



INFORMATION NOTICE

Number: LIC 02/2019



Issued: December 09, 2019

Designation of HCAA Examiners for Skill Tests for Initial Issue of Licenses, Ratings and Certificates

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All AOC Holders
Licensed/Unlicensed Personnel:	All HCAA Examiners, EASA MS certified Examiners, Training Organisations and License Holders

1. Introduction

1.1 This Information Notice applies to the holders of examiner certificates issued by the HCAA. The Information Notice applies to HCAA examiners and all Examiners holding Part-FCL Certificates issued by countries other than Greece (EL).

1.2 [ARA.FCL.205\(c\)](#) requires the HCAA to have procedures to designate examiners for the conduct of **skill** tests on holders of EL-issued licenses or applicants for EL-issued licenses. These procedures do not apply to proficiency checks or assessments of competence, as the designation of examiners is not required for those activities. Examiners intending to conduct skill tests for pilots who hold (or will hold) licenses issued by European Aviation Safety Agency (EASA) States other than EL must be designated according to the procedures of those States. Where any EL examiner or any EASA MS certified Examiner intends to conduct a skill test (for initial issue of a license or rating) for an EL pilot license holder or for any applicant wishing to apply for an EL-issued pilot license or rating, this Information Notice applies.

2. Scope

2.1 In **all** cases where a skill test is to be conducted for the initial issue of a **PPL, CPL, ATPL, IR, MEP, SEP**, the examiner shall be selected and designated by the **HCAA**. Where the skill test is for the initial issue of any other license or rating (e.g. FI, TRI, and TR LST), the examiner may be designated by the HCAA.

3. Skill Tests for a PPL, CPL, ATPL, IR, MEP, SEP

3.1 For any **PPL, CPL, ATPL, IR, MEP, SEP** skill test for an EL-issued Part-FCL, the applicant must book at least ten days in advance, the test via the following e-mail address: examiners@hcaa.gr.

The e-mail must be to the format specified in paragraph 3.2 below. The HCAA will then designate an examiner for the test.

3.2 The content of the e-mail to be sent to examiners@hcaa.gr when a skill test for the initial issue of a PPL, CPL, ATPL, IR, MEP, SEP is to be conducted, should include to the following:

Skill Test (LST)

Applicant Name/Surname:

Date of Birth:

Contact details:

Applicant's License/Certificate Number (if applicable):

Test Details

Type of Test being conducted: (e.g. CPL / IR)

Class or Type of Aircraft:

Simulator No. or Aircraft Registration:

Date/Time (local) of Test:

Proposed Examiner

Name/Surname:

Date of Birth:

License/Certificate Number:

Contact details:

Note:

The HCAA is not obliged to designate the examiner proposed by the applicant.

3.3 Before undertaking the test, the applicant must have received the written confirmation (e-mail) from the HCAA identifying the examiner designated for the test. Once this e-mail confirmation has been received the test may proceed with that examiner. This e-mail confirmation must be included in the set of documents submitted to the HCAA for the license or rating issue.

3.4 In case of cancellation of the venue, a relevant e-mail must be sent to the HCAA in order to re-start the process by the designation of a new Examiner. Any changes to the initial designation e-mail will be accepted up to three days prior the test.

3.5 Any deviation from this procedure will render the test invalid.

4. Queries

4.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

Personnel Licensing Section (D2/B)
Flight Standards Division
Hellenic Civil Aviation Authority
Vouliagmenis Av. 580 A
Argiroupoli 16 452
Greece
Mail: examiners@hcaa.gr

5. Validity

5.1 This Information Notice will remain in force until further notice.