



# Advisory Circular

CAA-AC-PEL 009

Issue 2

November, 2013

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## ISSUE AND RENEWAL OF A FLIGHT ENGINEER EXAMINER AUTHORIZATION

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for authorization as a Flight Engineer Examiner under the Civil Aviation (Personnel Licensing) Regulations.

### 2.0 REFERENCES

- 2.1 Regulations on Flight examiner requirements and Flight examiner training requirements of the Civil Aviation (Personnel Licensing) Regulations;
- 2.2 The prescribed Application Forms

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

The prescribed Application Forms for issue or renewal of a Flight Engineer Examiner Authorisation may be obtained from the Authority's Personnel Licensing (PEL) Office.

#### 3.2 The Applicant's Identity

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

#### 3.3 Eligibility requirements for issue of the Authorisation

The applicant is required to meet the eligibility requirements under Regulations

3.3.1 Regulations on Flight examiner requirements and Flight examiner training requirements of the Civil Aviation (Personnel Licensing) Regulations.

3.3.2 An applicant shall –

- a) be qualified technically and must hold all category, class and type ratings for each aircraft for which authorization is sought;
- b) be a holder of a valid Flight Engineer Licence with the privilege to instruct for the licence or rating;
- c) be current and qualified to act as flight engineer of each aircraft for which authorized throughout the duration of the authorization;

- d) have a good record as a flight engineer in regard to accidents, incidents and violations;
- e) be a person of integrity.

### **3.4 Application Requirements**

- a) The applicant is to attach the following documents to the application form on applying for the authorisation –
  - (i) A properly completed prescribed Application Form
  - (ii) A Flight Engineer Licence; and
  - (iii) Personal logbooks or other acceptable flight records substantiating the flight experience shown on the prescribed application form.
- b) If the applicant does not meet the applicable criteria the Authority will advise the applicant how the deficiency may be corrected.

### **3.5 Requirements for Authorisation**

The ground, flight and simulator training for examiners shall be in compliance with Regulation Flight examiner training requirements of the Civil Aviation (Personnel Licensing) Regulations.

3.5.1 Each candidate selected for authorization by the Authority must pass a practical evaluation by an authorized examiner before the authorization.

3.5.3 The applicant for an examiner authorization shall have conducted at least one test in the role of an examiner for which authorization is sought. The test shall include briefing, conduct of the practical test, assessment of the candidate for the skill test is given, debriefing, recording and documentation of the test results. This practical test shall be supervised by an examiner specifically authorized by the Authority for the purpose.

### **3.6 Authorization Procedures**

3.6.1 A Flight Engineer examiner may be authorized to perform specific testing functions such as practical, proficiency and type rating tests. An examiner may perform only the functions for which he is authorized. The Flight Engineer examiner shall hold a valid Flight Engineer licence, the rating and authorization for which he is authorized to conduct tests.

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

3.6.3 The Authority shall notify each Approved Training Organization of the Flight Engineer Examiners who have been designated to conduct relevant tests for the issue of flight engineer licence and ratings.

### **3.7 Flight Engineer Examiner Privileges and Limitations**

3.7.1 An authorised flight engineer examiner shall perform the following:

- a) Accept applications and conduct tests leading to the issuance of a flight engineer licence, ratings and/or authorizations in the type of aircraft appropriate to the licence and letters of designation held by the examiner.
- b) Issue a Notice of Denial Form, to applicants whose performance, during a practical test or proficiency check conducted by that examiner, did not meet the applicable requirements for a licence or rating.

c) Issue Letters of Discontinuance, when the skill test or proficiency check is terminated because of situations such as adverse weather, the applicant or examiner becomes physically incapacitated; the aircraft has mechanical difficulties after the test has begun, or other unanticipated situations.

3.7.2 A Flight Engineer Examiner shall not test an applicant to whom he has given flight instruction for that licence or rating except with the approval in writing of the Authority.

### **3.8 Examining requirements and procedures**

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

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

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

3.8.4 The examiner must conduct the oral portion of the practical test in an area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private and may be conducted in the presence of the flight instructor.

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

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

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

### **3.9 Annual Meetings**

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

### **3.10 Additional Authorizations**

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

### **3.11 Re-Authorization**

3.11.1 Examiners should apply for renewal of the examiner authorization at least 21 days before the authorization expires. If the examiner has not applied within 21 days before the expiration date it could be understood that the examiner does not desire to renew the authorisation.

3.11.2 The examiner must submit to the Authority a completed application form for re-authorisation along with a list of activities and tests conducted within the previous 12 months preceding the application.

3.11.3 The examiner shall have conducted during the preceding 12 months:

- a) 3 licence or type rating practical tests or proficiency checks for a Flight Engineer in an aeroplane or simulator
- b) 2 licence or type rating practical tests or proficiency checks in a helicopter.

### **3.12 Flight Engineer Examiner's Records**

3.12.1 A Flight Engineer Examiner shall –

- a) Sign the logbook or any other acceptable record keeping document of each person to whom the examiner has tested;
- b) Maintain a record in a logbook or a separate document that contains the name of each person the examiner has examined, and a record of the kind of test, the date, and the results;
- c) Retain the records required by Regulation on Trainees records of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of conducting the test.

### **3.13 Discrepancies or Ineligibility.**

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

### **3.14 Issue of the Authorization|**

Applicants who meet all criteria and requirements for authorization will be issued a Flight Engineer Examiner Authorization in the form of a designation letter indicating the type, and expiration date of the authorization given.

### **3.15 Non-Renewal or Termination of the Authorisation**

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

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



**Civil Aviation Authority**