



EASA Part FCL

Examiner – Guide

Sailplane

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General instruction for use of this guide

This guide is a tool for Swiss EASA Part.FCL sailplane Examiners for skill tests / proficiency checks. In case of ambiguities or misleading explanations the original text in EASA Part.FCL is legally binding.

Information / Amendments

List of changes covered by edition		7 Mar 2015:
Item	Description	Page
0	Initial Version	all

Definitions (FCL.010)

'Aerobatic flight' means an intentional maneuver involving an abrupt change in an aircraft's attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal flight or for instruction for licences or ratings other than the aerobatic rating.

'Aeroplane' means an engine-driven fixed-wing aircraft heavier than air which is supported in flight by the dynamic reaction of the air against its wings.

'Aeroplane required to be operated with a co-pilot' means a type of aeroplane which is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

'Aircraft' means any machine which can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

'Airmanship' means the consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

'Airship' means a power-driven lighter-than-air aircraft, with the exception of hot-air airships, which, for the purposes of this Part, are included in the definition of balloon.

'Balloon' means a lighter-than-air aircraft which is not engine-driven and sustains flight through the use of either gas or an airborne heater. For the purposes of this Part, a hot-air airship, although engine-driven, is also considered a balloon.

'Basic Instrument Training Device' (BITD) means a ground-based training device which represents the student pilot's station of a class of aeroplanes. It may use screen-based instrument panels and spring-loaded flight controls, providing a training platform for at least the procedural aspects of instrument flight.

'Category of aircraft' means a categorisation of aircraft according to specified basic characteristics, for example aeroplane, powered-lift, helicopter, airship, sailplane, free balloon.

'Class of aeroplane' means a categorisation of single-pilot aeroplanes not requiring a type rating.

'Class of balloon' means a categorisation of balloons taking into account the lifting means used to sustain flight.

'Commercial air transport' means the transport of passengers, cargo or mail for remuneration or hire.

'Competency' means a combination of skills, knowledge and attitude required to perform a task to the prescribed standard.

'Competency element' means an action which constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

'Competency unit' means a discrete function consisting of a number of competency elements. EN 25.11.2011 Official Journal of the European Union L 311/7

'Co-pilot' means a pilot operating other than as pilot-in-command, on an aircraft for which more than one pilot is required, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a licence or rating.

'Cross-country' means a flight between a point of departure and a point of arrival following a pre-planned route, using standard navigation procedures.

'Cruise relief co-pilot' means a pilot who relieves the co-pilot of his/her duties at the controls during the cruise phase of a flight in multi-pilot operations above FL 200.

'Dual instruction time' means flight time or instrument ground time during which a person is receiving flight instruction from a properly authorised instructor.

'Error' means an action or inaction taken by the flight crew which leads to deviations from organisational or flight intentions or expectations.

'Error management' means the process of detecting and responding to errors with countermeasures which reduce or eliminate the consequences of errors, and mitigate the probability of errors or undesired aircraft states.

'Full Flight Simulator' (FFS) means a full size replica of a specific type or make, model and series aircraft flight deck, including the assemblage of all equipment and computer programs necessary to represent the aircraft in ground and flight operations, a visual system providing an out-of-the-flight deck view, and a force cueing motion system.

'Flight time':

for aeroplanes, touring motor gliders and powered-lift, it means the total time from the moment an aircraft first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight;

for airships, it means the total time from the moment an airship is released from the mast for the purpose of taking off until the moment the airship finally comes to rest at the end of the flight, and is secured on the mast;

for sailplanes, it means the total time from the moment the sailplane commences the ground run in the process of taking off until the moment the sailplane finally comes to a rest at the end of flight;

for balloons, it means the total time from the moment the basket leaves the ground for the purpose of taking off until the moment it finally comes to a rest at the end of the flight.

'Flight time under Instrument Flight Rules' (IFR) means all flight time during which the aircraft is being operated under the Instrument Flight Rules.

'Flight Training Device' (FTD) means a full size replica of a specific aircraft type's instruments, equipment, panels and controls in an open flight deck area or an enclosed aircraft flight deck, including the assemblage of equipment and computer software programs necessary to represent the aircraft in ground and flight conditions to the extent of the systems installed in the device. It does not require a force cueing motion or visual system, except in the case of helicopter FTD levels 2 and 3, where visual systems are required.

'Flight and Navigation Procedures Trainer' (FNPT) means a training device which represents the flight deck or cockpit environment, including the assemblage of equipment and computer programs necessary to represent an aircraft type or class in flight operations to the extent that the systems appear to function as in an aircraft.

'Group of balloons' means a categorisation of balloons, taking into account the size or capacity of the envelope.

'Instrument flight time' means the time during which a pilot is controlling an aircraft in flight solely by reference to instruments.

'Instrument ground time' means the time during which a pilot is receiving instruction in simulated instrument flight, in flight simulation training devices (FSTD). EN L 311/8 Official Journal of the European Union 25.11.2011

'Instrument time' means instrument flight time or instrument ground time.

'Multi-pilot operation' means an operation requiring at least 2 pilots using multi-crew cooperation in either multi-pilot or single-pilot aeroplanes;

'Multi-crew cooperation' (MCC) means the functioning of the flight crew as a team of cooperating members led by the pilot-in-command.

'Multi-pilot aircraft' means aeroplanes certificated for operation with a minimum crew of at least two pilots;

'Night' means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority, as defined by the Member State.

'Other training devices' (OTD) means training aids other than flight simulators, flight training devices or flight and navigation procedures trainers which provide means for training where a complete flight deck environment is not necessary.

'Performance criteria' means a simple, evaluative statement on the required outcome of the competency element and a description of the criteria used to judge if the required level of performance has been achieved.

'Pilot-in-command' (PIC) means the pilot designated as being in command and charged with the safe conduct of the flight.

'Pilot-in-command under supervision' (PICUS) means a co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command.

'Powered-lift aircraft' means any aircraft deriving vertical lift and in flight propulsion/lift from variable geometry rotors or engines/propulsive devices attached to or contained within the fuselage or wings.

'Powered sailplane' means an aircraft equipped with one or more engines having, with engines inoperative, the characteristics of a sailplane.

'Private pilot' means a pilot who holds a licence which prohibits the piloting of aircraft in operations for which remuneration is given, with the exclusion of instruction or examination activities, as established in this Part.

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

'Renewal' (of, e.g. a rating or certificate) means 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 fulfillment of specified requirements.

'Revalidation' (of, e.g. a rating or certificate) means 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 fulfillment of specified requirements.

'Route sector' means a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.

'Sailplane' means a heavier-than-air aircraft which is supported in flight by the dynamic reaction of the air against its fixed lifting surfaces, the free flight of which does not depend on an engine.

'Single-pilot aircraft' means an aircraft certificated for operation by one pilot.

'Skill test' means the demonstration of skill for a licence or rating issue, including such oral examination as may be required.

'Solo flight time' means flight time during which a student pilot is the sole occupant of an aircraft.

'Student pilot-in-command' (SPIC) means a student pilot acting as pilot-in-command on a flight with an instructor where the latter will only observe the student pilot and shall not influence or control the flight of the aircraft.

'Threat' means events or errors which occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

'Threat management' means the process of detecting and responding to the threats with countermeasures which reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired aircraft states.

'Touring Motor Glider' (TMG) means a specific class of powered sailplane having an integrally mounted, non-retractable engine and a non-retractable propeller. It shall be capable of taking off and climbing under its own power according to its flight manual.

'Type of aircraft' means a categorisation of aircraft requiring a type rating as determined in the operational suitability data established in accordance with Part-21, and which include all aircraft of the same basic design including all modifications thereto except those which result in a change in handling or flight characteristics.

Skill Test LAPL (S) / SPL

Flight rules

VFR / VMC

Not to be combined with any other Skill test / Proficiency check.

Class / type of aeroplane used:

Sailplane or powered sailplane

Min. requirements for aeroplane:

FOCA approved for this purpose

Examiner authorisation grade

FE(S)

Application

ATO applies directly to the Examiner at least 14 days prior expected date of skill test, stating the following information (no forms required at this time):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class / type of sailplane
- Meeting point and time

ATO recommends Candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate fulfils the conditions before recommendation is given to the examiner for the skill test:

Pre-requisite requirements and training is completed; the candidate is fully ready to perform the skill test.

- Time/date restrictions (theoretical and practical training) fulfilled.
- Flying training is signed in the candidate's logbook as completed:

"Training LAPL (S) is completed

Location and date

Stamp of ATO with NAA EASA-authorisation number

Full name, licence number and signature of CFI"

The following documents are checked for being correct:

- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Confirmation of SPL theory exam passed
- If applicable: Confirmation of RT exam or RT extension (UIT or national language)

The FOCA form is completed and signed by the candidate, FI and CFI of the ATO

- Form 62.020 skill test pages 1 and 2

Skill test program

A skill test must include **all items** according FOCA form 62.020

Program to be given to candidate by the Examiner at least 2 days before the skill test.

FOCA recommends 2 or more different flights for the skill test:

The first flight is mainly normal operation and with a normal landing

The second flight includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break should be planned between the first and the second flight.

There is no minimum number of flights nor minimum flight time for the skill test. It is at the discretion of the Examiner to apply reasonable procedures adapted to the Type of sailplane and the local topographic and meteorological conditions.

Pre-Test presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

A: Documentation

- Valid ID or passport
- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Logbook
- Confirmation of SPL theory exam passed
- If applicable: Confirmation of RT (UIT or national language)
- If applicable: Valid language proficiency endorsement
- Form 62.020 skill test, all pages

FOCA requirement: (DECISION 1):

Prior to the briefing (point B below) all documents must be completed, signed by CFI of the ATO and accepted by the Examiner.

B: Briefing for skill test flight

- Schedule
- Navigation, Airspace
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Aircraft status and documents

C: Candidate now takes oral examination before flight**FOCA requirement: (DECISION 2):**

Prior to the flight, both briefing and oral examination must be passed to an acceptable level for the Examiner.

B: partial passed

- **Examiner completes form 62.020 skill test, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The ATO and the candidate receive a copy of at least page 1 of the completed form 62.020
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**
Form 62.020 skill test, all pages
Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 62.020 skill test, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The ATO and the candidate receive a copy of at least page 1 of the completed form 62.020
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**
Form 62.020 skill test, all pages
Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed skill test

Before repeating the skill test, the CFI decides if special training or instruction is needed.

Application and presentation procedure remain the same as for the first skill test.

Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for a safe and correct operation:
Departure airport, departure route, air work area,

Visibility min. 5 km, Ceiling min.1500 ft / AGL.

Proficiency Check LAPL (S) / SPL

Flight rules	VFR/VMC
Not to be combined with any other Skill test / Proficiency check.	
Class / type of aeroplane used:	Sailplane or powered sailplane
Min. requirements for aeroplane:	FOCA approved for this purpose
Examiner authorisation grade	FE(S)

Application

Candidate applies directly to the Examiner at least 4 days prior expected date of skill test, stating the following information (no forms required at this time):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class / type of sailplane
- Meeting point and time

The following documents are checked for being correct:

- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Form 62.020 proficiency check pages 1 and 2, completed and signed by the candidate

Proficiency check program

A proficiency check must include **all items** according FOCA form 62.020

Program to be given to candidate by the Examiner at least 2 days before the proficiency check.

FOCA recommends 2 or more different flights for the proficiency check:

The first flight is mainly normal operation and with a normal landing

The second flight includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break should be planned between the first and the second flight.

There is no minimum number of flights nor minimum flight time for the proficiency check. It is at the discretion of the Examiner to apply reasonable procedures adapted to the type of sailplane and the local topographic and meteorological conditions.

Pre-Test presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

A: Documentation

- Valid ID or passport
- Pilot License
- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Logbook
- Form 62.020 proficiency check, all pages

FOCA requirement: (DECISION 1):

Prior to the briefing (point B below) all documents must be completed and accepted by the Examiner.

B: Briefing for proficiency check flight

- Schedule
- Navigation, Airspace
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Aircraft status and documents

C: Candidate now takes oral examination before flight**FOCA requirement: (DECISION 2):**

Prior to the flight, both briefing and oral examination must be passed to an acceptable level for the Examiner.

B: partial passed

- **Examiner completes form 62.020 proficiency check, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- The candidate receives a copy of at least page 1 of the completed form 62.020
- **Examiner makes no entry in the candidate's logbook**
- **Examiner sends following forms to FOCA**
 - Form 62.020 proficiency check, all pages
 - Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 62.020 proficiency check, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- The candidate receives a copy of at least page 1 of the completed form 62.020
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**
 - Form 62.020 proficiency check, all pages
 - Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed proficiency check

Before repeating the proficiency, the Examiner decides if special training or instruction is needed.

Application and presentation procedure remain the same as for the first attempt.

Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for a safe and correct operation:
Departure airport, departure route, air work area:

Visibility min. 5 km, Ceiling min.1500 ft / AGL.

Skill Test TMG extension

Flight rules	VFR / VMC
Class of aeroplane used:	SPA TMG
Min. requirements for the aeroplane:	FOCA approved for this purpose
Examiner authorisation grade	FE(S), FE(A), CRE(A)

Application

ATO applies directly to the Examiner min. 4 days prior the expected date of the skill test stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type/Class of TMG
- Meeting point and time

The ATO recommends candidate for examination according the following conditions:

CFI of the ATO confirms that the candidate fulfils all the conditions before recommendation is given to the Examiner.

Pre-requisites and training is completed; the candidate is fully ready to perform the skill test.

- The flight training is signed off in the candidate's logbook as follows:

"Training TMG Extension is completed

Location and date

Responsible ATO stamp and NAA-number.

Responsible FI or CRI's Name, licence number and signature"

The following documents are checked for correctness:

- Pilot licence
- Medical certificate class 1, 2 or LAPL, if applicable

FOCA form is fully completed and signed by the candidate, FI and ATO

- Form 60.525 skill test page 1 to 2

Skill test program

The skill test has to include all items according App 3 to JAR-FCL 1.240 and when combined with the initial IR all items according App 1 to JAR-FCL 1.210 and FOCA form 60.525

Program to be given to candidate by the Examiner at least 2 days before the skill test.

The Examiner defines the program taking into account the pilot's current training and experience, the complexity of the aircraft, its systems and the operating environment.

Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

A: Documentation

- Valid ID or passport
- Pilot License
- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Logbook
- Form 60.525 proficiency check, all pages

FOCA requirement: (DECISION 1):

Prior to the briefing (point B below) all documents must be completed and accepted by the Examiner.

B: Briefing for proficiency check flight

- Schedule
- Navigation, Airspace
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Aircraft status and documents

C: Candidate now takes oral examination before flight**FOCA requirement: (DECISION 2):**

Prior to the flight, both briefing and oral examination must be passed to an acceptable level for the Examiner.

Paperwork after Skill test

FOCA requirement: (DECISION 3):

The Examiner decides if the skill test is: A: passed
 B: partial passed
 C: failed

A: passed

- **Examiner completes form 60.525 skill test, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The ATO and the candidate each receive a copy of at least page 1 of the completed form 60.525
- **Examiner makes an entry in the candidate's logbook** as follows:
*"TMG Extension passed
Class / type Variant(s).....
Location date.....
Examiner data and signature"*

- **Examiner makes no entry in the candidate's licence**

FOCA Examiners only may issue:
Form 69.060 Temporary Permission to act as pilot

The candidate may now fly according to his licence within EASA territory on the class/type of TMG used during the skill test.

- **Examiner sends following forms to FOCA**
 - Form 60.525 skill test, all pages
 - Copy of the HPA theoretical instruction, when applicable
 - Copy of the relevant pages of the logbook
 - Copy of the Medical certificate
 - Copy of Form 69.060 Temporary Permission to act as pilot, if applicable
 - Form 22.03 Examiner's invoice

B: partial passed

- **Examiner completes form 60.525 skill test, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- The ATO and the candidate each receive a copy of at least page 1 of the completed form 60.525.
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**
 - Form 60.525 skill test, all pages
 - Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 60.525 skill test, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- The ATO and the candidate each receive a copy of at least page 1 of the completed form 60.525
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**
 - Form 60.525 skill test, all pages
 - Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed TMG skill test

Before repeating the skill test, the Examiner has to decide if special training or instruction is needed.

Application and presentation remain the same procedure as for the original skill test.

Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for a safe and correct operation:
Departure airport, departure route, enroute, air work, arrival route and destination airport

Visibility min. 5 km, Ceiling min.1500 ft / AGL.

Proficiency Check “Commercial Extension” SPL

Flight rules VFR/VMC

Not to be combined with any other Skill test / Proficiency check.

Class / type of aeroplane used: Sailplane or powered sailplane

Min. requirements for aeroplane: FOCA approved for this purpose

Examiner authorisation grade FE(S)

Application

Candidate applies directly to the Examiner at least 4 days prior expected date of skill test, stating the following information (no forms required at this time):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class / type of sailplane
- Meeting point and time

The following documents/prerequisites are checked for being correct:

- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Form 62.020 proficiency check pages 1 and 2, completed and signed by the candidate
- Minimum age 18 years
- Min.experience **as PIC since license issue** 75h or 200 launches

Proficiency check program

A proficiency check must include **all items** according FOCA form 62.020

Program to be given to candidate by the Examiner at least 2 days before the proficiency check.

FOCA recommends 2 or more different flights for the proficiency check:

The first flight is mainly normal operation and with a normal landing

The second flight includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break should be planned between the first and the second flight.

There is no minimum number of flights nor minimum flight time for the proficiency check. It is at the discretion of the Examiner to apply reasonable procedures adapted to the type of sailplane and the local topographic and meteorological conditions.

Pre-Test presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

A: Documentation

- Valid ID or passport
- Pilot License
- Medical certificate class 1 or 2 (or LAPL, if applicable)
- Logbook
-
- Form 62.020 proficiency check, all pages

FOCA requirement: (DECISION 1):

Prior to the briefing (point B below) all documents must be completed and accepted by the Examiner.

B: Briefing for proficiency check flight

- Schedule
- Navigation, Airspace
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Aircraft status and documents

C: Candidate now takes oral examination before flight**FOCA requirement: (DECISION 2):**

Prior to the flight, both briefing and oral examination must be passed to an acceptable level for the Examiner.

B: partial passed

- **Examiner completes form 62.020 proficiency check, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The candidate receives a copy of at least page 1 of the completed form 62.020
- **Examiner makes no entry in the candidate's logbook**
- **Examiner sends following forms to FOCA**
Form 62.020 proficiency check, all pages
Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 62.020 proficiency check, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The candidate receives a copy of at least page 1 of the completed form 62.020
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**
Form 62.020 proficiency check, all pages
Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed proficiency check

Before repeating the proficiency, the Examiner decides if special training or instruction is needed.

Application and presentation procedure remain the same as for the first attempt.

Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for a safe and correct operation:
Departure airport, departure route, air work area:

Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

For at least each alternate Revalidation of an Instructor Rating, an Assessment of Competence shall be passed.

Flight rules

VFR/VMC

Not to be combined with any other Skill test / Proficiency check.

Class / type of aeroplane used:

Sailplane or powered sailplane

Min. requirements for aeroplane:

FOCA approved for this purpose

Examiner authorisation grade

FIE(S)

Application

A) For the initial issue of an instructor certificate:

ATO apply to FOCA, "SBFP" 3003 Bern at least 4 weeks prior expected date of assessment stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Kind of Assessment required
- Type of Sailplane used for the assessment

B) For revalidation and renewal, the candidate himself may contact the examiner.

The ATO recommends candidate for examination on the following conditions:

The ATO is responsible to assure that the candidate fulfils the conditions before recommendation is given to the Examiner for the assessment:

Pre-requisites and training is completed; the candidate is fully ready to perform the assessment.

- The flying training is signed off in the candidate's logbook as follows:

"Training for is completed

Location and date

Stamp of ATO with NAA registration number

Name, licence number and signature of CFI"

The following documents are checked for correctness:

- SPL(A) licence at least
- Medical certificate class 1 or 2

The form below is fully completed and signed by candidate, FII and CFI of ATO

- Form 62.705 FI
- Form 60.722 skill test page 1

Assessment program

The assessment test has to include all applicable items according FOCA form 60.722

Program to be given to candidate by the Examiner at least 2 days prior the assessment.

General procedure

- Assessment from instructor seat (rear seat or right hand seat)
- Theoretical knowledge oral test
- Test lecture (Long briefing)
- Instruction flight

1. For initial FI(S) only: Assessment from instructor seat

This flight is mainly normal operation and comprises: operational flight briefing, outside and cockpit check, pre take-off check, Avionic-setting, line up and launch, climb, departure route, enroute navigation, air works, arrival procedures, circuit entry procedure, normal approach and landing.

This flight is conducted under VFR / VMC

2. Theoretical knowledge oral test

Oral test during pre-flight briefing and post flight debriefing.

3. Test lecture (Long briefing)

The candidate acting as instructor teaches a test lecture to one or more "flight students" (Examiners). The topic for this long briefing is selected by the Examiner from the corresponding AMC and Guidance Material to Part FCL

4. Instruction flight

- a) Operational briefing (Pilot Briefing for the flight)
- b) Instructor briefing with reference to the air exercise according the given theme for the test lecture (Long briefing)
- c) Instruction flight
- d) Instructor debriefing

The Candidate, acting as instructor, makes all briefings and the debriefings

Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is fully ready for the assessment and presents the following documents to the Examiner:

Documentation

- Valid ID or passport
- SPL
- Medical certificate class 1 or 2
- Logbook
- Form 62.705 FI
- Form 60.722, all pages

FOCA Requirement: Prior to the assessment from the instructor seat all documents have to be completed, signed off and approved by the Examiner

Paperwork after assessment:

The Examiner decides if the assessment is: A: passed

B: partial passed (Skill test from right hand seat only)

C: failed

A: passed

- **Examiner completes form 60.722, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

- The ATO and the candidate each receive a copy of at least page 1 of the completed form 60.722
- **Examiner makes an entry in the candidate's logbook** as follows:

"Assessment of Competence for passed

Type Launch method.....

Location date.....

Examiner data and signature"

- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**
Form 62.705 FI,
Form 60.722, all pages
Copy of the relevant pages of the logbook
Copy of the Medical certificate
Form 22.03 Examiner's invoice

B: partial passed (for assessment from instructor seat only)

- **Examiner completes form 60.722, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The ATO and the candidate each receive a copy of at least page 1 of the completed form 60.722
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- **Examiner sends following forms to FOCA**
Form 60.722, all pages
Copy of form 62.705 FI,
Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 60.722 skill test, all pages**
Copy of form 62.705 FI
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.722
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- **Examiner sends following forms to FOCA**
Form 60.722, all pages
Form 62.705 FI
Form 22.03 Examiner's invoice

Repetition procedure after partial passed assessment from the instructor seat

Before repeating the assessment, the CFI has to decide if special training or instruction is needed. Application and presentation procedure is the same as for the original assessment.

Weather Minima

FOCA minimum weather conditions for VFR flight must be suitable for the correct and safe fulfilment: -

Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

Generic FE (S) Examiner test preparation checklist

FLEXCO

Consult "Examiner Guide"

Introduction:

- Give a positive first impression
- Welcome / Presentation
- Feel the „pulse-rate“ of candidate

General information:

- Show your Examiner Authorisation
- Ask for candidate's ID

Documentation: Paper check:

- According Examiner Guide
 - Licence, Medical
 - Logbook
 - Applicable forms

Decision 1 documentation:

- Go ahead?
- What's missing?

Examination program:

- Task received /acknowledged
- Time schedule
- Test procedure
- Rules - repetition failed item

Pilots briefing:

- Listen only
- No questions during briefing
 - WX briefing
 - NOTAM / DABS

Oral examination:

- 4-6 theoretical knowledge questions (or as required by Examiner Guide)
 - Aeroplane Systems
 - Flight Preparation

Decision 2 briefing:

- Go / no Go

Short Break:

- Start without pressure to practical part
- Create confidence
- Fix meeting point

During flight:

- No instruction
- Passive behaviour → no command
- No interference in pilot's decisions
- Follow flight progress, take notes
- No debriefing

Emergency:

- Safety First
- Observe minimum required M-items
- Avoid double or triple failures

Facts for decision:

- Only facts shall be considered
- Accurate documentation during session
 - on a personal note sheet, or
 - directly on the form

Decision 3 result:

- Disclose result / facts
- Check passed / failed / partial pass

Preparation of debriefing:

- Fix time and location

Paperwork / forms:

- Complete paperwork: No stress
 - Logbook, licence, forms
 - According Examiner Guide
- Prepare your debriefing

Debriefing:

- Short, essential
- No instruction
- Show help and support
- Positive perspective

Completion of test:

- Hints & Tips
- Collate forms and docs

Communication:

- Feedback from candidate
- Feedback to ATO

Accounting:

FOCA invoice form 22.03
(N/A for Company- or Foreign Examiners)

EXAMINER / REQUIREMENTS / AUTHORISATION

Examiner requirements for taking Skill Tests / Proficiency Checks

An Examiner occupying a pilot's seat with controls (brakes / aerodynamic controls / power controls) is required to have a:

1. Pilot licence as PIC on the relevant aircraft
2. Licence level as PIC at least equal to the candidate's licence
3. Medical certificate appropriate to licence / rating (valid Medical certificate)
4. Valid CR or TR (current Training)
5. Valid IR if IFR-flights are required for the test or check
6. Valid instructor rating on the relevant class or type of aircraft
7. Valid Examiner Authorisation in written form.

Should the above mentioned conditions not be fulfilled :

The Examiner shall apply for an individual authorisation in writing before conducting a skill test or proficiency check.

Examiner Authorisations and associated tasks

FE (S)	Skill test	LAPL, SPL
	Skill test	TMG extension
	Proficiency check	LAPL, SPL, TMG
FIE(S)	Assess. of Comp.	FI(S)

Decision making table for final result passed / failed / partial passed

General information about repetition of test / check Items during test or check:

LAPL(S), SPL: Any manoeuvre or procedure of the test may be repeated once by the applicant.

FI(S)

No repetitions possible. Exemption: Right hand/back seat qualification at the discretion of the Examiner during the initial Assessment of Competence FI(S).

LAPL(S) SPL	All Items in all sections passed	Test or Check is: Passed
	One Item in one section failed	Section is failed
	One section failed	Test or Check is: Partial passed
	More than one section is failed	Test or Check is: Failed

Vested interests of the examiner

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 licence, rating or certificate:

- (1) to whom they have provided flight instruction for the licence, 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.

NOT ALLOWED: **Testing a candidate to whom the examiner has given any training in regard of a skill test for the first issue of a licence, IR or class/type rating.**

Any test / check with a candidate for which the examiner has signed as the person responsible for the training within the ATO.

ALLOWED: **Any training with a candidate in view of a proficiency check for revalidation or renewal of a rating.**

Candidates holding a non-Swiss EASA Part FCL-Licence

Under the condition they are standardised and with a written approval of the concerned NAA, Swiss Examiners are authorized to carry out skill tests and proficiency checks for candidates holding a Non-Swiss EASA Part FCL licence

The procedure for skill test or proficiency check is the same as described in this guide.

- The Examiner acts in accordance with his contract with the Swiss FOCA.
- For examinations using a non HB-registered aeroplane please follow the specific instructions according this guide!

Procedure to be followed:

- All requirements, procedures and administrative tasks requested by the NAA of the candidates licence have to be followed in addition to FOCA's obligations.
- The Examiner does not invoice the FOCA for his activity but deals directly with the concerned operator, facility or candidate in order to reimburse his expenses.
- The **original form is given to the candidate for further action by his NAA**. Swiss Examiners may only undertake licence entries on foreign licences if the responsible NAA has approved this procedure.
- The Examiner keeps one copy for himself and sends, **for information only**, copies of the complete documentation of the skill test or proficiency check to the Swiss FOCA.

Use of a non-Swiss-registered aircraft for a test / check

- The Examiner has no obligation to take checks in a non HB-registered aeroplane
- The Examiner fully acts in his own responsibility
- Before accepting the use of a non HB-registered aeroplane, the Examiner shall check:

A) Aircraft is part of the fleet of a Swiss ATO:

- The Examiner has to check if the aeroplane is stated on the “**Approval list of aircraft**”.

B) Aircraft outside a Swiss ATO:

Examiner has to ensure that all the following documents are available and correct:

A Examiner documents:

- Aircraft is registered in an EASA State, no further documents are necessary.
- Aircraft is registered **outside** an EASA State, the Examiner must have a valid licence and in case the candidate does not hold a valid rating, a relevant instructor rating, issued by the state in which the aircraft is registered.

B Candidate documents

- Aircraft is registered in an EASA State, no further documents are necessary.
- Aircraft is registered **outside** an EASA State, the Candidate must have a valid licence or validation, issued by the state in which the aircraft is registered.

C Aircraft documents (in any case)

- Valid airworthiness certificate and ARC (airworthiness review certificate)
- Valid liability insurance certificate
- Aircraft logbook / Maintenance release log signed
- General condition of aircraft checked

Examiner revalidation procedure

Pilots holding FOCA Examiner Authorisation

Requirements for a revalidation of the examiner Authorisation

Practical experience:

Examiners may be re-authorised in accordance with Part FCL.1025. To be re-authorised, the Examiner shall have conducted at least two skill tests or proficiency checks in every yearly period within the three year authorisation period. One of the skill tests or proficiency checks given by the examiner within the validity period of the authorisation shall have been observed by an inspector of the Authority or by a Senior examiner specifically authorised for this purpose.

Theoretical experience:

Examiners may be reauthorized if they attended a FOCA examiner refresher course within the last year of the 3 years validity period.

Required forms for Examiner revalidation:

- FOCA form 67.030 Revalidation Examiner Authorisation
- FOCA form 67.040 Examiner Acceptance Report

Examiners makes direct appointment with his assigned Senior Examiner for the check under supervision. Senior Examiners contact FOCA, SBFP for their own supervision.

All required documents have to be sent to FOCA at least 4 weeks before expiry date of the examiner authorisation. There will strictly no checks be accepted without valid examiner authorisation

Corrections to the Examiner Guide

An updated and valid edition is available on our homepage:

http://www.bazl.admin.ch/experten/ausbildung_ lizenzen/03167/03168/03200/index.html?lang=en

Please send Corrections / Suggestions to the following address:

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