  
Slovak Republic

### ATPL Skill Test

In the case of the ATPL Skill Test for the issue of an ATPL licence, it is necessary to perform the test under the following concept:

- The examiner shall verify the applicant's prerequisites, experience and crediting in accordance with FCL.510.A ATPL(A) or FCL.510.H ATPL(H).
- Abnormal and emergency procedures should be conducted as PF or PM in accordance with the MCC concept (manoeuvring part)
- During the LOFT part of the ATPL Skill Test, the applicants shall operate as PF through all sections so as to demonstrate the ability to perform PIC duties on a multi-pilot aeroplane under IFR, with the focus on decision making and overall management of the flight, as per FCL.520.A ATPL(A) or FCL.520.H. ATPL(H). Applicants may choose either the left-hand or the right-hand seat for the skill test if all items can be executed from the selected seat. In this part of the test, PM plays the role of FO (a special briefing for PM shall be provided).
- ATPL skill test may serve at the same time as a skill test for the issue of the licence and a proficiency check for the revalidation of the type rating for the aircraft used in the test and may be combined with the skill test for the issue of an MP type rating.

### Communication with the Transport Authority:

Preferably only relevant examiners or ATO representatives shall be accepted for the basic initial communication with the Transport Authority. Possible queries may be answered at the following e-mail address: [testnot@nsat.sk](mailto:testnot@nsat.sk). Please, add "QUERY to the e-mail subject.

*Remark: The list of foreign examiners approved by the Transport Authority is not in use.*

<http://letectvo.nsat.sk/en/flight-personel/examiners/>