



FOCA GM/INFO

Guidance Material / Information

Examination Guide Sailplane



ExamGuide

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Scope	This Examination Guide provides guidance on all aspects of the examination structure and content.
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List of Abbreviations

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The following abbreviations are within this GM/INFO:

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

Abbreviation	Definition	Abbreviation	Definition
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 Sailplane
MOU	Mountain Rating	SPH	Single Pilot Helicopter
MPO	Multi Pilot Operation	SPL	Sailplane Pilot License
MPA	Multi Pilot Sailplane	SPO	Single Pilot Operation
MPH	Multi Pilot Helicopter	STI	Synthetic Training Instructor
MPL	Multi Pilot License	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 License		
RVSM	Reduced Vertical Separation Minimum		
S / (S)	Sailplane		
SE	Single Engine		
SEP	Single Engine Piston		
SERA	Standardised European Rules of the Air		

List of Definitions

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

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0 Introduction

Ch. 0 ISS 1 / REV 0 / 21.02.2023

The Federal Office of Civil Aviation is the competent Authority of Switzerland for the issue of pilot licenses, 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 Examination Guide describes Switzerland administrative requirements in regard to Part-SFCL examinations and applies to all Part-SFCL Sailplane examinations conducted on FOCA issued license or certificate holders. Compliance with those procedures and requirements is mandatory.

These instructions/information (GM/INFO) are intended to support organisations/operators, examiners, instructors and candidates in administrative matters relating to the examination system. It is to be regarded as a tool to simplify the processes and requirements for obtaining the necessary licenses, ratings and certificates from the Federal Office for Civil Aviation (FOCA). The use of the GM/INFO contributes to compliance with the FOCA requirements.

0.1 Legal References

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Commission Regulation (EU) No 2018/1976:

- Part-SFCL

Commission Regulation (EU) No 1178/2011:

- Annex IV (Part-MED)

0.2 Purpose of this GM/INFO

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This GM/INFO provides basic support to the organisation / operator, examiner, instructor and candidate in the preparation and completion of exams. It is intended to ensure that all parties involved have clarity about the process before, during and after an examination.

This GM/INFO was created on the basis of the requirements for obtaining licenses and certificates described in Part FCL and contains supporting regulatory information.

0.3 Scope

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This GM/INFO deals with processes for the preparation, execution and completion of examinations according to Part-SFCL.

0.4 Terms and Conditions

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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.	http://oxforddictionaries.com/definition/english/could
<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

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This GM/INFO includes provisions and statements related to the responsibilities of the organisation / operator, examiners, instructors and candidates.

1 General

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Non-FOCA certified examiners shall as well comply with all the administrative requirements for Switzerland, laid down in the current version of the EASA Examiner Difference Document (EDD).

FOCA certified examiners must be aware that examination requirements of other NAAs may differ. Therefore, the present document shall not be used as a reference when conducting examinations on pilots not holding a FOCA issued license.

Whilst every effort is made to ensure that all information is correct at the time of publication, FOCA reserves the right to amend this document as required to accommodate changes to the primary Authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

In case of any contradiction between the requirements laid down in the Basic Regulation and its Implementing Rules or national law (where applicable) and the procedures and requirements laid down in this Examination Guide, the Basic Regulation and its Implementing Rules or the national law will have precedence. We kindly ask you to inform us about any contradiction or ambiguities via pel-inspector@bazl.admin.ch.

1.1 Licensing Authority

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According to MED.A.001 in conjunction with SFCL.005, the licensing Authority is determined to be the competent Authority of the Member State issuing the license or to which a person applies for the issue of a license.

Accordingly, an applicant for the issue of a Swiss license may either hold a Swiss medical certificate or a medical certificate issued by an AME/AeMC certified in another EASA Member State.

In the latter case, the medical records must be transferred to FOCA/Aeromedical Section.

- The transfer of the medical records to the Swiss FOCA must be in compliance with ARA.GEN.360
- Until the applicants medical records have not been correctly transferred and accepted by the FOCA Aeromedical Section, no license, temporary permission or license endorsement may be issued

For the initial issue of a Swiss license, prior to taking the skill test the examiner shall be convinced that Swiss FOCA will be the licensing Authority. This is to ensure that no foreign designation procedures apply.

1.2 Vested Interests of the Examiner

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Examiners shall only conduct examination where their independence is not in doubt and when they are free of conflict of interest. In any case they may not take skill tests whenever they have been involved, as flight instructor, in more than 50% of the candidate's flight instruction. It is recommended that in such cases those 50% should not be concentrated in the later stages, especially not in the examination preparation phase.

Examiners shall appreciate that situations giving the impression of a conflict of interest or lack of independence in the eyes of uniformed third parties are as well problematic and shall be avoided, as they could impact the credibility of the entire examination system in the eyes of the public.

A conflict of interest can be defined as any relationship that might influence an examiner to act, either knowingly or unknowingly in a manner that does not hold the safety of the public as the primary and highest priority. A conflict of interest occurs when an examiner's vested interests raise a question of whether his actions, judgment or decision-making can be unbiased, or when the examiner has, or appears to have, a personal interest in the specific outcome of an examination.

1.3 Right of Appeal Procedure

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In the event of a partial pass or fail, the examiner shall explain the applicant's right of appeal.

«Within 10 days after receipt of this skill test, proficiency check or assessment of competence result, an appealable decision about the test/check results may be requested in writing to the Federal Office of Civil Aviation, 3003 Bern, using one of the official languages (German/French/Italian).»

Applicants who fail, or partial pass a skill test, proficiency check or assessment of competence shall not exercise the privileges until a pass in the respective test or check has been achieved.

1.4 Record Keeping

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Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.

1.5 Training and Examination

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An examination is strictly an independent, neutral and objective assessment of a candidate's abilities; accordingly, no training activities shall take place during a flight examination, or be combined with a flight examination. The flight examination is an uninterrupted event starting with the administrative aspects, which shall be preceded by an adequate period of time for the candidate to prepare his flight, and ending-up with the debriefing of the candidate, after completion of the examination protocol.

Before conducting a skill test, proficiency check or assessment of competence, the examiner shall verify that the applicant complies with all the qualification, training and experience requirements in Part-SFCL for the issue, revalidation or renewal of the license, rating or certificate for which the skill test, proficiency check or assessment of competence is taken.

1.6 Liability of the Examiner

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Training and checking shall always be strictly separated. The examiner shall take no part in the operation of the aircraft except where intervention is necessary according the check program or in the interests of safety or to avoid unacceptable delay to other traffic.

If the examiner intervenes for any other reason than those previously mentioned, he is violating his examiner obligations and may therefore become responsible for any damage caused by him during his intervention according to the regulation of state liability that is applicable to him during a check. For example, it is forbidden for the examiner to take an instructor role during the check by training elements of the check that have not been passed by the candidate in the required attempts according to the check program; or by executing a demonstration of a specific task/operation. In such a case, FOCA may oblige the examiner to pay back any damage that has be caused during such an intervention according to the regulation of state liability.

1.7 Language Proficiency

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General

For any skill test, proficiency check or assessment of competence where the candidate is required to use radio communication with air traffic control (ATC), at aerodromes with FIZ or in a Radio Mandatory Zone (RMZ), a valid language endorsement in the language used for radio communication is required at least by the examiner.

1.8 Operational Rules

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It is in the responsibility of the examiner to comply with the operational rules of Part-NCO, Part-SPO if applicable.

1.9 Weather Minimum

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If no specific weather minimum is prescribed, it shall not be less than what is prescribed in SERA, in the relevant OPS rules, and in the applicable national requirements. While the weather during the examination shall be compatible with the level of experience of the candidate and the equipment of the sailplane, as deemed suitable by the candidate, he should nevertheless be able to cope with challenging weather situations that are well within the privilege of the license or rating applied for.

The weather conditions shall be suitable for a safe, fair and legal flight. When the check is conducted on sailplane, the weather conditions must ensure a safe operation at all time, with safety margin commensurate with the additional risks created by the examination task.

1.10 Examiner Duty Limits

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While there are no duty limits defined *per se*, examiners are reminded that they are responsible to ensure the safety of flight at all time, are responsible to conduct examinations effectively and objectively, and with due consideration for the candidate; examiners have also a duty to be exemplar aviators at all time. Insufficient rest, high level of fatigue, stress or workload have proven to negatively impact flight safety, furthermore, such personal states are simply not compatible with an examiner duties and responsibilities.

An FE(S) should plan per day not more than a total of four skill tests or proficiency checks for the SPL; or a total of two assessments of competence for the FI(S) or FE(S) certificate.

1.11 Logbook Entries

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All pilot logbooks must comply with the requirements laid down in SFCL.050 and AMC1 SFCL.050.

If a test or check is passed, the candidate may log as PIC. If a test or check is partially passed or failed, the candidate shall log as DUAL.

Details of tests and checks shall be endorsed and signed by the examiner in the "Remarks and Endorsements" column of the EASA compliant logbook. Pages of not FOCA-authorized electronic logbooks have to be printed and signed by the candidate prior to the test/check. The examiner will endorse and sign the test or check details on these copies.

1.12 Hand Entry in License

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Not applicable.

1.13 Temporary Permissions

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An examiner may only issue a Temporary Permission when the examiner is satisfied beyond any doubt that the applicant meets all the qualification, training and experience requirements for the relevant license or rating being applied for.

Temporary Permissions may only be issued by FOCA certified examiners to holders of a Swiss license. No Temporary Permission may be issued in case of a conversion, a validation or when the theoretical knowledge examination has been passed in another EASA Member State.

1.14 Requirement to hold a Medical Certificate

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In regard to Part-SFCL examinations an examiner must hold at least a valid LAPL medical.

The candidate must hold a valid medical certificate when the examination is conducted in an sailplane.

1.15 Conversion of 3rd country licenses and ratings

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According to Commission Delegated Regulation (EU) 2020/723, the following applies to holder of a 3rd country license who wish to obtain a Swiss EASA license:

To obtain an EASA License SFCL, the requirements of Part-SFCL and shall be met

- A SPL license may be converted into EASA Part-SFCL licenses in accordance with Article 9 of Commission Delegated Regulation (EU) 2020/723.

As a general rule, the 3rd country license and rating shall be valid and current.

For the Skill test please refer to the respective chapter in this guide. No temporary permission may be issued as a 3rd country license confirmation is required.

2 **Flight Examination Checklist**

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Please refer to

→ 7.1 Appendix 1 «Generic Sailplane Examiner Test Preparation Checklist»

at the end of this GM/INFO.

3 Test or Check Assessment Criteria

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During all skill tests or proficiency checks applicants shall demonstrate the ability to:

1. operate the sailplane within its limitations; applicable for the specific license or rating examination, corrected to make allowance for turbulent conditions and the handling qualities and performance of the sailplane used;
2. complete all manoeuvres with smoothness and accuracy;
3. exercise good judgement and airmanship;
4. apply aeronautical knowledge;
5. maintain control of the sailplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.

While the candidate shall undoubtedly demonstrate his ability to operate the aircraft with the defined tolerances and its limitations, this aspect is only one of the assessment criteria; the other abilities to be demonstrated are as important and critical in regard to ensuring flight safety. Therefore, these abilities must be demonstrated as well and not just the ability to fly the sailplane within the given tolerances.

4 Repetition Rules

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At the discretion of the examiner, any manoeuvre or procedure of the test may be repeated once by the applicant. The examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete re-test.

The discretion of the examiner to repeat a manoeuvre or procedure should not be used if further training is required. Situations where a mistake might have serious safety consequence, involves a rule or regulation violation, or requires the intervention of the examiner for safety reasons, shall not be repeated.

If the applicant's performance is such that several items need repeating, the candidate may not be up to the required standard. In this case, the examiner should consider if the applicant's demonstration of flying skill requires a complete re-test.

The examiner may use his discretion to ascertain, when in doubt, his judgement of an item otherwise failed, or when he considers that the applicant was not performing satisfactorily due to any external influence or distraction.

Note: Each failed item shall be documented in detail on the last page of the check/test forms.
The initials on each section of the examiner does confirm the result of the corresponding section and that the section is completed.
In case of a partial pass clear explanation has to be given about the minimum content of the re-test.
If the candidates overall performance requires a complete re-test, this shall be as well documented on the last page of the form.

5 License Skill Test and AoC for Instructor Certificates

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Licensing Theory Examination taken outside Switzerland

If theory examination have not been done under FOCA oversight, the results must be confirmed to FOCA by the relevant NAA before the skill test.

Foreign Examiners

Non-Swiss examiner have to comply with the directives of the EASA published “Examiner Difference Document (EDD) – available on the EASA website.

5.1 SPL Skill Test

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Crew complement:	SPO
Flight rules:	VFR
Equipment:	Sailplane / Touring Motor Glider
Applicable class:	SPL / TMG
Required examiner certificate:	FE(S)

Application

The ATO/DTO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name
- Type of skill test required
- Class of aeroplane and registration
- Meeting place and proposed date

ATO/DTO Responsibilities

The ATO/DTO guarantees that the candidate meets all the applicable requirements and that the training is completed; the skill test recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«*Training SPL is completed*»

Place and date

ATO/DTO name and approval/declaration number

HT name, license number and signature

Skill Test Program

The skill test program must include all items laid down in FOCA form 62.020.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test.

Failure in any item of a section will cause the applicant to fail the entire section. If the applicant fails only 1 section, only that section has to be repeated. Failure in more than 1 section will cause the applicant to fail the entire test.

When the test needs to be repeated in accordance with the article above, failure in any section, including those that have been passed on a previous attempt, will cause the applicant to fail the entire test.

Ideally, a SPL skill check or proficiency check should last 30 minutes or three launches or take-offs and landings.

Weather minima

At least according SERA or visibility 5 km / Ceiling 2000 ft AGL, which ever ist higher.

Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- Medical certificate LAPL or class 1 or 2
- [EASA compliant logbook](#)
- Confirmation of SPL theory exam passed (the theory is valid for a period of 24 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges if applicable
- FOCA form 62.020 filled and signed

The ATO/DTO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html>

B: Candidate's Flight Briefing according to the Examiner Test Preparation Checklist

C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, sailplane, procedures, limitations, etc.)

Decision and Administration

The skill test result shall be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 62.020 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 62.020.

The examiner makes the following entry in the candidate's logbook:

«Skill test SPL passed»
 Class Sailplane/TMG
 Place and Date
 Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 62.020 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 62.020.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following document(s) shall be sent to FOCA SBFP:

- Original FOCA form 62.020

Repetition procedure after partial passed or failed SPL skill test

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO/DTO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first skill test.

5.2 Instructor Initial Assessment of Competence (AoC)

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Crew complement:	SPO
Flight rules:	VFR
Equipment for:	Sailplane, Touring Motor Glider
Applicable Class:	SPL / TMG
Required examiner certificate:	FE(S) with rating FI

Application

The ATO applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of assessment required
- Class or type of sailplane and registration
- Meeting place and proposed date

ATO Responsibilities

The ATO guarantees that the candidate meets all the applicable requirements and that the training is completed; the recommendation for the Assessment of Competence AoC is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«Training Course for is completed»

Place and date

ATO name and approval number

HT name, license number and signature

Program of the Assessment of Competence AoC

The Assessment of Competence must include all applicable items laid down in FOCA form 60.722.

The topic of the AoC is to be provided by the Examiner at least 2 days prior the assessment.

General procedure:

1. Test lecture (long briefing for FI);
2. Theoretical knowledge oral test (for FI);
3. Assessment from cockpit instructor seat; and
4. Instruction flight.

1. Test lecture (long briefing for FI)

The candidate acting as instructor teaches a test lecture to one or more 'students' not longer than **45 minutes**. The topic for this long briefing is selected by the examiner from the corresponding AMC and Guidance Material to Part SFCL.

The long briefing must be given to someone who is available as a 'student'. Pilots or current students can serve for this purpose.

2. Theoretical knowledge oral test

Oral test shall take place between the long briefing and the pre-flight briefing. The oral examination includes questions on the topics according to 'Section 1b' and must be of such form and number that an objective assessment can be carried out.

3. Assessment from cockpit instructor seat

This flight includes normal operation and comprises: operational flight briefing, outside and cockpit check, pre take-off check and take-off, climb, departure route, enroute navigation, air works, descent procedures, arrival route, full stop landing.

4. Instruction flight

During this flight phase the candidate acts as instructor to teach any flight manouvers at the controls.

The instruction flight includes the following elements:

- a) Operational briefing (pilots briefing for the flight);
- b) Instructor briefing with reference to the air exercise according the given theme for the test lecture;
- c) Instruction flight and/or handling of given malfunctions; and
- d) Instructor debriefing.

Ideally, a FI(S) assessment of competence should last 45 minutes or four launches or take-offs.

Weather minima

The weather conditions for flights must allow the safe conduct of the planned training flight and is to be carried out in accordance with the corresponding Organisations Manual OM of the respective ATO if available.

The actual 'students' level must be taken into account.

Pre-Test Presentation procedure for Candidate and Examiner

The candidate is **fully ready** for the assessment and presents all necessary documents to the Examiner.

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

Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the assessment:

- Valid ID or passport;
- License as required according FCL Subpart J Instructors;
- Valid CR and/or TR and valid IR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- [EASA compliant logbook](#)
- Form 62.722 (all pages)
- For the application(s) the following form(s):
 - 62.705 FI.

The ATO/DTO shall make available the training records for verification by the examiner, if requested. All documents, including the recommendation for the assessment, shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the assessment.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html>

Decision and Administration

The assessment result shall be either Pass or Fail, allowing the following procedure:

If the theoretical knowledge or test lecture is failed, the test shall be stopped and rescheduled.

The candidate acknowledge the assessment result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 62.722.

The examiner makes the following entry in the candidate's logbook:

«Assessment of Competence for passed»
 Class Sailplane/TMG
 Place and Date
 Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 62.722
- For the application(s) the following form(s):
 - 62.705 FI
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)

b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 62.722 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 62.722.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following document shall be sent to FOCA SBFP:

- Original FOCA form 62.722

Repetition procedure after failed Assessment of Competence

Although it is usually best to have the same examiner conducting the retest, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO/DTO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first assessment.

6 Appendices

Ch. 6 ISS 1 / REV 0 / 21.02.2023

Refer to next pages.

6.1 Appendix 1 «Generic Sailplane Examiner Test Preparation Checklist»

Ch. 6.1 ISS 1 / REV 0 / 21.02.2023

❑ Task Acceptance

- Expected exam
- Candidate details
- Location
- Compliance with national requirement or guidance (Examination Guide, EDD, safety rules etc.)

Accept or refuse task

❑ Examiner preparation:

- Exam notification in Flexco

❑ Introduction:

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

❑ General information:

- Show your Examiner Authorisation
- Ask for candidate's ID
- Legal basis
- Give candidate maximum credit

❑ Documentation: Paper check:

- According Guide for Skill Test
 - License
 - Medical
 - Logbook
 - FOCA Form(s)
 - ...

❑ Aircraft:

- Certified and equipped as required for the task, ops rules, and NAA requirements
- Documents (valid ARC and insurance),

Decision 1

- Go ahead? What's missing?

❑ Examination program:

- Task received / understood
- Program of Test or Check
- Rules - repetition failed item(s)
- Time schedule
- Safety briefing: traffic lookout, real emergencies handling etc.

❑ Candidate's briefing:

- Listen / no questions during briefing
 - WX, Flight plan etc.
 - NOTAM, DABS, etc.

❑ Oral examination:

- 5-10 prepared theoretical questions
 - Sailplane Systems etc.
 - Operational Questions etc.

Decision 2

- Go / no Go

❑ Short Break:

- Start without pressure
- Provide time for a WX update
- Set time and meeting point

❑ Practical part:

- Safety first
- No instruction
- Passive behaviour
- No interference in pilot's decisions
- Realistic and fair scenario and timing
- Know the purpose of the item assessed (what, why, when and how)
- Verify doubtful observations
- Observe minimum required M-items

❑ Facts for decision:

- Only facts count
- Accurate documentation during session
 - on a personal note sheet
 - directly on FOCA Form(s)
- Communicate result only after reaching a facts-based decision

❑ During flight:

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

❑ Emergency:

- Safety First
- Do not pull any circuit breakers
- Observe minimum required M-items

❑ Facts for decision:

- Only facts might count
- Accurate documentation during session
 - On a personal note sheet, or
 - Directly on the form

Decision 3 result

- Pass, Partial Pass, Fail

❑ Preparation debriefing:

- Take the time to prepare it
- Define time and location
- Factual and concise

❑ Administration:

- Complete paperwork:
 - Logbook, license, forms

❑ Debriefing:

- Candidate's self-de-briefing
- Short, concise
- No bullet point debriefing
- No instruction
- Positive perspective

❑ Completion of test:

- Hints & Tips
- Hand over Check Forms

❑ Communication:

- Feedback of candidate
- Feedback to the ATO/DTO