



# FOCA GM/INFO

## FOCA Examiner System

Guidance Material / Information



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Scope	This Guide provides information on all aspects of the examiner organisation and structure.
Applies to	Examiner / Senior Examiner / ATO / DTO / Examiner Candidate
Valid from	31.5.2021
Purpose	For Guidance / Information

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## Log of Revision (LoR)

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01.01.2020	1	0	First Issue (Replaces former WI-O 003)	SB-AFS
31.05.2021	1	1	Chapter 2.3.3.1 and 2.3.3.2 regarding revalidation of senior examiner privileges adjusted	L SBFP
09.08.2021	1	2	Chapter 2.1 organigram and e-mail adjusted	L SBFP

## List of Effective Chapters

CP	ISS 1 / REV 2 / 09.08.2021
LoA	ISS 1 / REV 0 / 31.01.2020
ToC	ISS 1 / REV 0 / 31.01.2020
Ch. 0	ISS 1 / REV 0 / 31.01.2020
Ch. 0.1	ISS 1 / REV 0 / 31.01.2020
Ch. 0.2	ISS 1 / REV 0 / 31.01.2020
Ch. 0.3	ISS 1 / REV 0 / 31.01.2020
Ch. 0.4	ISS 1 / REV 0 / 31.01.2020
Ch. 0.5	ISS 1 / REV 0 / 31.01.2020
Ch. 1	ISS 1 / REV 0 / 31.01.2020
Ch. 2	ISS 1 / REV 0 / 31.01.2020
Ch. 2.1	ISS 1 / REV 2 / 09.08.2021
Ch. 2.2	ISS 1 / REV 0 / 31.01.2020
Ch. 2.3	ISS 1 / REV 1 / 31.05.2021
Ch. 2.4	ISS 1 / REV 0 / 31.01.2020
Ch. 2.5	ISS 1 / REV 0 / 31.01.2020
Ch. 2.6	ISS 1 / REV 0 / 31.01.2020
Ch. 2.7	ISS 1 / REV 0 / 31.01.2020
Ch. 3	ISS 1 / REV 0 / 31.01.2020
Ch. 3.1	ISS 1 / REV 0 / 31.01.2020
Ch. 3.2	ISS 1 / REV 0 / 31.01.2020
Ch. 3.3	ISS 1 / REV 0 / 31.01.2020
Ch. 3.4	ISS 1 / REV 0 / 31.01.2020
Ch. 4	ISS 1 / REV 0 / 31.01.2020
Ch. 4.1	ISS 1 / REV 0 / 31.01.2020
Ch. 4.2	ISS 1 / REV 0 / 31.01.2020
Ch. 4.3	ISS 1 / REV 0 / 31.01.2020
Ch. 4.4	ISS 1 / REV 0 / 31.01.2020
Ch. 5	ISS 1 / REV 0 / 31.01.2020
Ch. 6	ISS 1 / REV 0 / 31.01.2020
Ch. 6.1	ISS 1 / REV 0 / 31.01.2020
Ch. 6.2	ISS 1 / REV 0 / 31.01.2020
Ch. 6.3	ISS 1 / REV 0 / 31.01.2020
Ch. 7	ISS 1 / REV 0 / 31.01.2020
Ch. 8	ISS 1 / REV 0 / 31.01.2020
Ch. 8.1	ISS 1 / REV 0 / 31.01.2020
Ch. 8.2	ISS 1 / REV 0 / 31.01.2020

## List of Abbreviations

LoA ISS 1 / REV 0 / 31.01.2020

The following abbreviations are within this GM/INFO:

<b>Abbreviation</b>	<b>Definition</b>	<b>Abbreviation</b>	<b>Definition</b>
A / (A)	Aeroplane	EASA	European Aviation Safety Agency
ACFT	Aircraft	EC	European Commission
AFM	Aircraft Flight Manual	ED	European Decision
AIC	Aeronautical Information Circular	EDD	Examiner Difference Document
AltMoC	Alternative Means of Compliance	EIR	En-route Instrument Rating
AMC	Acceptable Means of Compliance	E-Mail	Electronic Mail
AMDT	Amendment	ENR	En-route
AOC	Air Operator Certificate	etc.	et cetera
APP	Appendix	EU	European Union
ARA	Authority Requirements for Aircrew	FAA	Federal Aviation Administration
ARO	Authority Requirements for Air Operations	FCL	Flight Crew Licencing
Art.	Article	FDP	Flight Duty Period
ATIR	Air Traffic Incident Report	FFS	Full Flight Simulator
ATO	Approved Training Organisation	FI	Flight Instructor
ATP	Airline Transport Pilot	FNPT	Flight Navigation Procedure Trainer
ATPL	Airline Transport Pilot Licence	FOCA	Federal Office of Civil Aviation
BAZL	Bundesamt für Zivilluftfahrt	FSTD	Flight Simulation Training Device
CAA	Civil Aviation Authority	FTD	Flight Training Device
CAT	Commercial Air Transport Operations	FTL	Flight and duty Time Limitation
CB-IR	Competency-Based Instrument Rating	GM/INFO	Guidance Material / Information
CCE	Company Chief Examiner	GNSS	Global Navigation Satellite System
CFI	Chief Flight Instructor	H / (H)	Helicopter
CMM	Compliance Monitoring Manager	HPA	High Performance Aeroplane/Aircraft
CoA	Certificate of Airworthiness	HT	Head of Training
CPL	Commercial Pilot Licence	ICAO	International Civil Aviation Organisation
CR	Class Rating	IFR	Instrument Flight Rules
CRI	Class Rating Instructor	IMC	Instrument Meteorological Conditions
CTKI	Chief Theoretical Knowledge Instructor	IR	Instrument Rating
Doc	Document	IRI	Instrument Rating Instructor
e.g.	exempli gratia, for example	LAPL	Light Aircraft Pilot Licence
		LIFUS	Line Flying under Supervision
		LoA	List of Abbreviations

<b>Abbreviation</b>	<b>Definition</b>	<b>Abbreviation</b>	<b>Definition</b>
LoR	Log of Revision	SERA	Standardised European Rules of the Air
MCC	Multi-Crew Cooperation	SET	Single Engine Turbine
MCCI	Multi-Crew Cooperation Instructor	SFI	Synthetic Flight Instructor
ME	Multi Engine	SOP	Standard Operating Procedures
MEP	Multi Engine Piston	SP	Single Pilot
MI	Mountain Instructor	SPA	Single Pilot Aeroplane
MOU	Mountain Rating	SPH	Single Pilot Helicopter
MP	Multi Pilot	SPL	Sailplane Pilot Licence
MPA	Multi Pilot Aeroplane/Aircraft	SPO	Specialised Operations
MPH	Multi Pilot Helicopter	STI	Synthetic Training Instructor
MPL	Multi Pilot Licence	TEM	Threat and Error Management
n/a	not applicable	TKI	Theoretical Knowledge Instructor
NAA	National Aviation Authority	TNG	Training
NIT	Night Rating	ToC	Table of Contents
NP	Nominated Person	TR	Type Rating
ORA	Organisation Requirements for Aircrew	TRI	Type Rating Instructor
OSD	Operational Suitability Data	VFR	Visual Flight Rules
PBN	Performance Based Navigation	VMC	Visual Meteorological Conditions
PIC	Pilot in Command		
PIH	Pilot's Information Handbook		
POH	Pilot's Operating Handbook		
POL	Performance and Operating Limitations		
POM	Pilot's Operating Manual		
PPL	Private Pilot Licence		
RVSM	Reduced Vertical Separation Minimum		
S / (S)	Sailplane		
SE	Single Engine		
SEP	Single Engine Piston		

### List of Definitions

For a complete list of definitions refer to FCL.010 of Commission Regulation (EU) 1178/2011.

## Table of Contents (ToC)

ToC ISS 1 / REV 0 / 31.01.2020

<b>0</b>	<b>Introduction .....</b>	<b>1</b>
0.1	Legal References .....	1
0.2	Purpose of this GM/INFO .....	1
0.3	Scope .....	1
0.4	Terms and Conditions .....	2
0.5	Responsibilities .....	2
<b>1</b>	<b>General.....</b>	<b>3</b>
<b>2</b>	<b>Organisation.....</b>	<b>3</b>
2.1	Inspector NAA .....	3
2.2	Management Structure.....	4
2.3	Senior Examiner.....	4
2.3.1	Prerequisites .....	4
2.3.2	Nomination .....	4
2.3.3	Training .....	4
2.3.4	Tasks .....	5
2.4	Examiner.....	6
2.4.1	Requirements.....	6
2.5	Company Examiner System.....	6
2.6	Feedback System .....	6
2.7	Oversight System.....	7
<b>3</b>	<b>How to become an Examiner .....</b>	<b>7</b>
3.1	Examiner Application .....	7
3.2	Examiner initial Assessment .....	7
3.3	Examiner Standardisation Course (initial).....	7
3.3.1	Theoretical Instruction.....	7
3.3.2	Practical instruction .....	8
3.3.3	Completion of Practical Instruction.....	9
3.4	Initial Assessment of Competence.....	9
<b>4</b>	<b>How to maintain Examiner Privileges .....</b>	<b>9</b>
4.1	Revalidation .....	9
4.1.1	Aeroplane and Helicopter.....	9
4.1.2	Balloon and Sailplane .....	10
4.2	Renewal .....	10
4.2.1	Renewal Procedure:.....	10
4.3	Process for Renewal of Examiner Certificate.....	11

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4.4	Examiner Refresher Course.....	11
<b>5</b>	<b>Additional Examiner Privileges .....</b>	<b>12</b>
<b>6</b>	<b>FOCA Defined Requirements.....</b>	<b>12</b>
6.1	Further Licences or Certificates .....	12
6.2	Extension to Further Types.....	12
6.3	Valid IR for SFEs.....	12
<b>7</b>	<b>Limitations and Revocation .....</b>	<b>12</b>
<b>8</b>	<b>Costs and Remuneration.....</b>	<b>13</b>
8.1	General .....	13
8.2	Education and Training Costs for Examiners.....	13

## 0 Introduction

Ch. 0 ISS 1 / REV 0 / 31.01.2020

The Federal Office of Civil Aviation (FOCA) is the competent authority of Switzerland for the issue of licences, ratings and certificates in accordance with the EU Aircrew Regulation and ICAO Annex 1 requirements and for the oversight of their implementation and use.

The present GM/INFO is intended to provide examiners with an overview about administrative and organisational matters relating to the examiner system. It is to be regarded as a tool to simplify the processes and requirements for the necessary examiner licences from FOCA. The use of the GM/INFO contributes to compliance with the FOCA requirements.

This document replaces the WI O-003 and as a subsequent document is integrated part of the Code of Conduct as well as the senior examiner contracts.

### 0.1 Legal References

Ch. 0.1 ISS 1 / REV 0 / 31.01.2020

- Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 - Basic Regulation (BR);
- Commission Regulation (EU) No 1178/2011 of 3 November 2011 – Aircrew;
- Commission Implementing Regulation (EU) 2020/357, Annex III – Part-BFCL;
- Commission Implementing Regulation (EU) 2020/358, Annex III – Part-SFCL;
- Verordnung des UVEK vom 27. April 2012 über die Ausweise des Flugpersonals nach der Verordnung (EU) Nr. 1178/2011 (SR 748.111.0); and
- Verordnung des UVEK vom 25. März 1975 über die nicht europaweit geregelten oder vereinheitlichten Ausweise des Flugpersonals (SR 748.222.1).

### 0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 0 / 31.01.2020

This document gives guidance about the organisation, tasks and responsibilities of examiners taking skill tests, proficiency checks and assessment of competence (AoC) on behalf of FOCA. It describes the procedures related to obtain, maintain and extend an examiner certificate issued by the Swiss competent authority.

The aim of this document is to support:

- a lean but efficient examiner system;
- the presence to and cooperation with our stakeholders and the aviation industry;
- a qualified examiner corps;
- a collegial and trustworthy relationship with our FOCA examiners;
- improve examiner training by using feedback from the examiners;
- the examiner oversight; and
- the harmonisation of examiner procedures across all areas and divisions.

### 0.3 Scope

Ch. 0.3 ISS 1 / REV 0 / 31.01.2020

This GM/INFO deals with processes relating to examiner licences according to Part FCL and provides guidance for standardised:

- planning/evaluation of examiner demand;
- examiner assessments;
- examiner initial training;
- examiner refresher training;
- senior examiner training;
- examiner supervision and assessment of competence; and
- senior examiner duties.



## 0.4 Terms and Conditions

Ch. 0.4 ISS 1 / REV 0 / 31.01.2020

When used throughout the GM/INFO the following terms shall have the meaning as defined below:

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 7.19
<i>may</i>	This term expresses a positive permission.	EC English Style Guide: Ch. 7.21
<i>shall not, will not</i>	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 7.20
<i>may not, must not</i>	These terms express a prohibition.	EC English Style Guide: Ch. 7.20
<i>need not</i>	This term expresses a negative permission.	EC English Style Guide: Ch. 7.22
<i>should</i>	This term expresses a recommendation.	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	<a href="http://oxforddictionaries.com/definition/english/could">http://oxforddictionaries.com/definition/english/could</a>
<i>ideally</i>	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation

**Note:** To highlight information or an editorial note a specific note box is used.

The use of the male gender should be understood to include male and female persons.

## 0.5 Responsibilities

Ch. 0.5 ISS 1 / REV 0 / 31.01.2020

This GM/INFO includes provisions and statements related to the responsibilities of the FOCA, organisations/operators, examiners and examiner candidates.

# 1 General

Ch. 1 ISS 1 / REV 0 / 31.01.2020

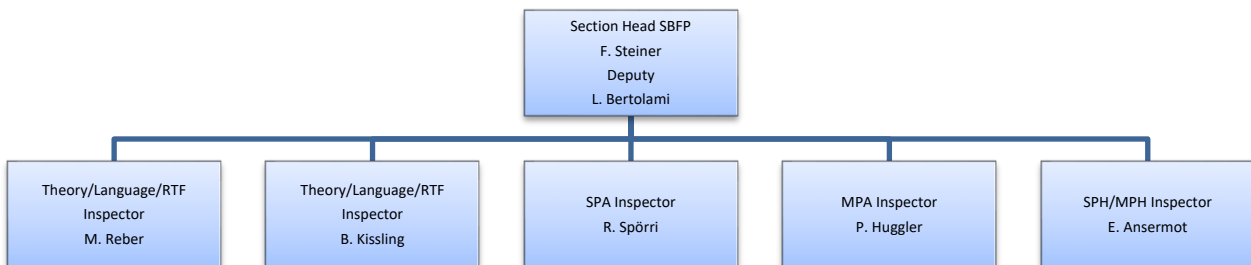
All persons certified by FOCA as examiners shall adhere, in their duties and activities therein, to the applicable documents and guidance material such as EASA Part-FCL, FOCA GM/INFO “Examination Guide”, official FOCA forms and all other necessary documentation in pursuance of their tasks.

## 2 Organisation

Ch. 2 ISS 1 / REV 0 / 31.01.2020

### 2.1 Inspector NAA

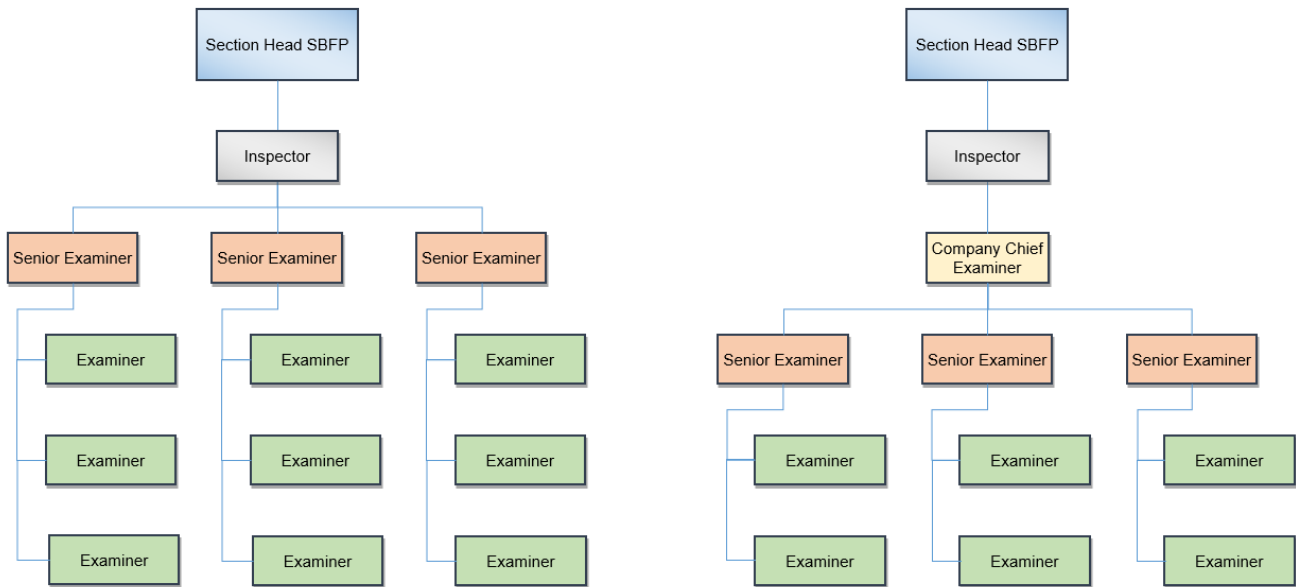
Ch. 2.1 ISS 1 / REV 2 / 09.08.2021



- Michaela Reber and Benedikt Kissling are responsible for all issues regarding theory exams and language proficiency-, radiotelephony issues  
Contact: [theory-examination@bazl.admin.ch](mailto:theory-examination@bazl.admin.ch)
- Reto Spörri is responsible for all issues regarding Single Pilot Aeroplane (SPA), Sailplane and Balloon  
Contact: [reto.spoerri@bazl.admin.ch](mailto:reto.spoerri@bazl.admin.ch)
- Patrick Huggler is responsible for all Multi Pilot Aeroplane (MPA) issues  
Contact: [patrick.huggler@bazl.admin.ch](mailto:patrick.huggler@bazl.admin.ch)
- Emmanuel Ansermot is responsible for all Helicopter (SPH and MPH) issues  
Contact: [emmanuel.ansermot@bazl.admin.ch](mailto:emmanuel.ansermot@bazl.admin.ch)

## 2.2 Management Structure

Ch. 2.2 ISS 1 / REV 0 / 31.01.2020



## 2.3 Senior Examiner

Ch. 2.3 ISS 1 / REV 1 / 31.05.2021

A senior examiner shall be assigned by FOCA.

### 2.3.1 Prerequisites

A senior examiner:

- shall have a minimum of 3 years of experience as an examiner or have conducted at least 30 skill tests, proficiency checks or assessments of competence as an examiner in the appropriate category;
- shall be respected within the aviation community;
- shall have qualifications comparable to those of a flight inspector;
- shall have close co-operation with the respective SBFP flight inspector, which is based on mutual trust and respect;
- should not hold a management function or a function as a nominated person of an air operator or training organisation as to avoid conflicts of interests;
- shall be in a position to have the necessary time available to fulfil the tasks; and
- shall be loyal to the task and FOCA.

### 2.3.2 Nomination

The nomination of senior examiners shall be done according to the needs of SBFP.

As a general guideline, the number of senior examiners should not be more than:

- Balloon 2 Senior Examiner
- Sailplane 1 Senior Examiner per 10 Examiners
- SPA 1 Senior Examiner per 10 Examiners
- MPA 1 Senior Examiner per 7 Examiners
- Heli 1 Senior Examiner per 10 Examiners

### 2.3.3 Training

After nomination, the senior examiner candidate shall:

- undertake a senior examiner course; and

- perform an initial examiner assessment of competence under the supervision of the respective SBFP flight inspector or a delegated senior examiner as required by SBFP.

### 2.3.3.1 Senior Examiner Course

The senior examiner course shall last 1 day and includes the content according AMC1 FCL.1020, FCL.1025

Lesson	1	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introduction of inspector team</li> <li>• Introduction of FOCA and the section SBFP</li> </ul>
	2	<ul style="list-style-type: none"> <li>• The duty and tasks of a senior examiner</li> </ul>
	3	<ul style="list-style-type: none"> <li>• GM/INFO Examination Guide</li> <li>• GM/INFO FOCA Examiner System</li> </ul>
	4	<ul style="list-style-type: none"> <li>• Legal matters</li> </ul>
	5	<ul style="list-style-type: none"> <li>• CRM</li> </ul>
	6	<ul style="list-style-type: none"> <li>• Hints &amp; tips, share and exchange of experience</li> </ul>
	7	<ul style="list-style-type: none"> <li>• Examiner supervision and assessment of competence</li> <li>• Examiner revalidation</li> <li>• Administration</li> </ul>
	8	<ul style="list-style-type: none"> <li>• Forms</li> </ul>

The topics of the senior examiner course are the same for all types of examiners - Balloon, Sailplane, SPA, MPA and SPH, MPH.

For specific content, the course may be split into groups for each of the particular examiner type.

For holders of examiner certificates in different categories, all respective courses have to be attended.

The initial senior examiner assessment of competence shall be conducted by the responsible SBFP flight inspector, a designated FOCA flight inspector or a senior examiner specifically authorised by FOCA. It shall be done while the senior candidate is conducting an assessment of competence of an examiner.

### 2.3.3.2 Senior Examiner Revalidation

The Senior Examiner Status is a contract with FOCA. It is only valid together with the valid Examiner privileges according Part FCL.1000. For a revalidation of the Senior Examiner status the candidate had participated during the last 3 years in at least two out of three Senior Examiner Meetings with FOCA and has fulfilled the normal Examiner Revalidation criterias according Part FCL.1025.

### 2.3.4 Tasks

Senior examiners:

- are close collaborators with the respective SBFP flight inspector/company chief examiner;
- shall support and assist the respective flight inspector/company chief examiner;
- shall manage, support and supervise the examiners assigned to them;
- reports to the respective SBFP flight inspector on the qualification and disciplinary misconduct of his assigned examiner;
- shall perform delegated examiner assessments of competence;
- shall assist FOCA/SBFP and the company chief examiner in examiner courses and related task;
- shall conduct/assist examiner courses (initial and refresher) on behalf of the FOCA in developing and improving examiner training; and
- ensure that changes or new instructions are communicated to his examiners.

## 2.4 Examiner

Ch. 2.4 ISS 1 / REV 0 / 31.01.2020

Examiners should be proposed by an organisation, either an operator, an ATO/DTO or by FOCA directly, if there is a specific demand on a particular class or type of aircraft.

### 2.4.1 Requirements

FOCA shall have an adequate number of examiners to fulfil the skill test, proficiency check and assessment of competence tasks of Swiss licence/certificate holders.

All FOCA certified examiner shall sign the code of conduct.

## 2.5 Company Examiner System

Ch. 2.5 ISS 1 / REV 0 / 31.01.2020

For certain companies (large AOC holders or ATO's), FOCA has a dedicated company chief examiner system. This company chief examiner (CCE) holds an MPA senior examiner certificate.

The company chief examiner (CCE) reports to the FOCA/SBFP MPA inspector in all matters relevant to testing and checking. He shall be the person in charge of his company's MPA examiner team.

The following points are his responsibilities:

- He is the first point of contact for the company examiners in respect of their duties;
- He shall manage the activities of all his examiners;
- He shall check all the examination forms (including all the required attachments) either by himself or by establishing an examination form quality control system within the company. All examination forms shall be sent to FOCA through the company chief examiner or the designated quality control unit;
- He is responsible for the correct application of FCL requirements during all tests/checks and AoC's within his organisation;
- He is the point of contact for any problems relating to tests, checks and AoC's discovered by the FOCA quality control division;
- He is responsible for evaluating the need for new MPA examiners within the organisation;
- He is in charge of preparing an examiner candidate for the FOCA assessment;
- He shall train and support his MPA examiner candidates in order to pass the examiner initial assessment of competence conducted by the FOCA/SBFP MPA inspector, a designated FOCA flight inspector or a senior examiner specifically authorised by FOCA;
- He shall ensure that all of his company examiners are able to conduct at least the minimum number of skill tests, proficiency checks or assessments of competence in order to fulfil the revalidation criteria;
- He shall coordinate the administration of MPA examiner certificate for initial issue, revalidation and renewal (if required);
- He shall ensure that the required examiner assessments of competence of his MPA examiners are carried out by himself or by a senior examiner of the company;
- He is responsible for ensuring that his examiners attend the examiner refresher course in due time; and
- He is responsible for reporting any changes affecting the status of company examiners, such as: contact details (address), medical problems - particularly those affecting, or likely to affect, the capacity of the examiner to continue in his duties, retirement, loss of ratings, leaving the company, etc.

All the other former CCE's are now designated senior examiners for one or several particular types of aircrafts. They support the inspector MPA in all his duties relevant to the examiner on that respective aircraft type.

## 2.6 Feedback System

Ch. 2.6 ISS 1 / REV 0 / 31.01.2020

FOCA operates a feedback system. This consists of:

- Feedback from the initial and refresher courses; and
- active surveys.

After evaluation, essential points and suggestions flow back into the standardisation and training of examiners.

## 2.7 Oversight System

Ch. 2.7 ISS 1 / REV 0 / 31.01.2020

FOCA operates an Examiner Oversight System which includes the following tools:

- FLEXCO; and
- Announced and unannounced inspections.

The inspections are based on specific checklists and can lead to corresponding findings.

## 3 How to become an Examiner

Ch. 3 ISS 1 / REV 0 / 31.01.2020

### 3.1 Examiner Application

Ch. 3.1 ISS 1 / REV 0 / 31.01.2020

The candidate has to send the complete application to FOCA.

If the application is complete and fulfills the conditions, including a positive background screening, the candidate will be invited for a 1-day assessment in Ittigen.

Holder of an examiner certificate in an other category may be credited for the examiner assessment.

### 3.2 Examiner initial Assessment

Ch. 3.2 ISS 1 / REV 0 / 31.01.2020

This assessment takes place in Ittigen. The whole assessment lasts one day and consists of the following parts:

1. Written test on theoretical knowledge appropriate to the level of license (closed book);
2. Written test on knowledge of the actual EU-Basic regulation and commission regulation EASA Part-FCL (open book); and
3. A personal interview with the examiner candidate taking into account:
  - character;
  - loyalty and integrity;
  - trustworthiness; and
  - personal appearance.

This interview is conducted by the respective SBFP inspector, a designated FOCA inspector or a designated senior examiner and a psychologist.

If the result of the assessment is positive, the candidate will be informed accordingly and invited to subscribe for the examiner standardisation course.

### 3.3 Examiner Standardisation Course (initial)

Ch. 3.3 ISS 1 / REV 0 / 31.01.2020

#### 3.3.1 Theoretical Instruction

5 types of examiners may attend the same examiner standardisation course:

- Balloon Examiners;
- Sailplane Examiners;
- Single Pilot Examiners SPA;
- Multi Pilot Examiners MPA; and
- Helicopter Examiners SPH and MPH.

The FOCA examiner standardisation course shall last 2 days and includes the content according AMC1 FCL.1015

Lesson	1	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introduction of inspector team</li> <li>• Introduction of FOCA and the section SBFP</li> </ul>
	2	<ul style="list-style-type: none"> <li>• The duty and tasks of an examiner</li> </ul>
	3	<ul style="list-style-type: none"> <li>• GM/INFO Examination Guide</li> <li>• GM/INFO FOCA Examiner System</li> </ul>
	4	<ul style="list-style-type: none"> <li>• Legal matters</li> </ul>
	5	<ul style="list-style-type: none"> <li>• CRM</li> </ul>
	6	<ul style="list-style-type: none"> <li>• Hints &amp; tips, share and exchange of experience</li> </ul>
	7	<ul style="list-style-type: none"> <li>• Examiner supervision and assessment of competence</li> <li>• Examiner revalidation</li> <li>• Administration</li> </ul>
	8	<ul style="list-style-type: none"> <li>• Forms</li> </ul>
	9	<ul style="list-style-type: none"> <li>• Most common mistakes -&gt; QC</li> </ul>
	10	<ul style="list-style-type: none"> <li>• Requirements for checks</li> </ul>
	11	<ul style="list-style-type: none"> <li>• Preparation for a check</li> </ul>
	12	<ul style="list-style-type: none"> <li>• Practical training</li> </ul>
	13	<ul style="list-style-type: none"> <li>• RT &amp; Airspace structure</li> </ul>
	14	<ul style="list-style-type: none"> <li>• Test &amp; Questions</li> </ul>

The topics of the examiner course are the same for all types of examiners - Balloon, Sailplane, SPA, MPA and SPH, MPH.

For specific content, the course may be split into groups for each of the particular examiner type.

For holders of examiner certificates in different categories, all respective courses have to be attended.

### 3.3.2 Practical instruction

Following the theoretical part of the standardisation course, the candidate examiner shall practice the conduct of skill tests, proficiency checks and/or assessments of competence under the supervision of a senior examiner, before undergoing the examiners assessment of competence.

- Balloon examiner candidates shall be tutored by the assigned senior examiner.
- Sailplane examiner candidates shall be tutored by the assigned senior examiner.
- SPA examiner candidates shall be tutored by the assigned senior examiner.
- MPA examiner candidates shall be tutored by the assigned senior examiner or the CCE. Exemptions may be granted by the FOCA inspector or the CCE.
- Helicopter examiner candidates shall be tutored by the assigned senior examiner.

The practical part of the standardisation course shall consist of the conduct of **at least 2 check profiles** in the role of examiner for skill tests, proficiency checks or assessments of competence for licences, ratings or certificates for which the applicant seeks the privilege to conduct tests, checks and assessments of competence, under the supervision of a senior examiner.

For FE at least one check profile for a license skill test.

### Important:

If examiner privileges are to include the conduct of skill tests or proficiency checks for the revalidation or renewal of an instrument rating (**IR**), practical instruction should include the conduct of **at least 4 instrument check profiles** in the role of examiner. If examiner privileges in both FSTD and aircraft are required, at least one of the instrument check profiles should be conducted in an FSTD.

For IRE at least one check profile for a IR skill test.

### 3.3.3 Completion of Practical Instruction

The practical instruction must begin within the first 12 months after completion of the theoretical instruction and be completed at the latest 36 months after completion of the theoretical instruction.



### 3.4 Initial Assessment of Competence

Ch. 3.4 ISS 1 / REV 0 / 31.01.2020

After successful completion of the practical instruction in the respective category, the candidate shall pass an assessment of competence by 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.

## 4 How to maintain Examiner Privileges

Ch. 4 ISS 1 / REV 0 / 31.01.2020

### 4.1 Revalidation

Ch. 4.1 ISS 1 / REV 0 / 31.01.2020

#### 4.1.1 Aeroplane and Helicopter

Aeroplane and helicopter examiner certificates are valid for 3 years. For the revalidation of an examiner certificate for aeroplane or helicopters, 3 conditions shall be fulfilled:

- Conducted at least 6 skill tests, proficiency checks or assessments of competence before the expiry date of the certificate;
- Attended an examiner refresher course provided by FOCA, in the period of 12 months immediately preceding the expiry date of the certificate;
- One of the skill tests, proficiency checks or assessments of competence completed during the last year of the validity period shall have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so.




### 4.1.2 Balloon and Sailplane

Balloon and sailplane examiner certificates are valid for 5 years. For the revalidation of an examiner certificate for balloon or sailplane, 2 conditions shall be fulfilled:

- Attended an examiner refresher course provided by FOCA during the period of validity of the examiner certificate;
- One of the skill tests, proficiency checks or assessments of competence completed during the last 24 months of the validity period shall have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so.

For revalidation of the examiner certificate, examiners shall demonstrate continuous complicate with FCL.1010 and FCL.1030, BFCL.410 and BFCL.420(d) and (e) or SFCL.410 and SFCL.420(d) and (e), as applicable.

Note: Holders of multiple examiner certificates shall fulfil the revalidation requirements for each type of examiner certificate (e.g. aeroplane SP, aeroplane MP, balloon, sailplane and helicopter).

For the revalidation, an examiner shall send the following forms to SBFP (one application per type of examiner certificate): 

- Examiner revalidation/renewal- form 67.940;
- Examiner Assessment of Competence - form 67.930.

A senior examiner conducting examiner assessments of competence should hold the same rating, instructor and examiner privileges as the examiners being supervised. (Exemptions only with prior permission by respective FOCA licencing inspector).

## 4.2 Renewal

Ch. 4.2 ISS 1 / REV 0 / 31.01.2020

If an examiner certificate has expired, FOCA verifies whether all the requirements are still met. Additionally, the following questions need to be clarified with the responsible SBFP inspector, before renewing the certificate:

- Why did the examiner certificate expire?
- Which of the revalidation criteria was not fulfilled?

### 4.2.1 Renewal Procedure:

- Participation in an examiner refresher or initial course.
- Conduct of an examiner assessment of competence with the responsible SBFP inspector, a designated FOCA flight inspector or a senior examiner, specifically authorised to do so.

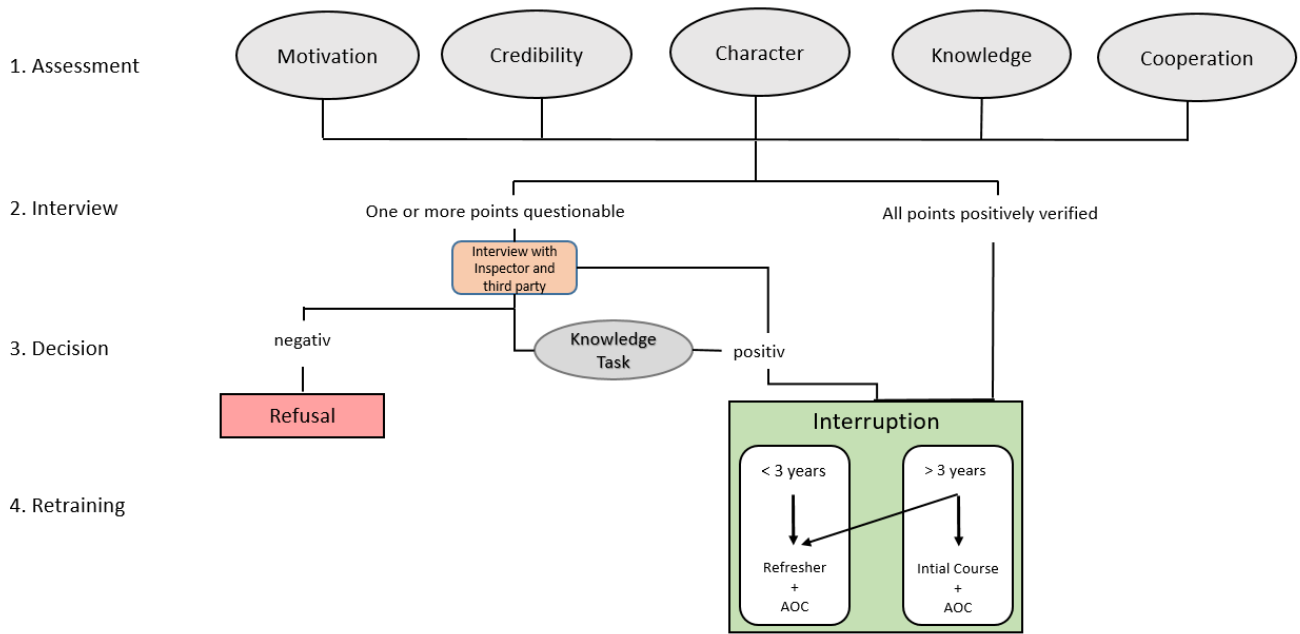
For renewal, an examiner shall send the following forms to SBFP:

- Examiner revalidation/renewal - form 67.940;
- Examiner Assessment of Competence - form 67.930.

For renewal of the examiner certificate, examiners shall demonstrate continuous complicate with FCL.1010 and FCL.1030, BFCL.410 and BFCL.420(d) and (e) or SFCL.410 and SFCL.420(d) and (e), as applicable.

### 4.3 Process for Renewal of Examiner Certificate

Ch. 4.3 ISS 1 / REV 0 / 31.01.2020



### 4.4 Examiner Refresher Course

Ch. 4.4 ISS 1 / REV 0 / 31.01.2020

The FOCA examiner refresher course shall last 1 day and includes the content according AMC1 FCL.1015

<b>Lesson</b>	1	<ul style="list-style-type: none"> <li>Welcome</li> <li>Introduction of inspector team</li> </ul>
	2	<ul style="list-style-type: none"> <li>News, new regulations, new forms, new procedures, Standard Radio Telephony, PANS-OPS/Airspace Structure</li> </ul>
	3	<ul style="list-style-type: none"> <li>GM/INFO Examination Guide</li> <li>GM/INFO FOCA Examiner System</li> <li>Checklists, tools</li> <li>Hints &amp; tips, share and exchange of experience</li> </ul>
	4	<ul style="list-style-type: none"> <li>Legal matters</li> </ul>
	5	<ul style="list-style-type: none"> <li>Examiner supervision and assessment of competence</li> <li>Examiner revalidation</li> <li>Administration</li> </ul>
	6	<ul style="list-style-type: none"> <li>Forms</li> <li>Most common mistakes -&gt; QC</li> </ul>
	7	<ul style="list-style-type: none"> <li>Practical training</li> </ul>
	8	<ul style="list-style-type: none"> <li>Test &amp; questions</li> </ul>
	9a	<ul style="list-style-type: none"> <li>Instructor AoC for TRI/SFI (if applicable)</li> </ul>
	9b	<ul style="list-style-type: none"> <li>Instructor AoC according SFCL/BFCL (if applicable)</li> </ul>

The topics of the examiner course are the same for all types of examiners - Balloon, Sailplane, SPA, MPA and SPH, MPH.

For specific content, the course may be split into groups for each of the particular examiner type.

For holders of examiner certificates in different categories, all respective courses have to be attended.

## 5 Additional Examiner Privileges

Ch. 5 ISS 1 / REV 0 / 31.01.2020

An examiner shall, except for SFE, hold an equivalent licence, rating or certificate to the ones for which he is authorised to conduct skill tests, proficiency checks or assessments of competence, has the privilege to instruct for them and is qualified to act as PIC in the aircraft during a skill test, proficiency check or assessment of competence if conducted on the aircraft.

For additional examiner privileges refer to Part-FCL Subpart K.

## 6 FOCA Defined Requirements

Ch. 6 ISS 1 / REV 0 / 31.01.2020

FOCA applies the following procedures, definitions and requirements.

### 6.1 Further Licences or Certificates

Ch. 6.1 ISS 1 / REV 0 / 31.01.2020

For further licences or certificates for which the applicant seeks the privilege to conduct tests and checks, the conduct of at least one skill test, proficiency checks or assessment of competence, supervised by an inspector of the competent authority or an authorised senior examiner is required.

### 6.2 Extension to Further Types

Ch. 6.2 ISS 1 / REV 0 / 31.01.2020

For extension of an examiner certificate to further types (as required for TRE), the conduct of at least one test or check profile in the role of examiner on the new type, supervised by an inspector of the competent authority or an authorised senior examiner is required.

Specific requirements for helicopter TRE: Only for ME type extension at least one AoC is required.

### 6.3 Valid IR for SFEs

Ch. 6.3 ISS 1 / REV 0 / 31.01.2020

For proficiency checks for the revalidation or renewal of IRs if combined with the revalidation or renewal of a type rating, the SFE shall have passed a proficiency check for the aircraft type including the instrument rating within the last year.

## 7 Limitations and Revocation

Ch. 7 ISS 1 / REV 0 / 31.01.2020

The examiner certificate may be limited, suspended or revoked at any time by FOCA in, but not limited to, cases where the holder:

- requests termination or limitation of the certificate;
- no longer meets the requirements;
- severely or repeatedly violates rules or instructions;
- gives rise to doubts about his integrity;
- gives rise to doubts about his ability to conduct checks in a safe and orderly manner.

Issue of a formal warning is at the discretion of SBFP.

The withdrawal or revocation of a certificate may be with immediate effect, if there is an imminent safety risk.

The function as Senior Examiner can be terminated by both parties, subject to the period of notice, but ends in any case at the age of 70.

## 8 Costs and Remuneration

Ch. 8 ISS 1 / REV 0 / 31.01.2020

### 8.1 General

Ch. 8.1 ISS 1 / REV 0 / 31.01.2020

- Remuneration and expenses for skill tests, proficiency checks or assessments of competence for instructors are subject to individual arrangements between the examiner and the candidate (or the sponsoring supporting organization respectively); FOCA is not involved in any way in these arrangements.
- Assessments of competence for examiners or other tasks specifically appointed/delegated by FOCA to individual senior examiners are remunerated by FOCA as set out in the senior examiner contract.

### 8.2 Education and Training Costs for Examiners

Ch. 8.2 ISS 1 / REV 0 / 31.01.2020

Education and training costs for examiners are charged based on Article 29(e) of the regulation on the fees of FOCA (Verordnung über die Gebühren des Bundesamtes für Zivilluftfahrt (GebV-BAZL); SR.748.112.11). The following table represents the costs normally incurred, however deviations are possible in special cases.

Education costs MPA (A) (H)	
Initial course 2 days	CHF 1000
Supervision	CHF 500 * + 100 **
AoC	CHF 500 + 100**
license entry	CHF 100

Education costs SPA / Heli	
Initial course 2 days	CHF 600
Supervision	CHF 400 * + 100 **
AoC	CHF 400 + 100 **
license entry	CHF 100

Education costs Sailplane & Balloon	
Initial course 2 days	CHF 200
Supervision	CHF 200 * + 100 **
AoC	CHF 200 + 100 **
license entry	CHF 100

Costs for refresher course	
Multipilot (A) (H)	CHF 500 per day
Single Pilot (A) (H)	CHF 300 per day
Balloon und Sailplane	CHF 100 per day

\*) per session

\*\*\*) travel expenses flat rate within CH