




**Hellenic Civil Aviation Authority**

# **FLIGHT EXAMINER HANDBOOK**


## **Aeroplanes and Helicopters**



**Athens, 31 August 2016  
Issue 01, Revision 00**

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## FOREWORD

*Commission Regulation (EU) No 290/2012, the so-called EASA Aircrew Regulation, which amended Commission Regulation (EU) No 1178/2011, entered into force on 8 April 2012. The requirements of this Regulation replace JAR-FCL 1, 2 and 3.*

*HCAA issue flight crew licenses and ratings in accordance with the requirements of the Aircrew Regulation. HCAA ensure that any applicant is qualified by reason of knowledge, competence and skill to hold the appropriate license or rating. HCAA shall, therefore, certify suitably experienced and qualified pilots as examiners to conduct the necessary skill tests, proficiency checks, or assessments of competence.*

*Examiners shall hold a certificate detailing the privileges that they may exercise. Examiners shall be mindful that they are applying European Union law when conducting skills tests, proficiency checks or assessments of competence, even within their own organisation.*

*The intention/purpose of this document is not to conflict with the EASA Aircrew Regulation or statute laws, where applicable. Whilst every effort is made to ensure that all information is correct at the time of publication, HCAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions, or to reflect changes to policies and best practices.*

*Any comments concerning the editorial content of this document should be addressed to: [examiners@hcaa.gr](mailto:examiners@hcaa.gr).*

*Examiners shall remember that when conducting tests, checks or assessments, they are administering the Aircrew Regulation in the interest of the safety of civil aviation. With the exception of extracts from Part-FCL, this Handbook contains guidance for HCAA Licensing Inspectors with regard to the training and management of examiners. The guidance and procedures contained in this Handbook will enhance the application of standards and best practices in order to meet the Part-FCL requirements.*

*Furthermore, the document is intended to provide all examiners with a convenient and current reference to assist them in the conduct of their examining duties. It is essential that examiners use current and standardised practices*

*References and extracts from Part-FCL are for guidance only, and HCAA and examiners should not rely on those references and extracts unless they are checked against the most recent version of the Aircrew Regulation and its GM and AMC material. Where the content of this document conflicts with the official publication, then the official publication must be used.*


**DIRECTOR OF HCAA  
FLIGHT STANDARDS DIVISION**

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**Christos PAPAGEORGIOU**

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**Date**

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## **FOREWORD 0.1**


### **Control matrix**

	Approved by	Signature	Date
Director of Flight Standards	Christos PAPAGEORGIOU		
Head of Personnel Licensing	Aikaterini STATHOPOULOU		


	Prepared by	Signature	Date
Author HCAA Aviation Safety Inspector	Capt. Athanasios LEKKAS		31.08.2016

**The above signatures confirm the approval of this handbook in its entirety.**

**This document as well as each and any information contained therein is the sole property of HCAA.**


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## A. Preface

### A.1. List of Effective Pages

Page	Date	Rev. No	Page	Date	Rev. No	Page	Date	Rev. No
1	31.08.2016	00	44	31.08.2016	00			
2	31.08.2016	00	45	31.08.2016	00			
3	31.08.2016	00	46	31.08.2016	00			
4	31.08.2016	00	47	31.08.2016	00			
5	31.08.2016	00	48	31.08.2016	00			
6	31.08.2016	00	49	31.08.2016	00			
7	31.08.2016	00	50	31.08.2016	00			
8	31.08.2016	00	51	31.08.2016	00			
9	31.08.2016	00	52	31.08.2016	00			
10	31.08.2016	00	53	31.08.2016	00			
11	31.08.2016	00	54	31.08.2016	00			
12	31.08.2016	00	55	31.08.2016	00			
13	31.08.2016	00	56	31.08.2016	00			
14	31.08.2016	00	57	31.08.2016	00			
15	31.08.2016	00	58	31.08.2016	00			
16	31.08.2016	00	59	31.08.2016	00			
17	31.08.2016	00	60	31.08.2016	00			
18	31.08.2016	00						
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**HCAA Licensing Inspector**

**Cpt. Athanasios LEKKAS**


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### A.3. List of Copy Holders


Copy No.	Holders	Location
01	HCAA GOVERNOR	
02	HCAA DEPUTY GOVERNOR	
03	HCAA AIR TRANSPORT GENERAL DIRECTOR	
04	HCAA FLIGHT STANDARDS DIRECTOR (D2)	
05	HCAA LICENSING SECTION HEAD	
06	HCAA D2 TECHNICAL LIBRARY	
07	HCAA LICENSING INSPECTORS	
08	HCAA AIRWORTHINESS SECTION HEAD	
09	HCAA OPERATIONS SECTION HEAD	
10		
11		
12		

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#### A.4. Record of Revisions

Issue No: 01    Change due to suggested improvement


Rev. No.	Date Inserted (dd-mm-yyyy)	Effective Date (dd-mm-yyyy)	Inserted by	
			Name	Signature
00	31.08.2016	31.08.2016	ISSUE 01 By Capt. Athan. Lekkas	
01				
02				
03				
04				

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#### A.5. Record of Temporary Revisions

Issue No: 01

Rev. No.	Pages	Date Inserted (dd-mm-yyyy)	Effective Date (dd-mm-yyyy)	Inserted by	
				Name	Signature
00		31.08.2016	31.08.2016	ISSUE 01 By Capt. Athan. Lekkas	
01					
02					
03					
04					


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#### A.6. Handbook Control Procedure

The most current version of this Flight Examiner Handbook exists on the HCAA Local Area Network (LAN) without signatures. For holders of printed versions, assure that all printed pages contain the current revision and date as specified on the List of Effective Pages on the LAN.

For the general HCAA manual/handbook control procedures refer to the HCAA Administrative Manual.



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## 0 Actual changes compared to the prior version

N/A.


New Issue.

## 1 Objective

This Flight Examiner's Handbook has to be taken as a **guidance and instruction for the Flight examiners** in the respective valid version.

## 2 Scope

This Handbook is applicable for all **Licensing Section Inspectors, employees and all examiners.**

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# FLIGHT EXAMINER HANDBOOK

## HCAA LICENSING SECTION


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### Section 1 – Abbreviations

<b>AFM</b>	Aircraft Flight Manual
<b>AIP</b>	Aeronautical Information Publication
<b>AoC</b>	Assessment of Competence
<b>AOM</b>	Aircraft Operating Manual
<b>AMC</b>	Acceptable Means of Compliance
<b>ARA</b>	Authority Requirements Aircrew
<b>ATO</b>	Approved Training Organization
<b>ATPL</b>	Airline Transport Pilot Licence
<b>BPL</b>	Balloon Pilot Licence
<b>BR</b>	Basic Regulation
<b>CA</b>	Competent Authority
<b>CC</b>	Cabin Crew
<b>CIA</b>	<i>Circular de Informação Aeronáutica</i> Aeronautical Information Circular
<b>CPL</b>	Commercial Pilot Licence
<b>CR</b>	Commission Regulation
<b>CRD</b>	Comment Response Documents
<b>CRI</b>	Class Rating Instructor
<b>CS</b>	Certification Specifications
<b>ER</b>	Essential Requirements
<b>FCL</b>	Flight Crew Licence
<b>FI</b>	Flight Instructor
<b>FIE</b>	Flight Instructor Examiner
<b>FEH</b>	Flight Examiners Handbook

<b>FSTD</b>	Flight Simulation Training Device
<b>GM</b>	Guidance Material
<b>IR</b>	Implementing Rule
<b>IR</b>	Instrument Rating
<b>IRI</b>	Instrument Rating Instructor
<b>LAPL</b>	Light Aircraft Pilot Licence
<b>LPC</b>	Licence Proficiency Check
<b>MED</b>	Medical
<b>MP A/H</b>	Multi-pilot Aeroplane/Helicopter
<b>MPL</b>	Multi-crew Pilot Licence
<b>NPA</b>	Notice of Proposed Amendment
<b>OM</b>	Operations Manual
<b>ORA</b>	Organisational Requirements Aircrew
<b>PC</b>	Proficiency Check
<b>PF</b>	Pilot Flying
<b>POH</b>	Pilot Operating Handbook
<b>PPL</b>	Private Pilot Licence
<b>SFI</b>	Synthetic Flight Instructor
<b>SP A/H</b>	Single-pilot Aeroplane/Helicopter
<b>SPL</b>	Sailplane Pilot Licence
<b>ST</b>	Skill Test
<b>ToR</b>	Terms of Reference
<b>TRI</b>	Type Rating Instructor
<b>VMC</b>	Visual Meteorological Conditions

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## Section 2 – Definitions

This section highlights some of the most important definitions under the scope of the functions of an examiner and the scope of this guide:

### Renewal

the administrative action taken **after a rating or certificate has lapsed** for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

### Revalidation

the administrative action taken **within the period of validity of a rating or certificate** which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

### Skill Test

the demonstration of skill for a license or rating issue, including such oral examination as may be required.

### Proficiency Check

the demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.

### Assessment of Competence


the demonstration of skill for the issue, revalidation or renewal of an instructor or examiner certificate.

### Exam(s)

for the purpose of this handbook, the definition of **‘exam(s)’** is/are any skill test(s), proficiency check(s) or assessment(s) of competence.

### Certified Examiner

a holder of an HCAA issued PART-FCL license, that has complied with all requirements to be certified by HCAA as an examiner to conduct tests to other holders of HCAA issued PART-FCL licenses.

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### Section 3 – Regulations


This section will cover the Regulations applicable to certified and authorised flight examiners, under the aircrew regulation.

The main purpose is to condense the essential regulations affecting flight examiners, allowing quick and easy consultation.

As previously mentioned, significant changes to the rules affecting flight examiners have occurred with the entry into force of the aircrew Regulation.

These mainly involve:

- a) prior approval by Competent Authorities other than the examiners certifying/Competent Authority;
- b) prior notification of skill tests, proficiency checks or assessments of competence (further referred to as ‘**exams**’ in this document);
- c) prior approval of exams (as established by each Competent Authority).

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### 3.1 – Regulation (EC) 216/2008

*Regulation (EC) 216/2008 of 20/02/2008 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/E, is known as the “**Basic Regulation**” and establishes Community competence for the regulation of the airworthiness and environmental compatibility of aeronautical products, parts and appliances, pilot licensing, air operations and third country aircraft.*

Some extracts from this Regulation, that concern flight examiners, are:

#### **Article 7 – “Pilots”**

##### **Paragraph 5**


*Persons responsible for providing flight training or flight simulation training, or for assessing pilots' skill, and aero-medical examiners shall hold an appropriate certificate. Such certificate shall be issued when it is shown that the person concerned complies with the rules established to ensure compliance with the relevant essential requirements as laid down in Annex III.*

#### **Annex III - Essential requirements for pilot licensing referred to in Article 7**

##### **Paragraph 1.d. Practical Skill**

- 1.d.1. *A pilot must acquire and maintain the practical skills as appropriate to exercise his/her functions on the aircraft. Such skills must be proportionate to the risks associated to the type of activity and must cover, if appropriate to the functions exercised on the aircraft, the following:*
  - (i) pre-flight and in-flight activities, including aircraft performance, mass and balance determination, aircraft inspection and servicing, fuel planning, weather appreciation, route planning, airspace restrictions and runway availability;*
  - (ii) aerodrome and traffic-pattern operations;*
  - (iii) collision avoidance precautions and procedures;*
  - (iv) control of the aircraft by external visual reference;*
  - (v) flight manoeuvres, including in critical situations, and associated ‘upset’ manoeuvres, as technically achievable;*
  - (vi) normal and cross-wind take-offs and landings;*
  - (vii) flight by reference solely to instruments, as appropriate to the type of activity;*
  - (viii) operational procedures, including team skills and resource management, as appropriate to the type of operation, whether single or multi-crew;*
  - (ix) navigation and implementation of rules of the air and related procedures, using as appropriate, visual reference or navigation aids;*
  - (x) abnormal and emergency operations, including simulated aircraft equipment malfunctions;*
  - (xi) compliance with air traffic services and communications procedures; (xii) aircraft type or class specific aspects;*
  - (xiii) additional practical skill training that may be required to mitigate risks associated with specific activities; and*
  - (xiv) non-technical skills, including the recognition and management of threats and errors, using an adequate assessment methodology in conjunction with the technical skills assessment.*

(continued)


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### **Paragraph 1.e. Demonstration and maintenance of practical skill**

- 1.e.1. *A pilot must demonstrate the ability to perform the procedures and manoeuvres with a degree of competence appropriate to the functions exercised on the aircraft, by:*
- (i) operating the aircraft within its limitations;*
  - (ii) completing all manoeuvres with smoothness and accuracy;*
  - (iii) exercising good judgement and airmanship;*
  - (iv) applying aeronautical knowledge;*
  - (v) maintaining control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured;*  
*and*
  - (vi) non-technical skills, including the recognition and management of threats and errors, using an adequate assessment methodology in conjunction with the technical skills assessment.*
- 1.e.2. *An appropriate level of competence in practical skill must be maintained. Compliance must be demonstrated by regular assessments, examinations, tests or checks. The frequency of examinations, tests or checks must be proportionate to the level of risk associated with the activity.*

### **Paragraph 1.j. Examiners**

- 1.j.1. *Persons responsible for assessing the skill of pilots must:*
- (i) meet the requirements for flight or flight simulation instructors;*
  - (ii) be capable of assessing pilot performance and conducting flight tests and checks.*

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### 3.2 – Commission Regulations (EU) 1178/2011 & 290/2012

*Commission Regulation (EU) 1178/2011 of 03/11/2011 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, amended by Commission Regulation (EU) 290/2012 of 30/03/2012 and Commission Regulation (EU) 70/2014 of 27/01/2014, are known as the “**Aircrew Regulation**”.*

The Aircrew Regulation is thus composed of the Cover Regulation (12 Articles) and seven annexes, which contain the implementing rules on:

- pilot licensing (Annex I - Part-FCL),
- conversion of existing national licenses (Annex II),
- conditions for the acceptance of licenses issued by or on behalf of third countries (Annex III),
- medical certification and attestation (Annex IV – Part-MED),
- qualification of cabin crew (Annex V - Part-CC),
- authority requirements for aircrew (Annex VI – Part-ARA) *and*
- organisation requirements for aircrew (Annex VII - Part-ORA).

Further amendments to these Regulations are:

- Commission Regulation (EU) 70/2014 of 27 January 2014;
- Commission Regulation (EU) 245/2014 of 13 March 2014.

Some extracts from this Regulation, that concern flight examiners, are (in blue are changes introduced by CR (EU) 245/2014):

#### **Annex I – Part-FCL**

#### **Subpart K - Examiners**

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

*(a) General. Holders of an examiner certificate shall:*

- (1) hold an equivalent license, rating or certificate to the 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.*

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

*Examiners shall not conduct:*

- (a) skill tests or assessments of competence of applicants for the issue of a license, rating or certificate:*
  - (1) to whom they have provided flight instruction for the license, 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.*


##### **FCL.1010 Prerequisites for examiners**

*Applicants for an examiner certificate shall demonstrate:*

- (a) relevant knowledge, background and appropriate experience related to the privileges of an examiner;*
- (b) that they have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licenses, ratings or certificates issued in accordance with this Part, for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years.*

(continued)



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

- (a) Applicants for an examiner certificate shall undertake a standardisation course provided by the competent authority.
- (b) The standardisation course shall consist of theoretical and practical instruction and shall include, at least:
  - (1) the conduct of 2 skill tests, proficiency checks or assessments of competences for the licenses, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;
  - (2) instruction on the applicable requirements in this part and the applicable air operations requirements, the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting;
  - (3) a briefing on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees.
  - (4) a briefing on the need to review and apply the items in (3) when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate; and
  - (5) an instruction on how to get access to these national procedures and requirements of other competent authorities when needed;
- (c) Holders of an examiner certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority.


### **FCL.1020 Examiners assessment of competence**

Applicants for an examiner certificate shall demonstrate their competence to an inspector from the competent authority or a senior examiner specifically authorised to do so by the competent authority responsible for the examiner's certificate through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

### **FCL.1025 Validity, revalidation and renewal of examiner certificates**


- (a) *Validity.* An examiner certificate shall be valid for 3 years.
- (b) *Revalidation.* An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:
  - (1) conducted at least 2 skill tests, proficiency checks or assessments of competence every year;
  - (2) attended an examiner refresher seminar provided by the competent authority or by an ATO and approved by the competent authority, during the last year of the validity period.
  - (3) One of the skill tests or proficiency checks completed during the last year of the validity period in accordance with (1) shall have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so by the competent authority responsible for the examiner's certificate.
  - (4) When the applicant for the revalidation holds privileges for more than one category of examiner, combined revalidation of all examiner privileges may be achieved when the applicant complies with the requirements in (b)(1) and (2) and FCL.1020 for one of the categories of examiner certificate held, in agreement with the competent authority.
- (c) *Renewal.* If the certificate has expired, applicants shall comply with the requirements of (b)(2) and FCL.1020 before they can resume the exercise of the privileges.
- (d) An examiner certificate shall only be revalidated or renewed if the applicant demonstrates continued compliance with the requirements in FCL.1010 and FCL.1030.

(continued)

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

- (a) *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 this Part for the issue, revalidation or renewal of the license, 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.*
- (b) *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 license or certificate with the new expiry date of the rating or certificate, if specifically authorised for that purpose by the competent authority responsible for the applicant's license;*
  - (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 license, 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 complying with the applicable requirements in this Part;*
    - (ii) *confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge 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.*
    - (iv) *a declaration that the examiner has reviewed and applied the national procedures and requirements of the applicant's competent authority if the competent authority responsible for the applicant's license is not the same that issued the examiner's certificate;'*
    - (v) *a copy of the examiner certificate containing the scope of his/her privileges as examiner in the case of skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate.*
- (c) **Examiners shall maintain records for 5 years** with details of all skill tests, proficiency checks and assessments of competence performed and their results.
- (d) Upon request by the competent authority responsible for the examiner certificate, or the competent authority responsible for the applicant's license, **examiners shall submit all records and reports, and any other information, as required for oversight activities.**

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## Annex VI - Part-ARA

### Subpart FCL - Specific Requirements Relating to Flight Crew Licensing

#### ARA.FCL.200 Procedure for issue, revalidation or renewal of a license, rating or certificate

- (a) *Issue of licenses and ratings. The competent authority shall issue a pilot license and associated ratings, using the form as established in Appendix I to this Part.*
- (b) *Issue of instructor and examiner certificates. The competent authority shall issue an instructor or examiner certificate as:*
  - (1) *an endorsement of the relevant privileges in the pilot license as established in Appendix I to this Part; or*
  - (2) *a separate document, in a form and manner specified by the competent authority.*
- (c) *Endorsement of license by examiners. Before specifically authorising certain examiners to revalidate or renew ratings or certificates, the competent authority shall develop appropriate procedures.*

#### ARA.FCL.205 Monitoring of examiners

- (a) *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.*
- (b) *The competent authority shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the competent authority.*
- (c) *The competent authority shall develop procedures to designate examiners for the conduct of skill tests.*


#### ARA.FCL.210 Information for examiners

- (a) *The competent authority shall notify the Agency of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate.*
- (b) *To facilitate dissemination and access to the information received from competent authorities under (a), the Agency shall publish this information according to a format prescribed by it.*
- (c) *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 an aircraft.*

#### ARA.FCL.215 Validity period

- (a) *When issuing or renewing a rating or certificate, the competent authority or, in the case of renewal, an examiner specifically authorised by the competent authority, shall extend the validity period until the end of the relevant month.*
- (b) *When revalidating a rating, an instructor or an examiner certificate, the competent authority, or an examiner specifically authorised by the competent authority, shall extend the validity period of the rating or certificate until the end of the relevant month.*
- (c) *The competent authority, or an examiner specifically authorised for that purpose by the competent authority, shall enter the expiry date on the license or the certificate.*
- (d) *The competent authority may develop procedures to allow privileges to be exercised by the license or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the license or certificate.*

(continued)

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## **ARA.FCL.250 Limitation, suspension or revocation of licenses, ratings and certificates**

- (a) *The competent authority shall limit, suspend or revoke as applicable a pilot license and associated ratings or certificates in accordance with ARA.GEN.355 in, but not limited to, the following circumstances:*
- (1) *obtaining the pilot license, rating or certificate by falsification of submitted documentary evidence;*
  - (2) *falsification of the logbook and license or certificate records;*
  - (3) *the license holder no longer complies with the applicable requirements of Part-FCL;*
  - (4) *exercising the privileges of a license, rating or certificate when adversely affected by alcohol or drugs;*
  - (5) *non-compliance with the applicable operational requirements;*
  - (6) *evidence of malpractice or fraudulent use of the certificate; or*
  - (7) *unacceptable performance in any phase of the flight examiner's duties or responsibilities.*
- (b) *The competent authority may also limit, suspend or revoke a license, rating or certificate upon the written request of the license or certificate holder.*
- (c) *All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.*

## Section 4 – Examiner Certificate

The Certificate has the following layout:


ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΥΠΟΔΟΜΩΝ, ΜΕΤΑΦΟΡΩΝ & ΔΙΚΤΥΩΝ   EUROPEAN UNION  <b>Examiner Certificate</b>		<table border="1"> <tr> <td>I</td> <td>Κράτος Έκδοσης: State of Issue:</td> <td>ΕΛΛΑΣ GREECE</td> </tr> <tr> <td>III</td> <td>Αριθμός Πτυχίου: License number:</td> <td>GR/TRE/1663</td> </tr> <tr> <td>IV</td> <td>Επώνυμο: Last name: Όνομα: First name:</td> <td>ΠΑΠΑΧΑΛΕΙΟΥ PAPACHALIOU Κωνσταντίνος Konstantinos</td> </tr> <tr> <td>IVa</td> <td>Ημερομηνία γέννησης: Date of birth:</td> <td>05/08/1954</td> </tr> <tr> <td>XIV</td> <td>Τόπος γέννησης: Place of birth:</td> <td>Αθήνα, Ελλάδα Athens, Hellas</td> </tr> <tr> <td>V</td> <td>Διεύθυνση: Address:</td> <td>Μαυρομυδάκη 12 TK 166 73 Βούλα Ελλάδα Mavromichali 12 TK 166 73 Voula Greece</td> </tr> <tr> <td>VI</td> <td>Εθνικότητα: Nationality:</td> <td>Ελληνική Hellenic</td> </tr> <tr> <td>VII</td> <td>Υπογραφή κατόχου: Signature of holder:</td> <td></td> </tr> <tr> <td>VIII</td> <td>Εκδίδουσα Αρχή: Issuing Authority:</td> <td>Υπηρεσία Πολιτικής Αεροπορίας Hellenic Civil Aviation Authority</td> </tr> </table>	I	Κράτος Έκδοσης: State of Issue:	ΕΛΛΑΣ GREECE	III	Αριθμός Πτυχίου: License number:	GR/TRE/1663	IV	Επώνυμο: Last name: Όνομα: First name:	ΠΑΠΑΧΑΛΕΙΟΥ PAPACHALIOU Κωνσταντίνος Konstantinos	IVa	Ημερομηνία γέννησης: Date of birth:	05/08/1954	XIV	Τόπος γέννησης: Place of birth:	Αθήνα, Ελλάδα Athens, Hellas	V	Διεύθυνση: Address:	Μαυρομυδάκη 12 TK 166 73 Βούλα Ελλάδα Mavromichali 12 TK 166 73 Voula Greece	VI	Εθνικότητα: Nationality:	Ελληνική Hellenic	VII	Υπογραφή κατόχου: Signature of holder:		VIII	Εκδίδουσα Αρχή: Issuing Authority:	Υπηρεσία Πολιτικής Αεροπορίας Hellenic Civil Aviation Authority	<table border="1"> <tr> <td colspan="2"> <b>Παρατηρήσεις / Remarks:</b>          Τα/οι δικαιώμα(τα) που απορρέουν από αυτό το έγγραφο ασκούνται μόνο εφόσον πληρούνται οι προϋποθέσεις:         <ul style="list-style-type: none"> <li>- έγκυρο πτυχίο και κανόνες ταυλάσσονται με το πτυχίο ή κανόνες για την οποία ο κάτοχος είναι εξουσιοδοτημένος να διεξάγει εξέταση ή έλεγχο</li> <li>- το πρόσωπο να παρέχει εκπαίδευση για το παραπάνω πτυχίο ή κανόνες</li> <li>- νόμιμο έγγραφο με το οποίο πιστοποιείται η ταυτότητα του(της).</li> </ul>         Τα πρόσωπα FE και IRE μπορούν να ασκούν μόνο στους τύπους αεροσκαφών ή κλάσεων που αναφέρονται στην παράγραφο XII.                   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Figure 4.1

It is important to observe the privileges granted on the Certificate, so that only exams corresponding to those privileges are conducted and will be accepted.

Privileges granted are mentioned in the “Privileges and conditions” column in front of each endorsed certification.

Any restrictions to privileges will also be mentioned in that section of the Certificate.

The issue of this Examiner Certificate enables the holder to conduct exams to holders of HCAA Part-FCL licenses.


For conduct of exams to holders of Part-FCL licenses issued by other Competent Authorities (CA), and in accordance with FCL.1015(c), the examiner shall review the EASA “**Examiners Differences Document**” downloadable in the EASA website emphasizing on the national procedures of the applicable Member State.

*Additionally and under FCL.1030(b)(3), HCAA certified examiners must inform HCAA of the conduct of exams to holders of Part-FCL licenses issued by other CA (see 6.6 – Post Exam Procedures).*

The conduct of exams to holders of licenses of third countries, are subject to acceptance of the CA of those countries and are subject to their rules and procedures.

The conduct of these exams, their rules or applicability, are not under the scope of this FEH, therefore the rules, procedures and directives here contained are not applicable.

Note that those exams do not count towards any requirements under the Commission Regulations (for example, Examiner Certificate revalidations or renewals).

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#### 4.1 – HCAA Part-FCL Examiner List

In compliance with ARA.FCL.205(b), HCAA “*maintains a list of examiner it certified*”.


This list is available on the HCAA website ([www.hcaa.gr](http://www.hcaa.gr)) and contains all **HCAA certified examiners under Part-FCL**.

Examiners not certified under Part-FCL are not displayed.

The list contains the name of the examiner (telephone, email, etc), Certificate number and validity, the privileges granted and respective class/type of aircraft.

This list is updated in real time. In other words, all examiners displayed are the examiners with a **valid Part-FCL Examiner Certificate**, at the moment that the list is accessed.

Due note of this fact should be taken into account.


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## Section 5 – “Non-HCAA” Examiners

Examiners certified by Competent Authorities of other Member States, wishing to conduct exams to holders of HCAA issued Part-FCL licenses, must comply with procedures laid down in the EASA **“Examiners Differences Document”** available in the EASA website and complemented by this FEH.

“Non-HCAA” examiners shall comply with the procedures laid down in the documents mentioned above. Failure to do so will result in the refusal of exams conducted.

Additionally they shall only conduct exams for which they have privileges granted. Failure to comply with those privileges will render the exam invalid and HCAA Licensing Inspectors may take further actions.

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## Section 6 – Safety Considerations

HCAA Licensing Inspectors emphasises on the observation and compliance of safety rules and policies. This is particularly important for exams conducted on aircraft.


Below several main safety aspects are detailed, but obviously not limited to those here detailed:

- a) Planning of the exam and its conduct, shall strictly comply with the limitations stated in the applicable, valid and updated AFM, AOM or POH and OM.
- b) Particular care regarding fuel planning and mass & balance calculations is recommended.
- c) Weather minima are applicable as published in the Regulations and/or OM, whichever is higher/more restrictive.
- d) Flight profile will be briefed, with particular emphasize on malfunction and emergency procedures to be executed.
- e) Roles of crewmembers in case of an actual emergency will be clearly briefed and acknowledged.
- f) Required documentation (of crew, aircraft and any other necessary/applicable) shall always be checked prior to flight and shall always be on board the aircraft for the conduct of the exam. These documents shall be valid in accordance with Rules and Regulations.
- g) A proper pre-flight inspection will be carried out and a briefing on emergency evacuation performed between crew members.
- h) Carriage of passengers that do not have any necessary or relevant function for the exam is **forbidden**.
- i) Handover of aircraft controls (when and if applicable) shall be done in a clear and unambiguous way.
- j) Malfunctions and emergencies will always be simulated. Actual engine shut down on the aircraft is only allowed to be performed if required by the rules established in Part-FCL Appendixes, according to AFM, AOM or POH procedures and at a safe altitude.
- k) Use of screens shall be carefully used and managed. It is strongly recommended that in VMC conditions the examiner always has a clear and unobstructed view of the outside.
- l) During flight, conversation should be kept to a minimum, except to advise the next exercise or in case a potential situation that might affect flight safety evolves.
- m) Negative or conflicting comments shall be avoided and left for the debriefing, after the flight is completed.

For exams conducted (in whole or in part) in Hellenic territory, the **AIP** and/or **VFR Flight Manual** shall be consulted and used.

The AIP publication is obtainable via the following link: <http://www.hcaa.gr> (AIP upon registration only).



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## Section 7 – HCAA Exam Procedures

All administrative procedures to be taken into account and complied with relating to the conduct of exams to holders of HCAA issued Part-FCL licenses, are detailed in this section.

Examiners may conduct skill tests, proficiency checks and assessments of competence, as long as they follow the administrative procedures mentioned in this section of the briefing.

The procedures hereby described **must be strictly followed**.

Failure to comply with them may result in non-acceptance of the exam(s), **therefore making it/them invalid**.

**NOTE:** The conduct of assessments of competence by authorised (“non-HCAA”) examiners for examiner certificates to holders of HCAA issued Part-FCL licenses is not accepted.

Additional guidance on the way that examiners must conduct exams is given. This guidance is based on the published AMC & GM to the Regulations.

### 7.1 – ATPL Skill Test

HCAA requires that candidates for an ATPL license must submit an application prior to the conduct of the skill test, in accordance with Information Bulletin “ATPL Skill Test Application Procedure” available at the [www.ypa.gr/Licensing and Training](http://www.ypa.gr/Licensing and Training).

The application shall contain details of the skill test such as the date, location, examiner name and Certificate/Authorisation number.

The skill test may only be conducted after the candidate obtains formal approval from HCAA.

This formal approval does not replace the skill test notification, which has to be done by and is the responsibility of the examiner. (refer to 6.4 – Pre-Exam Procedures for further details on the notification of exams).

### 7.2 – Renewal of Ratings

There are new rules concerning the **renewal** of ratings on a PART-FCL license.

**FCL.740(b)** for class and type ratings and **FCL.625(c)** for instrument ratings, specify that an applicant that if a rating has expired, the applicant must take refresher training **at an ATO**, as necessary, to reach the level of proficiency necessary to safely operate the relevant class or type of aircraft, including when applicable instrument flying.

#### **AMC1 FCL.625(c) and AMC1 FCL.740(b)(1)**

The amount of refresher training needed should be determined on a case-by-case basis by the ATO, taking into account the following factors:

- a) experience of the applicant;
- b) the amount of time elapsed since the expiry of the validity period of the rating.

Once the ATO has determined the needs of the applicant, it should develop an individual training programme that should be based on the initial training for the issue of the rating and focus on the aspects where the applicant has shown the greatest needs.

In the case of a renewal, it is the examiners obligation to verify, **prior to the proficiency check**, that the applicant has complied with the minimum training determined in the AMC's (see tables below).

**Instrument Rating renewal, minimum number of training sessions - AMC1 FCL.625(c)**

Expiry period	Number of training sessions
0 to 3 months	No supplementary requirements.
3 months to a 1 year	A minimum of 1 training session.
Between 1 and 7 years	A minimum of 3 training sessions.
More than 7 years	The applicant should undergo the full training course for the issue of the IR.

**Table 7.2.1**

**Class / Type Rating renewal, minimum number of training sessions - AMC1 FCL.740(b)(1)**

Expiry period	Number of training sessions
0 to 3 months	No supplementary requirements.
3 months to a 1 year	A minimum of 2 training session.
Between 1 and 3 years	A minimum of 3 training sessions, in which the most important malfunctions in the available systems are covered.
More than 3 years (Aeroplanes)	The applicant should again undergo the <b>training required for the initial issue of the rating.</b>
More than 3 years (Helicopters)	The applicant should again undergo the training required for the ' <b>additional type issue</b> ', according to other <u>valid</u> ratings held.

**Table 7.2.2**

### 7.2.1 – Combined rating training

In the case of renewal of class or single-pilot type ratings and **simultaneous** renewal of instrument ratings, the refresher training for both ratings – and when conducted in the same aircraft – maybe combined, with credit of 50% of the training for the class or SP type rating.

Therefore, the total amount of stipulated training for the instrument rating must be conducted plus 50% of the training for the class or SP type rating.

### 7.2.2 – Training session duration

Training sessions shall have the following minimum duration:

**Training session minimum duration**

Rating	Session duration (minimum)
Class/Type Single-pilot	60' min.
Instruments	60' min.
Type Multi-pilot	120' min. <sup>1)</sup>

**Table 7.2.3** <sup>1)</sup> as PF

### 7.2.3 – Post refresher training procedures

As mentioned in **AMC1 FCL.625(c)**:

*“After successful completion of the training, the ATO should give a certificate to the applicant, to be submitted to the competent authority when applying for the renewal.”*

and **AMC1 FCL.740(b)(1)(c)**:

*“After successful completion of the training, the ATO should give a certificate, or other documental evidence that the training has been successfully achieved to the applicant, to be submitted to the competent authority when applying for the renewal. The certificate or documental evidence needs to contain a description of the training programme.”*

The examiner shall check this document, in order to assure that the refresher training has been conducted (as applicable).

Also to be checked is the filling of the **“Instructor initials & date training completed”** column, by the instructor(s) that conducted the refresher training:

6 ATPL(A) Skill Test Report								
MULTI-PILOT AEROPLANES		PRACTICAL TRAINING				ATPL(A) SKILL TEST		
Manoeuvres/Procedures	OTD	FTD	FFS	A	Instructors initials & date training completed	Checked in FFS	Attempt Number (1 or 2)	Examiners initials & date test completed
<b>SECTION 1</b>								
<b>1 Flight preparation</b>								
1.1 Performance calculation	P							
1.2 Aeroplane external visual inspection; location of each item and purpose of inspection	P#			P				
1.3 Cockpit inspection		P→	→	→				
1.4 Use of checklist prior to starting engines, starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P→	→	→	→		M		
1.5 Taxiing in compliance with air traffic control or instructions of instructor			P→	→				
1.6 Before take-off checks		P→	→	→		M		
<b>SECTION 2</b>								
<b>2 Take-offs</b>								
2.1 Normal take-offs with different flap settings, including expedited take-off			P→	→				
2.2* Instrument take-off; transition to instrument flight is required during rotation or immediately after becoming airborne			P→	→				
2.3 Crosswind take-off			P→	→				
2.4 Take-off at maximum take-off mass (actual or simulated maximum take-off mass)			P→	→				
2.5 Take-offs with simulated engine failure:								
2.5.1* shortly after reaching V <sub>2</sub> (see note)			P→	→				
<b>Note:</b> In aeroplanes which are not certificated as transport category or commuter category aeroplanes, the engine failure shall not be simulated until reaching a minimum height of 500 ft above runway end. In aeroplanes having the same performance as a transport category aeroplane regarding take-off mass and density altitude, the instructor may simulate the engine failure shortly after reaching V <sub>2</sub>								
2.5.2* between V <sub>1</sub> and V <sub>2</sub>			P	X		M		
2.6 Rejected take-off at a reasonable speed before reaching V <sub>1</sub>			P→	→X		M		
<b>SECTION 3</b>								
<b>3 Flight Manoeuvres and Procedures</b>								
3.1 Turns with and without spoilers			P→	→				
3.2 Tuck under and Mach buffets after reaching the critical Mach number, and other specific flight characteristics of the aeroplane (e.g. Dutch Roll) An aircraft may not be used for this exercise			P→	→X An aircraft may not be used				
3.3 Normal operation of systems and controls engineer's panel	P→	→	→	→				


  

Τόπος: Place:	Ημερομηνία: Date:	Υπογραφή Εξεταστή: Examiner's Signature:
------------------	----------------------	---

Σελίδα 4 από 10 HCAA Part-FCL Form: aL 527 – Reissue 01 / 24.06.2016

Figure 7.2.4

Examiners must check the completion of these sections of the form prior to the check. In case they are not filled the **check shall not be conducted.**

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## 7.3 – Number and Duration of Exams

Examiners must plan all Exams, allowing all necessary and reasonable time for:

- preparation and briefing before the flight/session, including oral questions when applicable;
- conduct of the Exam;
- debriefing and assessment of the candidate;
- filling of the applicable documentation.


### 7.3.1 – Daily number of exams

An Examiner shall plan, per day, not more than the following number of Exams:

Test for	Daily (maximum)
LAPL	<b>4</b> <b>Skill tests or Proficiency checks</b>
SPL	
BPL	
SP Type Ratings	
MP Type Ratings (LPC or OPC)	<b>4</b> <b>Proficiency checks combined in 2 sessions</b>
PPL	<b>3</b> <b>Skill tests or Proficiency checks</b>
CPL	
IR	
Class Rating	
Class Ratings or SP Type Rating with IR	
CPL & IR (combined)	<b>2</b> <b>Skill tests</b>
ATPL	
Instructor Certificate	<b>2</b> <b>Assessments of Competence</b>
Examiner Certificate (by HCAA Inspectors only)	

Table 7.3.1

In the case of the combination of different exams, checks or assessments of the table above, **they must never exceed three exams in the same day.**

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### 7.3.2 – Exam duration

In terms of duration of an exam, the next tables establish the **minimum times** for the several exams.

#### Skill Tests for issue of License or Ratings


Skill Test for	Duration of flight / session (minimum)	Total duration <sup>1)</sup>
LAPL(B)	45' min.	2 hrs
LAPL(A)	90' min. <sup>2)</sup>	
LAPL(H)		
LAPL(S)	3)	
SPL		
BPL	45' min.	
PPL	90' min. <sup>2)</sup>	3 hrs
CPL		
IR	60' min.	
SP Class / Type Rating	60' min.	
SP Class / Type Rating with IR	90' min.	
CPL & IR	120' min	4 hrs
MP type rating		
MPL		
ATPL		

**Table 7.3.2**

<sup>1)</sup> includes briefing, debriefing, etc...

<sup>2)</sup> including navigation section.

<sup>3)</sup> sufficient time to allow that all the items in each test or check section can be fully completed.

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### Revalidation or Renewal of Ratings

Proficiency Checks for	Duration of flight / session (minimum)	Total duration <sup>1)</sup>
IR	60' min.	3 hrs
SP Class / Type Rating	60' min. <sup>2)</sup>	
SP Class / Type Rating with IR	90' min. <sup>2)</sup>	
MP type rating (LPC or OPC)	120' min.	4 hrs

**Table 7.3.3**

<sup>1)</sup> includes briefing, debriefing, etc...

<sup>2)</sup> in case the route sector is required to be conducted during the proficiency check for revalidation of a class or type rating, as foreseen in FCL.740.A(a)(2)(ii) or in FCL.740.PL(a)(2)(ii), **15 minutes** shall be added to the duration of the flight/session.

### Assessment of competence for Instructors and Examiners <sup>1)</sup>

Assessment of Competence for	Duration of flight / session (minimum)			Total duration <sup>2)</sup>
		3)	4)	4 hrs
Instructor Certificate	FI / CRI / IRI, <u>a/c:</u> TRI, <u>a/c:</u>	90' min.	60' min.	
	SFI / TRI, <u>FSTD:</u>	180' min		
Examiner Certificate (by HCAA Licensing Inspector only)	5)			

**Table 7.3.4**


<sup>1)</sup> HCAA imposes restrictions to the conduct of AoC by non-HCAA examiners or Inspectors; see Section 5, for more details.

<sup>2)</sup> includes briefing, debriefing, etc...

<sup>3)</sup> for issue (initial);

<sup>4)</sup> for revalidation or renewal of Certificate;

<sup>5)</sup> duration of the test/check conducted by HCAA Licensing Inspector only.

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## 7.4 – Pre-Exam procedures

**Skill tests, assessments of competence for initial issue of instructor certificates** to be conducted must be **always** notified prior to its conduct.

This notification must be done **up to 5 days prior** to the date and time of the exam.

A change of examiner is allowed **up to 24 hours** before the event.

The notification or the change of examiner shall be reported to: [examiners@hcaa.gr](mailto:examiners@hcaa.gr).

### 7.4.1 – For HCAA Certified Examiners

The notification will be made via email to: [examiners@hcaa.gr](mailto:examiners@hcaa.gr) containing the following information:


- a) The subject title of the email shall contain: "Skill Test or AoC (as applicable) / examiner name / candidate name".
- b) Content:
  1. **Examiner details**
    - Examiner's complete name and initials
    - Examiners certificate number
  2. **Candidate details:**
    - Candidate's name and initials
    - Candidate's license number (if applicable)
  3. **Skill Test or AoC details:**
    - Type of skill test or AoC
    - Type of aircraft
    - Specify Test in aircraft or FSTD
    - Name of FSTD operator
    - Aircraft registration
    - Date and time
    - Place

Prior notification of **proficiency checks**, and **assessments of competence for revalidation/renewal of instructor certificates**, is not required.

### 7.4.2 – For "Non-HCAA" Certified Examiners

The notification will be made via the HCAA website **up to 7 days prior** to the date and time of the exam:

[www.hcaa.gr](http://www.hcaa.gr) → Licensing and Training → Foreign Examiners → NON HCAA EXAMINERS INFORMATION (Please follow the instruction: Commercial aviation / EASA Examiner Difference Document).

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## 7.5 – Conduct of the Exam

Details concerning the conduct of exams can be found in AMC & GM to PART-FCL, specifically, **AMC2 FCL.1015 Examiner standardization**.

Safety considerations laid down in Section 10 of this FEH, shall be taken into account, **particularly for exams conducted on aircraft**.

An exam is comprised of:

- a) oral examination on the ground (where applicable);
- b) pre-flight briefing;
- c) in-flight exercises;
- d) post-flight debriefing.

In detail:

a) oral examination on the ground should include:

- 1) aircraft general knowledge and performance;
- 2) planning and operational procedures;
- 3) other relevant items or sections of the test or check.


b) pre-flight briefing should include:

- 1) test or check sequence;
- 2) power setting, speeds and approach minima, if applicable;
- 3) safety considerations observance (see Section 6 of this FEH).

As a proper pre-flight briefing is of crucial importance, the following detailed items shall be followed:

- i) An examiner should allow an applicant adequate time to prepare for a test or check, normally not more than 1 hour.
- ii) The briefing should cover the following:
  - the objective of the flight;
  - licensing checks, as necessary;
  - freedom for the 'candidate' to ask questions;
  - operating procedures to be followed (for example operators manual);
  - weather assessment;
  - operating capacity of 'candidate' and examiner;
  - aims to be identified by 'candidate';
  - simulated weather assumptions (for example icing and cloud base);
  - use of screens (if applicable);
  - contents of exercise to be performed;
  - agreed speed and handling parameters (for example V-speeds, bank angle, approach minima);
  - use of R/T;
  - respective roles of 'candidate' and examiner (for example during emergency);
  - administrative procedures (for example submission of flight plan).
- iii) An exam is intended to simulate a practical flight. Thus, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.




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c) in-flight exercises will include each relevant item or section of the exam;

Particular attention is recommended concerning safety considerations observance (see Section 6 of this FEH) and the execution of the mandatory items of the exam profile, as detailed in the exam forms.

d) post-flight debriefing should include:

- 1) assessment or evaluation of the applicant;
- 2) documentation of the test or check with the applicant's FI present, if possible.

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## 7.6 – Post Exam procedures (“Examiner Report”)

**ALL skill tests, proficiency checks and assessments of competence**, shall be reported without delay to HCAA, although a 10-day period is granted.

### 7.6.1 – For HCAA Certified Examiners

The submission of the report will be made via email: [examiners@hcaa.gr](mailto:examiners@hcaa.gr).  
The session details shall be filled and a pdf scan of the completed exam form to be attached.


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

**Note 1:** In case of exams conducted to holders of Part-FCL licenses issued by CA of other Member States, the examiner must submit the report.  
There are no time limitations to make that report.

**Note 2:** In case of exams conducted to holders of licenses issued by CA of third countries, no report is applicable.

### 7.6.2 – For “Non-HCAA” Certified Examiners

The report will be made via the HCAA website **after** the exam:  
[www.hcaa.gr](http://www.hcaa.gr) → Licensing and Training → Foreign Examiners → NON HCAA EXAMINERS INFORMATION (Please follow the instruction: Commercial aviation / EASA Examiner Difference Document).

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**IMPORTANT:** As mentioned in FCL.1030(b)(3), all examiners must hand over the **original exam forms** (properly filled) to the applicant or the organisation representing the applicant, as established in applicable procedures/rules.

It is recommended that examiners keep (paper or digital) copies of the exam form(s) used.


**Note:** The submission of the exam report, via email **does not initiate, neither replace** the applicants' procedure for issue, revalidation or renewal of licenses, ratings or certificates.

### 7.6.3 – Monthly report of HCAA Certified Examiners

The mandatory monthly report will be made via the HCAA website **as following**:  
[www.hcaa.gr](http://www.hcaa.gr) → Licensing and Training → Examiners → FLIGHT EXAMINERS MONTHLY REPORT.

The HCAA's applicable email for the examiners' monthly report is: [monthly.reports@hcaa.gr](mailto:monthly.reports@hcaa.gr).

**The objective of the above mentioned submission is to monitor the Examiners for those provided by the FCL.1025(b).**

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## 7.7 – EASA Forms

The forms to be used for reporting the conduct of any exam are available in the following link, of the HCAA website:

[www.hcaa.gr](http://www.hcaa.gr) → Licensing and Training → Applicable Forms  
(<http://www.hcaa.gr/en/licensing-training/>)

It is recommended that examiners add this link to the “Favorites” list on their web browser, making access easier and quicker.

**Note:** The most recent and current exam forms are the ones obtainable in the HCAA website.  
It is recommended that the forms be always downloaded from this location prior to any exam has to be conducted, so that the correct version is used.

When accessing directly on the HCAA website, the following steps should be taken, in order to obtain the forms:

- On the HCAA homepage ([www.hcaa.gr](http://www.hcaa.gr)) select the “English Language” and then the option “LICENSING AND TRAINING”.
- Thereafter, on the menu to the left select “APPLICABLE FORMS”
- A list of forms is displayed by title.  
Scrolling down searching for “EASA forms” title, under which the applicable form may be selected.


Only HCAA EASA forms may be used for reporting the conduct of exams to HCAA issued Part-FCL license holders.

### **NO OTHER FORMS ARE ACCEPTED.**

Any discrepancy to this rule renders the exam invalid at the responsibility of the examiner.

HCAA EASA forms have the following layout which is very similar in all cases.  
They are divided into sections containing specific information and may vary depending on the type of exam for a license or rating(s).



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## 1 Type of application

☐ I apply for the issue of: (*Initial Skill Test*)      ☐ SE    ☐ ME      Aeroplane: \_\_\_\_\_  
 (EASA list of CR/TR)

☐ I apply for the CR/TR Revalidation

☐ I apply for the CR/TR Renewal, expired    ☐ < 3 months    ☐ between 3 months and 1 year    ☐ between 1 and 3 years

☐ I apply for the IR Revalidation

☐ I apply for the IR Renewal, expired    ☐ < 3 months    ☐ between 3 months and 1 year    ☐ between 1 and 7 years

☐ REPETITION OF PARTIAL PASSED ST/PC      from date: \_\_\_\_\_

☐ REPETITION OF FAILED ST/PC

## 2 Applicant

Όνομα: <i>Name:</i>	Επώνυμο: <i>Surname:</i>	Όνομα Πατρός: <i>Father's Name:</i>	
Οδός: <i>Street:</i>	Τοποθεσία / Πόλη: <i>Place / City:</i>	TK: <i>Post code:</i>	Χώρα: <i>Country:</i>
A.Δ.Τ. ή Διαβατηρίου: <i>ID or Passport Number:</i>	Νο τηλ: <i>Tel No:</i>	Κινητό: <i>Mobile:</i>	
Ηλεκτρονικό Ταχυδρομείο: <i>email:</i>	Χώρα έκδοσης, Είδος & Νο Πτυχίου: <i>Country, Type &amp; No of License held:</i>		
Ημερομηνία Γεννήσεως: <i>Date of Birth:</i>	Τόπος Γεννήσεως: <i>Place of Birth:</i>	Ιθαγένεια: <i>Nationality:</i>	Υπηκοότητα: <i>Citizenship:</i>

Image 7.7.2

In case of and only in case of a renewal the time that the rating is expired shall be tick marked. Finally in case the exam is a repetition of a partially passed or failed exam the appropriate check box shall be marked and the date of the previous exams indicated.

**Note:** The references to section indexation contained hereafter may differ in several forms. Explanation provided concerning exam form section indexation are for guidance and due allowance to variations shall be taken.


## 3 Payment methods

Όλα τα τέλη πρέπει να προπληρωθούν. Παράλειψη συμμόρφωσης θα έχει σαν αποτέλεσμα την επιστροφή της αίτησής σας και την τελική απόρριψή της.  
*All fees must be paid in advance; failure to do so will cause the rejection of your application.*  
 Τα τέλη για τα πτυχία, τις σχετιζόμενες ικανότητες και αξιολογήσεις, περιλαμβάνονται στην πιο πρόσφατη Διυπουργική Απόφαση Τελών.  
*The fees for licenses, associated ratings and assessments are contained in the latest Interministerial Decision of Charges.*

Συμπληρώστε τα Νούμερα των Ισχυόντων Παραβόλων ή e-Παραβόλων του Δημοσίου  
*Fill in the Numbers of the valid Fees or e-Fees of the State*


Image 7.7.3

In the **section 3** the applicant declares (when applicable) the pre-paid fees, filling the proper numbers of the receipts in the boxes, for verification of the HCAA officers.

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**4** ONLY in case of RENEWAL of expired ratings:

**4a** Confirmation by the FI/CRI conducting the training

Από (Ημ/νία) From (Date)	Έως (Ημ/νία) Until (Date)	Εκπαιδευτής FI/CRI(Όνομ/μο) Instructor FI/CRI (Full Name)	Αριθμός Πτυχίου License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ημερομηνία και Υπογραφή του Εκπαιδευτή FI/CRI  
Date and Signature of FI/CRI

Ο FI/CRI επιβεβαιώνει ότι η εκπαίδευση έγινε σε συμμόρφωση με τις διατάξεις του Part-FCL και των εγκεκριμένων εγχειριδίων εκπαίδευσης, και ότι ο αιτών είναι κατάλληλος για να συμμετάσχει στο skill test/proficiency check.  
The FI/CRI confirms that the training was performed in compliance with the provision of Part-FCL and the approved training manuals, and that the applicant is fit for skill test/proficiency check.

Image 7.7.4

The **section 4a** is normally reserved for the FI/CRI declaration of training course conducted (when applicable), and shall be signed by them.

This section is applicable for the refresher training for renewals.

**4b** Confirmation by the ATO

Από (Ημ/νία) From (Date)	Έως (Ημ/νία) Until (Date)	Προϊστάμενος Εκπαίδευσης(Όνομ/μο) Head of Training (Full Name)	ATO (Αριθμός Έγκρισης) ATO (Approval Number)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Υπογραφή του Προϊστάμενου Εκπαίδευσης & Σφραγίδα ATO  
Signature of Head of Training and Stamp of ATO

Ο Προϊστάμενος της Εκπαίδευσης επιβεβαιώνει ότι η εκπαίδευση έγινε σε συμμόρφωση με τις διατάξεις του Part-FCL και των εγκεκριμένων εγχειριδίων εκπαίδευσης, και ότι ο αιτών εξασφαλίζει το επίπεδο επάρκειας που απαιτείται.  
The Head of Training confirms that the training has been performed in compliance with Part-FCL and the approved training manuals, and that the applicant assures the level of proficiency required.

Table 7.7.5

**Section 4b** is normally reserved for the ATOs declaration of training course conducted (when applicable), and shall be signed by the Head of Training.

This section is applicable for the refresher training for renewals.


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On the **sections 5** (example in figure 7.7.6 below), a list with the complete requirements (mandatory attached documents) for a certain license, rating or certificate is published.

5 Attached documents				
ATTACHED DOCUMENTS (Mandatory - Please tick ✓)	REQUIREMENTS	FILLED BY ATO/EXAMINER/APPLICANT	EXAMINER CHECK	HCAA ONLY
Certificate ATO (Non Hellenic)	<input type="checkbox"/> Certificate (copy)	(In case of an Hellenic ATO it must have been endorsed to the Approval Certificate attachment)	<input type="checkbox"/>	<input type="radio"/>
Certificate FSTD (Non Hellenic)	<input type="checkbox"/> Certificate (copy)		<input type="checkbox"/>	<input type="radio"/>
Document of identification	<input type="checkbox"/> Copy (For Skill test only)		<input type="checkbox"/>	<input type="radio"/>
Pilot License		License: _____	<input type="checkbox"/>	<input type="radio"/>
EASA Medical Certificate	<input type="checkbox"/> Class 1 (copy - if applicable)	Valid until: _____	<input type="checkbox"/>	<input type="radio"/>
Hellenic EASA Medical Certificate	Class 1	Valid until: _____	<input type="checkbox"/>	<input type="radio"/>
Logbook filled and signed (For Skill test only)	<input type="checkbox"/> Logbook & copies of relevant pages for verification	Total Hours: _____	<input type="checkbox"/>	<input type="radio"/>
Completion Certificate for the full training courses by the ATO	<input type="checkbox"/> Original Document	(when applicable only)	<input type="checkbox"/>	<input type="radio"/>
Confirmation of payment of the required fees	(see #3: payment methods)	Please fill correctly the original receipt's number on #3 above	<input type="checkbox"/>	<input type="radio"/>

Table 7.7.6



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It is the Examiner's function to confirm **(section 5 & 6)**, prior to the exam, that those requirements are met by reviewing this part of the form and tick-marking the checkboxes for the respective items. When applicable, ATO's or in some cases the applicant him/herself, must fill in this section with the training details of the applicant, prior to the exam.

These details should meet the requirements for the respective license or rating.

## 6 Summary of knowledge and flight experience before the skill test/proficiency check is taken

**Chose the applicable (Initial or Revalidation or Renewal)**

<input type="checkbox"/> INITIAL ISSUE CR/TR	REQUIREMENTS	FILLED BY ATO	EXAMINER CHECK	HCAA ONLY
1) Training course	Certificate by ATO			<input type="radio"/>
2) Theoretical Knowledge examination	Certificate by ATO			<input type="radio"/>
3) Skill Test <sup>1</sup>				<input type="radio"/>


  

<input type="checkbox"/> REVALIDATION CR/TR/IR	REQUIREMENTS	FILLED BY ATO/EXAMINER/APPLICANT	EXAMINER CHECK	HCAA ONLY
Only for IR Revalidation – Last IR Prof. Check was performed:		<input type="checkbox"/> Aeroplane <input type="checkbox"/> FNPT II <input type="checkbox"/> FFS		
1) Proficiency Check <sup>2</sup>			<input type="checkbox"/>	<input type="radio"/>
or			or	or
2) Experience (choose the applicable A or B)			<input type="checkbox"/>	<input type="radio"/>
<input type="checkbox"/> A – Multi-Engine (During validity of the rating)			Multi-Engine	
a) Route sectors	min. 10	N° sectors: _____	<input type="checkbox"/>	<input type="radio"/>
or			or	or
b) Route sector or FFS <sup>3</sup>	min. 1		<input type="checkbox"/>	<input type="radio"/>
<input type="checkbox"/> B – SEP aeroplanes or TMG			SEP/TMG	
Flight time: (within 12 months)	min. 12 hours	Hours: _____		<input type="radio"/>
a) PIC	min. 6 hours	Hours: _____		<input type="radio"/>
b) Take-offs/Landings	12/12	Take-offs: _____ Landings: _____		<input type="radio"/>
c) Training Flight <sup>4</sup>	min. 1 hour	Hours: _____		<input type="radio"/>
or CR/TR Prof. Check/Skill Test		or Date: _____		<input type="radio"/>

<input type="checkbox"/> RENEWAL CR/TR/IR	REQUIREMENTS		EXAMINER CHECK	HCAA ONLY
1) Refresher Training	Certificate by ATO			<input type="radio"/>
2) Proficiency Check				<input type="radio"/>


Table 7.7.7

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**Section 7** (table 7.7.8 below), is divided into several subsections, containing the “Check details”, in which the appropriate field shall be completed.  
The flight details and “Departure/Aerodrome”, “Arrival/Aerodrome”, “Block-off”, and “Block-on” fields are mandatory.

7 Conduct of the Skill Test / Proficiency Check					
<b>ΥΠΟΨΗΦΙΟΣ APPLICANT</b>					
ΟΝΟΜΑ FIRST NAME	ΕΠΙΘΕΤΟ LAST NAME	ΗΜΕΡΟΜΗΝΙΑ ΓΕΝΝΗΣΗΣ DATE OF BIRTH	ΤΟΠΟΣ ΓΕΝΝΗΣΗΣ PLACE OF BIRTH		
<b>ΠΡΟΤΑΣΗ ΓΙΑ SKILL TEST RECOMMENDED FOR SKILL TEST</b>					
ΟΝΟΜΑ ΕΚΠΑΙΔΕΥΤΗ FIRST NAME	ΕΠΙΘΕΤΟ ΕΚΠΑΙΔΕΥΤΗ LAST NAME	ΝΟΥΜΕΡΟ ΕΚΠΑΙΔΕΥΤΗ INSTRUCTOR'S NUMBER			
<b>ΕΞΕΤΑΣΤΗΣ EXAMINER</b>					
ΟΝΟΜΑ FIRST NAME	ΕΠΙΘΕΤΟ LAST NAME	ΝΟΥΜΕΡΟ ΕΞΕΤΑΣΤΗ EXAMINER'S NUMBER	ΘΕΣΗ ΤΟΥ ΕΞΕΤΑΣΤΗ ΣΤΟ Α/ΦΟΣ EXAMINER'S AIRCRAFT SEAT		
			Δεξιά Right <input type="checkbox"/>	Αριστερή Left <input type="checkbox"/>	Πίσω Rear <input type="checkbox"/>
<b>ΑΕΡΟΣΚΑΦΟΣ AIRCRAFT</b>					
ΤΑΣΗ/ΤΥΠΟΣ/ΠΑΡΑΛΛΑΓΗ CLASS/TYPE/VARIANT	ΧΑΡΑΚΤΗΡΙΣΤΙΚΟ ΚΛΗΣΕΩΣ REGISTRATION	PIC	COPI	MPOps	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FSTD - IF APPLICABLE</b>					
ΤΑΣΗ/ΤΥΠΟΣ/ΠΑΡΑΛΛΑΓΗ CLASS/TYPE/VARIANT	FSTD - ID	FFS Level	FSTD OPERATOR	LOCATION	
<b>ΛΕΠΤΟΜΕΡΕΙΕΣ ΤΗΣ ΠΤΗΣΗΣ FLIGHT DETAILS</b>					
ΗΜΕΡΟΜΗΝΙΑ ΤΗΣ ΕΞΕΤΑΣΗΣ DATE OF TEST	ΧΡΟΝΟΣ ΣΤΑ ΧΕΙΡΙΣΤΗΡΙΑ TIME ON CONTROLS	ΑΡΙΘΜΟΣ ΠΡΟΣΓΕΙΩΣΕΩΝ NUMBER OF LANDINGS	ΑΡΙΣΜΟΣ ΠΡΟΣΕΓΓΙΣΕΩΝ NUMBER OF APPROACHES		
<b>ΣΚΕΛΟΣ Νο1 LEG No1</b>					
BLOCK-OFF	ΑΝΑΧΩΡΗΣΗ / DEPARTURE	ΠΡΟΟΡΙΣΜΟΣ / DESTINATION	BLOCK-ON		
<b>ΣΚΕΛΟΣ Νο2 LEG No2</b>					
BLOCK-OFF	ΑΝΑΧΩΡΗΣΗ / DEPARTURE	ΠΡΟΟΡΙΣΜΟΣ / DESTINATION	BLOCK-ON		

Table 7.7.8

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In **section 9**, the applicable box concerning the exam result shall be filled with passed “P” or failed “F”, and the candidate/pilot, **shall always** place his/her signature, acknowledging the result.

Any applicable remarks shall be entered in subsection “Remarks”.

Also, the applicable box concerning the exam result shall be ticked

Failed items shall be justified by examiner in this section, with a short and objective explanation.

Should space not be sufficient, a separate report shall be made and attached to the exam form. This report will be signed by the examiner and countersigned by the candidate/pilot.

In case of exams conducted in aircraft and for issue, revalidation or renewal of an Instrument Rating, the type of approaches and their respective location shall always be filled, as suggested in the following manner:

**ILS APP, RWY21R LGAV;**

**VOR/DME APP, RWY34 LGTS**

For MPA or HPCA in the following manner (if applicable):

**LV**

In case of an exam in which an AoC for issue, revalidation or renewal of an Examiner Certificate is simultaneously conducted, the phrase “*Examiner under supervision:*” shall be written followed by the name and signature of the examiner under supervision.

The supervising Inspector’s details are filled in **section 2** (see above).

9	Skill Test / Proficiency Check Result
---	---------------------------------------

RESULTS OF THE SKILL TEST SECTIONS							
„P“ - passed	1	2	3A (VFR)	3B (IFR)	4	5	6
„F“ - failed							
REMARKS							
IR(A): _____ New Expired date: _____ CR(A): _____ New Expired date: _____ TR(A): _____ New Expired date: _____							

☐ PASSED


☐ PARTIALLY PASSED

☐ FAILED

Υπογραφή Εξεταστή  
Signature of Examiner

Αναγνώριση αποτελέσματος-Υπογραφή Αιτούντος  
Recognition test result-Signature of Applicant

Table 7.7.9

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**Section 10**, is reserved for “non-HCAA” Examiners and contains the National Procedures Declaration in accordance with FCL.1030(b)(3)(iv).

<b>10</b>	<b>National Procedure Declaration – Only for NON-HCAA EXAMINERS (To be completed by the examiner)</b>
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I hereby declare that I, \* \_\_\_\_\_, have reviewed and applied the relevant national procedures and requirements of the applicant’s competent Authority (HCAA- [www.ypa.gr](http://www.ypa.gr)-Foreign Examiners) contained in version\*\* \_\_\_\_\_ of the Examiner Differences Document.

\* *Name of Examiner*

\*\* *Insert document version, i.e.: 06-2015*

Date: \_\_\_\_\_ Signature of Examiner: \_\_\_\_\_

Table 7.7.10

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## 7.8 – Endorsement of Licenses by Examiners

### ARA.FCL.200 (c)

**Endorsement of license by examiners.** *Before specifically authorising certain examiners to revalidate or renew ratings or certificates, the competent authority shall develop appropriate procedures.*

### 7.8.1 – Issue of Ratings or Certificates

Examiners **MAY NEVER endorse (issue) new ratings or certificates** on an HCAA issued Part-FCL license.

In these cases the license holder must apply to HCAA for the issue of a new license with the new ratings or certificates endorsed.

### 7.8.2 – Revalidation of Ratings or Certificates

Examiners may only endorse an HCAA issued Part-FCL license for **REVALIDATION** of the following ratings:

- **class;**
- **type;**
- **instrument.**

When endorsing the license for the revalidation of the ratings mentioned above, the examiner shall comply with the established in **ARA.FCL.215 (b) - Validity Period:**

*“When revalidating a rating, an instructor or an examiner certificate, the competent authority, or an examiner specifically authorised by the competent authority, shall extend the validity period of the rating or certificate until the end of the relevant month.”*

**Any other ratings or certificates** than the ones mentioned above, **MAY NOT be endorsed** by examiners.

In those cases the license holder must apply to HCAA for the endorsement of the rating/certificate on a new license.

The AoC of Examiners for the issue, revalidation or renewal of their Certificate, is performed by HCAA Licensing Inspectors only.

### 7.8.3 – Renewal of Ratings or Certificates

Examiners **MAY NEVER endorse an HCAA issued Part-FCL license for RENEWAL of ANY ratings or certificates.**

In the case of a renewal, the license holder must apply to HCAA for the issue of a new license with the renewed privileges endorsed.

### 7.8.4 – License entries

All ratings must be individually / separately endorsed (one per line available) on the pilot's license as in the following example:


Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiner's certificate no	Examiner's signature
A330			31/08/2014	HCAA Inspector	
A340			28/02/2015	HCAA Inspector	
IR/MP/LV			28/02/2015	HCAA Inspector	
A340	01/01/2016		28/02/2016	GR/TRE/1001	G. Georgiou
IR/MP/LV		01/01/2016	28/02/2016	GR/TRE/1001	G. Georgiou

Image 7.8.1

**Combination of ratings in the same line / entry is NOT allowed**, as in this example:

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiner's certificate no	Examiner's signature
A330			31/08/2014	HCAA Inspector	
A340			28/02/2015	HCAA Inspector	
IR/MP/LV			28/02/2015	HCAA Inspector	
<del>A340/IR/MP/LV</del>	01/01/2016	01/01/2016	28/02/2016	GR/TRE/1001	G. Georgiou

Image 7.8.2

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### 7.8.5 – Mistakes

In case a mistake is made during the license endorsement, the examiner may correct it by making invalid the mistaken entry.

In this case the examiner must double cross the boxes of the line containing the mistake, **with the exception** of the boxes of the “**Examiners certificate no.**” and “**Examiners Signature**” columns.


The examiner **must always** place his/her certificate number and signature on the respective line, despite crossing all other boxes.

Any other form of correction is not accepted (erasing, other type of crossing, etc...). Should this happen, the holder shall apply **with undue delay** for the re-issue of the license.

The following example is shown for reference (wrong insertion of the type “A330” and wrong new validity of that rating):

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiner's certificate no	Examiner's signature
A330			31/08/2014	HCAA Inspector	
A340			28/02/2015	HCAA Inspector	
IR/MP/LV			28/02/2015	HCAA Inspector	
<del>A330</del>	<del>01/01/2015</del>	<del></del>	<del>28/02/2015</del>	GR/TRE/1001	G. Georgiou
A340	01/01/2016		28/02/2016	GR/TRE/1001	G. Georgiou
IR/MP/LV		01/01/2016	28/02/2016	GR/TRE/1001	G. Georgiou

Image 7.8.3

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## 7.9 – HCAA Examiner by email reports

The HCAA emails: ([examiners@hcaa.gr](mailto:examiners@hcaa.gr) & [monthly.reports@hcaa.gr](mailto:monthly.reports@hcaa.gr)) shall be used by **HCAA certified examiners** to notify skill test, or initial Instructor AoC and report all exams conducted to holders of Part-FCL licenses issued by HCAA (including monthly reports).


In case certified examiners conduct exams to holders of Part-FCL licenses issued by Competent Authorities of other Member States, no prior notification is required.

After the conduct of the exam, it should be reported through the email under the subject “*Register a non-HCAA exam*” option.

There are no time limitations to make that notification.

**NOTE:** Exams that are not conducted for any reason shall be cancelled by the examiner anytime since scheduling, until the end of the 10 day exam report period.



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## Section 8 – Requirements for protection of personal data

EU Directive 95/46/EC<sup>1</sup> 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, unauthorized 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.

<sup>1</sup>

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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## Section 9 – Liability and Accident Insurance


HCAA, 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 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<sup>2</sup>** 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.**


<sup>2</sup>

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).

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## Section 10 – Fees

HCAA, does not provide financial remuneration for expenses or services rendered. The examiner shall arrange those the organization (ATO/Operator) or the candidate.

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