



APPLICATION FORM AND REPORT FORM FOR ASSESSMENT OF  
COMPETENCE FOR ISSUING OF EXAMINER CERTIFICATE ACCORDING  
TO FCL SUBPART K

**Assessment of Competence and Application form for Examiner Certificate**

Initial       Revalidation       Renewal       Extension (new type/class/role)

**1. Personal details of applicant**

Licence number	State of issue
Last name	First name (s)
Address	City and zip code
Phone	E-mail
Date and signature of the applicant	

**2. Application for authorization as (role)**

<input type="checkbox"/> Flight examiner(FE)	<input type="checkbox"/> Flight instructor examiner(FIE)	<input type="radio"/> Aero plane <input type="radio"/> Helicopter
<input type="checkbox"/> Instrument rating examiner(IRE)	<input type="checkbox"/> Type rating examiner(TRE)	
<input type="checkbox"/> Class rating examiner (CRE)	<input type="checkbox"/> Synthetic flight E=examiner(SFE)	

**3. On the following class /type of aircraft**

Type/Class	Flight time total on type/class	PIC flight time	MPO (Multi-pilot flight time)	Instrument flight time on relevant category*	Flight time as instrument instructor on relevant category*	Flight time as instructor on type/class	Rating valid until
1.							
2.							
3.							

\*initial issue of IRE only

4. Revalidation /Renewal									
				Skill test		PC		Assessment of competence	
Tests/checks conducted each year, last three years, as examiner:									
Combined revalidation when more than one examiner category held. State number of checks/assessment of competence conducted on the other examiner category.									
Last examiner standardization meeting attended, place/date (attach certification of completion)				Date and signature of the applicant					

Inspector/Senior examiner report		
<input type="checkbox"/> Valid licence <input type="checkbox"/> Valid medical <input type="checkbox"/> All relevant type/class rating valid <input type="checkbox"/> Valid relevant Instructor rating (s) <input type="checkbox"/> Personal identification card	<p><b>Initial issue</b></p> <input type="checkbox"/> Examiner standardization course passed within the last 12 months. <p><b>Revalidation</b></p> <input type="checkbox"/> ≥ 2tests/checks per year during the validity period of the certificate. <input type="checkbox"/> Attended examiner refresher seminar within the last year of the validity period. <p><b>Renewal</b></p> <input type="checkbox"/> Attended examiner refresher seminar within the last 12 months. <input type="checkbox"/> <b>Extension of privileges</b>	
<input type="checkbox"/> All prerequisites checked and confirmed	Inspector /Senior examiner, signature	
Type of test or checked observed	Aircraft type and registration or simulator qualification no.	
Crew member(s)	Name	Licence no.
	Name	Licence no.

Assessment of competence	Accepted	Not accepted
Appearance/behavior	○	○
Conduct of briefing	○	○
Conduct of oral examination	○	○
Content of test / check items in compliance with P A RT- FCL	○	○
Relevance of test/check scenario	○	○
Conduct of practical part	○	○
Assessment of candidate(s)	○	○
Conduct of de-briefing	○	○
Completion of relevant records	○	○



## Assessment of Competence and Application form for Examiner Certificate

Knowledge of licence administration, including granting privileges	<input type="radio"/>	<input type="radio"/>	
Theoretical knowledge of the requirements associated with the function of an examiner	<input type="radio"/>	<input type="radio"/>	
Evaluation of the training standards (if applicable)	<input type="radio"/>	<input type="radio"/>	
On the basis of my observation of above test/check I recommend that the examiner / applicant can be: <input type="radio"/> certified (initial) <input type="radio"/> Re-certified (Revalidation/renewal) <input type="radio"/> Not certified			
Date	Examiner certificate no	Name of examiner in capital letter	Signature of examiner

A. PRE-FLIGHT		Evaluated	Remarks
1	Preparation and administration		
2	Briefing the candidate(s)		
3	Oral examination		

B. Work attitude		Evaluated	Remarks
1	Compliance with rules and regulations		
2	Knowledge and application of Operational procedures (PANS-OPS)		
3	Handling of flight crew and/or safety pilot / flight engineer (stress and applied roles)		
4	Questioning candidate(s) (sticking to facts and figures)		
5.a	Attitude towards senior examiner		
5.b	Attitude towards applicant		
6	Communication and atmosphere		

C. Test management		Evaluated	Remarks
1	Giving instructions / directions		
2	Managing unexpected or difficult situations		
3	Handling unsatisfactory performance		
4	Simulating roles as cabin staff, ATC, etc		
5	Managing equipment to be used		
6	Managing time		
7	Allowing repetition of mandatory items		

D. Assessment		Evaluated	Remarks
1	Assessing candidate(s) performance		
2	Applying correct test criteria		
3	Considering exceptional circumstances		

E. Post flight		Evaluated	Remarks
1	Delivering assessment		
2	Giving constructive feedback of performance		
3	Handling questions from the candidate(s)		
4	Administration		



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### 5. For initial or renewal of an examiner certificate

Practical training with remarks (ref FCL.1015). Training assessment (Except assessment of competence) :

Date	Rating(s)	IR	FSTD/Aircraft	Hours	Examiner signature	Examiner no.

### Guidance for completing form

1. To be filled in by the applicant.
2. The applicant shall tick all applicable examiner roles for which examiner privileges are sought, according to his/her instructor ratings.
3. Fill in appropriate boxes for certificate sought.
4. The types and classes on which tests/checks are to be conducted on and the flight time on types/classes respectively.  
Please note that the instrument flight time and instrument instructing time is only relevant for the first issue of IRE authorisation (ref. Flight time under IFR/Instrument Flight time for IRE according FCL.1010.IRE).
5. For revalidation or renewal the certificate of completion from the last attended examiners standardization meeting must be attached. Test/checks conducted the last three year, each year must be stated.
6. To be filled out if practical training for initial issue or renewal of an examiner certificate is required.