



Examiner – Guide Helicopter

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General instruction for use of this guide

This guide is a tool for Swiss EASA-FCL helicopter Examiners for skill tests and proficiency checks.

Edition 1 of the Exmaniner's Guide is a new version based on EASA Part FCL. In case of irregularities or misleading explanations the original text in EASA Part.FCL or, if applicable RFP/RPN, is legally binding.

Information / News

List of changes covered by edition # 2:

Item	Description	Page
All	New issue	All
Criminal Record	Not needed anymore, deleted from the Examiner Guide	Various

All new text or revised items are marked on the right side!

Definitions

For the purposes of this Part, the following definitions apply:

'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.

'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.

'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.

'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.

'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.

'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 programmes 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 helicopters, it means the total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped;

'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 programmes 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 programmes necessary to represent an aircraft type or class in flight operations to the extent that the systems appear to function as in an aircraft.

'Helicopter' means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

'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).

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

'Multi-pilot operation': for helicopters, it means an operation requiring at least 2 pilots using multi-crew cooperation on multi-pilot helicopters.

'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': for helicopters, airships and powered-lift aircraft, it means the type of aircraft which is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate or equivalent document.

'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.

'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 fulfilment 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 fulfilment of specified requirements.

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

'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.

Flight rules

VFR

Not to be combined with any other skill test / proficiency check.

Type of helicopter used:

SE Piston (H), SE Turbine (H),
(maximum 4 places and MTOM 2000kg)

Min. requirements for helicopter:

FOCA approval for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)**Examiner authorisation grade****FE****Application**

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

- Full name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter
- Meeting point and time

The ATO recommends Candidate for examination according the following conditions:

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

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

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

*"Training LAPL (H) 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 specifically checked for correctness:

- Medical certificate LAPL, Class II or I
- Confirmation of PPL (H) theory exam passed (max 24 months from the date of successfully completing the examinations)
- If applicable:
 - a) Confirmation of RT exam or RT privileges in English or official language **and**
 - b) Valid proof of language proficiency (at least Level 4) in the language/s used in RT communications

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

- Form 61.120 skill test pages 1 to 9

Skill test programme

A skill test must include **all items** according AMC 2 FCL.125 and according EASA/FOCA form 61.120.

Programme to be given to candidate by the examiner at least 2 days before the skill test.

Minimum flight time for skill test: 1:30 hrs. (GM1 FCL.1015 Examiner standardisation)

Navigation section: 2 legs, each leg minimum duration 10 min. (AMC2 FCL.125 (a))

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 LAPL, Class II or I
- Logbook
- Confirmation of PPL (H) theory exam passed (max 24 months from the date of successfully completing the examinations)
- If applicable:
 - a) Confirmation of RT exam or RT privileges in English or official language **and**
 - b) Valid proof of language proficiency (at least Level 4) in the language/s used in RT communications
- Form 61.120 skill test, all pages

FOCA requirement: Prior to briefing (point B of this section) all documents must be completed, signed off by CFI of ATO and approved by the examiner.

B: Briefing for skill test flight

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculation
- ATC flight plan (only when necessary)
- Aircraft status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

Paperwork after skill test

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

A: passed

- **Examiner completes form 61.120 skill test, all pages**
 Details of flight
 Test result
 Remarks
 Examiner data and signature
 Applicants signature on page 1
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 61.120.
- **Examiner makes entry in the candidate's logbook** as follows:
 "Skill test LAPL (H) passed
 Type Variant(s).....
 Location date.....
 Examiner data and signature"
- **Examiner makes no entry in the candidate's licence.**
- **Examiner issues the confirmation form below, to the candidate:**
 Form 69.060 Temporary Permission to act as pilot.
- The candidate has now permission to fly as LAPL(H) pilot **within EASA territory in the type of helicopter having been used for the skill test.** FOCA will be issuing a LAPL (H) licence later after a quality control of all documents needed for that purpose.
- **Examiner sends following forms to FOCA**
 Form 61.120 skill test, all pages
 Copy of ID or passport
 Copy of the relevant pages of logbook
 Copy of medical certificate
 Copy of Form 69.060 Temporary Permission to act as pilot
 Form 22.03; Examiner's invoice

B: partial passed

- **Examiner completes form 61.120 skill test, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1
- The ATO and the candidate receive a copy of at least page 1 of the completed form 61.120
- **Examiner makes no entry in the candidate's logbook**
- **Examiner sends following forms to FOCA**
 - Form 61.120 skill test, all pages
 - Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 61.120 skill test, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1
- The ATO and the candidate receive a copy of at least page 1 of the completed form 61.120
- **Examiner makes no entries in candidate's logbook**
- **Examiner sends following forms to FOCA**
 - Form 61.120 skill test, all pages
 - Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed LAPL (H) 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.

Wheather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for the safe and correct fulfillment:
Departure airport, departure route, enroute, airwork, arrival route and destination airport:

Visibility min. 5 km, main cloud base min.1500 ft / AGL.

Skill Test PPL (H)

SP EASA-FCL 2.135, AMC1.FCL.235, AMC2 FCL.235

Flight rules

VFR

Not to be combined with any other skill test / proficiency check.

Type of helicopter used:

SE Piston (H), SE Turbine (H), ME Turbine (H)

Min. requirements for helicopter:

FOCA approval for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation grade

FE

Application

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

- Full name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter
- Meeting point and time

The ATO recommends Candidate for examination according the following conditions:

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

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

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

"Training PPL (H) 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 specifically checked for correctness:

- Medical certificate class 1 or 2
- Confirmation of PPL(H) theory exam passed (max 24 months from the date of successfully completing the examinations)
- a) Confirmation of RT exam or RT privileges in English or official language **and**
b) Valid proof of language proficiency (at least Level 4) in the language/s used in RT communications

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

- Form 61.220.skill test pages 1 to 10

Skill test programme

A skill test must include **all items** according AMC2 FCL.235 and according FOCA form 61.220.

Programme to be given to candidate by the examiner at least 2 days before the skill test.

Minimum flight time for skill test: 1:30 hrs (GM1 FCL.1015 Examiner standardisation)

Navigation section: 3 legs, each leg minimum duration 10 min. (AMC2 FCL.235 (a))

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 I or 2
- Logbook
- Confirmation of PPL (H) theory exam passed (max 24 months from the date of successfully completing the examinations
- a) Confirmation of RT exam or RT privileges in English or official language **and**
b) Valid proof of language proficiency (at least Level 4) in the language/s used in RT communications
- Form 61.220 skill test, all pages

FOCA requirement: Prior to briefing (point B of this section) all documents must be completed, signed off by CFI of ATO and approved by the examiner.

B: Briefing for skill test flight

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculation
- ATC flight plan (only when necessary)
- Aircraft status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

B: partial passed

- **Examiner completes form 61.220 skill test, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1
- The ATO and the candidate receive a copy of at least page 1 of the completed form 61.220
- **Examiner makes no entry in the candidate's logbook**
- **Examiner sends following forms to FOCA**
 - Form 61.220 skill test, all pages
 - Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 61.220 skill test, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1
- The ATO and the candidate receive a copy of at least page 1 of the completed form 61.220
- **No entries or candidate's logbook**
- **Examiner sends following forms to FOCA**
 - Form 61.220 skill test, all pages
 - Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed PPL (H) 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 the safe and correct fulfillment: Departure airport, departure route, enroute, airwork, arrival route and destination airport:

Visibility min. 5 km, main cloud base min.1500 ft / AGL.

Skill Test CPL (H)

SP EASA-FCL.320, FCL App.4 C,

Flight rules VFR

May be combined with TR skill test or Proficiency check.

Not to be combined with IR skill test.

Type of helicopter used: SE Piston (H), SE Turbine (H), ME Turbine (H)

Min. requirements for the helicopter : FOCA approval for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation grade FE

Application

The ATO applies direct to examiner at least 14 days before the expected date of the skill test, with following information (no forms required):

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter
- Meeting point and time

The ATO recommends Candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate fulfills 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 & practical training) fulfilled.
- The flying training is signed up as completed in the candidate's logbook as follows:

"Training CPL (H) is completed

Location and date

Stamp of ATO with NAA-EASA authorisation number

Name, licence number and signature of CFI"

The following documents are checked for correctness:

- PPL(H) licence
- Medical certificate class 1
- a) Confirmation of RT exam or RT privileges in English **and**
b) Valid proof of language proficiency (at least Level 4) in English
- Confirmation of CPL(H) theory exam passed (max 36 months from the date of successfully completing the examinations)

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

- Form 61.320 skill test page 1 and 2

Skill test programme

The skill test has to include **all items** according Appendix 4 to EASA part FCL and FOCA form 61.320

Programme to be given to candidate by the examiner at least 2 days before the test.

FOCA recommends 2 different flights for skill test:

The first flight is mainly normal operation and comprises the following items:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, line up and take-off, climb, departure route, navigational flight, descent procedures, arrival route, finishing with a normal landing on an airport other than the normally used airport for training.

The second flight, returning to the original airport includes, in addition to normal operation, airwork exercises, abnormal and emergency items.

A break has to be planned between the first and the second flight, at least a fullstop landing to allow time for the new cockpit set up and flight preparation for the second part of the skill test.

At least 1 airport, departure or destination, must be an airport with ATC.

Minimum flight time for the skill test is 1:30 hrs. (GM1 FCL.1015 Examiner standardisation)

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
- PPL(H) licence
- Valid English language proficiency endorsement
- Medical certificate class 1
- Logbook
- Confirmation of CPL(H) theory exam passed (max 36 months from the date of successfully completing the examinations)
- Form 61.320 skill test, all pages

FOCA requirement: Prior to briefing, (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the examiner.

B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan (only when necessary)
- Aircraft status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

B: partial passed

- **Examiner completes form 61.320 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 each a copy of at least page 1 of the completed form 61.320.
- **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 61.320 skill test, all pages
Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 61.320 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 each a copy of at least page 1 of the completed form 61.320.
- **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 61.320 skill test, all pages
Form 22.03 Examiner's invoice

Repetition procedure after partial passed of failed CPL (H) skill test

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

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

Weather Minima

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

Visibility min. 5 km, main cloud base min. 1000 ft / AGL.

Skill Test ATPL (H) VFR**MP** EASA-FCL.520.H, AMC1 FCL.520.H, FCL App. 9 A+C

Flight rules VFR

May be combined with TR MP (H) skill test or proficiency check.

Type of helicopter / simulator used: **MPH**Min. requirements for the helicopter: FOCA approved for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)Min. requirements for the simulator: EASA certified FSTD
(ORA.ATO.135 Training aircraft and FSTDs)**Examiner authorisation grade** **TRE/SFE** authorised by FOCA**Application**

The candidate applies to FOCA (SBFP) at least 4 weeks before the expected date of the skill test, stating the following information and documents: (EASA FCL.030 (b))

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter or simulator – attach certificate for non Swiss-FSTD
- Meeting point and time
- Form 61.530 skill test page 1 and 2
- Copy of the relevant pages of the logbook

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

The following documents have been checked for correctness:

- CPL(H) licence
- Medical certificate class 1
- a) Confirmation of RT exam or RT privileges in English **and**
b) Valid proof of language proficiency (at least Level 4) in English
- Confirmation of ATP(H) theory exam passed
- Confirmation of MCC-course passed

If applicable:

- Confirmation of Type Rating theoretical instruction passed and flight instruction by the ATO

The following form is fully completed and signed by candidat

- Form 61.530 skill test page 1 and 2

Skill Test Programme

The skill test has to include all items according EASA part FCL.520.H, appendix 9 and FOCA form 61.530 (except section 5)

Programme to be given to candidate by the examiner at least 2 days before the test.

Minimum flight time for skill test: 2:00 hrs (GM1 FCL.1015 Examiner standardisation)

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
- CPL(H) licence
- a) Confirmation of RT exam or RT privileges in English **and**
b) Valid proof of language proficiency (at least Level 4) in English
- Medical certificate class I
- Logbook
- Confirmation of ATP (H) theory exam passed or copy of the licence with inscription:
ATP(H) theory.
- Confirmation of MCC (H) course passed

If applicable: Confirmation of Type-Rating theoretical instruction passed and practical training by the ATO

- Form 61.530 skill test, all pages

FOCA Requirement: Prior to briefing (point B of this section) all documents must be completed, signed off by the candidate and approved by the examiner.

B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Operational flight plan OFP
- Meteo
- NOTAM / DABS
- Mass and balance document
- Performance calculations
- ATC flight plan AFP
- Aircraft status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

Repetition procedure after failed ATPL (H) skill test

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

Special Remarks

In general, the examiner shall not be part of the crew! For exemptions written permission in advance from FOCA is necessary.
The crew member on the second pilot's seat to have a valid licence and type rating and has to be qualified for the relevant function.

Skill Test ATPL (H) IR

MP EASA-FCL.520.H, AMC1 FCL.520.H, FCL App. 9 A+C

Flight rules

IFR

May be combined with TR MP skill test or proficiency check.

Type of helicopter / Simulator used:

MPH

Min. requirements for the helicopter:

FOCA approved for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Min. requirements for the simulator:

EASA certified FSTD
(ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation grade

TRE /SFE authorised by FOCA

Application

The candidate applies to FOCA (SBFP) at least 4 weeks before the expected date of the skill test, stating the following information and documents: (EASA FCL.030 (b))

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter or simulator- attach certificate for non Swiss-FSTD
- Meeting point and time
- Form 61.530 skill test page 1 and 2
- Copy of the relevant pages of the logbook

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

- Time/Date restrictions (theoretical & practical training) fulfilled.

The following documents have been checked for correctness:

- CPL(H) licence
- IR(H) on ME helicopter
- Medical certificate class 1 with IR
- a) Confirmation of RT exam or RT privileges in English **and**
b) Valid proof of language proficiency (at least Level 4) in English
- Confirmation of ATP/IR(H) theory exam passed or copy of the licence with inscription: ATP/IR (H) theory.
- Confirmation of MCC-course passed

If applicable:

- Confirmation of Type Rating theoretical instruction passed and flight instruction by the ATO

The following form is fully completed and signed by candidate

- Form 61.530 skill test page 1 and 2

Skill Test Programme

The skill test has to include all items according EASA part FCL.520.H and FOCA form 61.530

Programme to be given to candidate by the examiner at least 2 days before the test.

Minimum flight time for skill test: 2:00 hrs (GM1 FCL.1015 Examiner standardisation)

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
- CPL(H) licence with IR
- a) Confirmation of RT exam or RT privileges in English **and**
b) Valid proof of language proficiency (at least Level 4) in English
- Medical certificate class I with IR
- Logbook
- Confirmation of IR (H) theory exam passed or IR rating valid or experied (max 7 years) on helicopter
- Confirmation of ATP/IR (H) theory exam passed or copy of attachment to licence with inscription: ATP/IR theory H
- Confirmation of MCC (H) course passed

If applicable: Confirmation of type-rating theoretical instruction passed

- Form 61.530 skill test, all pages

FOCA Requirement: Prior to briefing (point B of this section) all documents must be completed, signed off by the candidate and approved by the examiner.

B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Operational flight plan OFP
- Meteo
- NOTAM / DABS
- Mass and balance document
- Performance calculations
- ATC flight plan AFP
- Aircraft status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

Paperwork after skill test

The examiner decides if the skill test is: A: passed
 B: failed

A: passed

- **Examiner completes form 61.530 skill test, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
 - The candidate receive a copy of at least page 1 of the completed form 61.530
 - **Examiner makes an entry in the Candidate's logbook** as follows:
*"Skill test ATPL (H) IR / TR passed
Function type
Location date.....
Examiner data and signature"*
 - **Examiner makes no entry in the Candidate's licence (except if combined with type rating or IR revalidation)**
 - **Examiner or the candidate sends following forms to FOCA**
Form 61.530 skill test, all pages
Form 61.540 IR cross credit requests (if applicable)
Copy of the relevant pages of the logbook
Copy of the medical certificate
Copy of the simulator certificate (if necessary)
Form 22.03 Examiner's invoice (if applicable)
- For Examiner not holding a FOCA examiner authorization:
Copy of examiner authorization
Copy of Swiss examiner standardization certificate

B: failed

- **Examiner completes form 61.530 skill test, all pages**
Details of flight
Test result
Remarks
Examiner data and signature
Applicants signature on page 1 field 2
- The candidate receive a copy of at least page 1 of the completed form 61.530
- **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 61.530 skill test, all pages
Form 22.03 Examiner's invoice (if applicable)

Repetition procedure after failed ATPL (H) skill test

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

Special Remarks

In general, the examiner shall not be part of the crew! For exemptions written permission in advance from FOCA is necessary.
The crew member on the second pilot's seat to have a valid licence and type rating and has to be qualified for the relevant function.

May be combined with any SP TR Skill Test / Proficiency check. If applicable follow the appropriate skill test or Proficiency check procedure.

Flight Rules	IFR CAT I
Type of helicopter used:	SET (H), MET (H)
Min. requirements for the helicopter:	FOCA approved for this purpose (ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation grade IRE

Application

ATO applies direct to examiner at least 14 days prior expected date of skill test, stating the following information (no forms required)

- Full Name and licence number of candidate
- Type of skill test required
- Type of helicopter
- Meeting point and time

ATO recommends candidate for examination according the following conditions:

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

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

- Time/Date restrictions (theoretical & practical training) fulfilled.
- Flying training is signed off as completed in the candidate's logbook as follows:

*"Training IR (H) is completed
Location and date
Stamp of ATO with NAA registration number
Name, licence number and signature of CFI"*

The following documents have been checked for correctness:

- PPL(H), CPL(H) or ATPL/VFR (H) licence with night qualification
- Medical certificate class 1 or class 2 with IR
- Confirmation of IR(H) theory exam passed (max 36 months from the date of successfully completing the examinations
- a) Confirmation of RT exam or RT privileges in English **and**
b) Valid proof of language proficiency (at least Level 4) in English

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

- Form 61.420 skill test page 1 and 2

Skill Test programme

A skill test must include all items according App 7 to EASA-FCL and FOCA form 61.420

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

FOCA procedure is 1 flight with 2 different approaches:

The first flight section is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, Nav Setting, line up and take-off, climb, departure route, en route navigation, descent procedures, arrival route, holding procedure, normal approach with GA, missed approach procedure, second approach finishing with a full stop landing.

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

For ME helicopter only, the FNPT II can be included for the Skill test for sections 2 d and 6.

Minimum flight time for skill test: 1 hr. (GM1 FCL.1015 Examiner standardisation)

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
- PPL(H) licence at least
- Medical certificate class 1 or class 2 with IR
- Logbook
- Confirmation of IR(H) theory exam passed (max 36 months from the date of successfully completing the examinations
- a) Confirmation of RT exam or RT privileges in English **and**
- b) Valid proof of language proficiency (at least Level 4) in English
- Form 61.420 skill test, all pages

If applicable: Confirmation of Type-rating theoretical instruction passed and practical instruction by the ATO

FOCA Requirement: Prior to the briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the examiner.

B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM / DABS
- Mass and balance document
- Performance calculations
- ATC flight plan AFP
- Helicopter status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

B: partial passed

- **Examiner completes form 61.420 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 each a copy of at least page 1 of the completed form 61.420
- **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 61.420 skill test, all pages

Form 22.03 Examiner's bill

C: failed

- **Examiner completes form 61.420 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 each a copy of at least page 1 of the completed form 61.420
- **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 61.420 skill test, all pages

Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed IR (H) skill test

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

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

Special Remarks

FOCA minimum weather conditions: IR skill test with **SE** helicopter:

No ceiling below 1000 ft AGL along the planned route.

May be combined with initial IR SP, renewal of expired IR or extend the privileges on the type

Flight rules	VFR / IFR
Type of helicopter used:	SPH TR (SE or ME) SPH TR for LAPL(H) (maximum 4 places and MTOM 2000kg)
Min. requirements for the helicopter:	FOCA approved for this purpose (ORA.ATO.135 Training aircraft and FSTDs)
Min. requirements for simulator:	FOCA approved for this purpose (ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation grade

TR **FE, TRE, SFE (IRE if combined with initial IR)**

Application

ATO applies direct to examiner min. 14 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 of skill test required
- Type of helicopter or simulator – attach certificate for non Swiss-FSTD
- Meeting point and time

ATO recommends candidate for examination according the following conditions:

The ATO is responsible to guarantee that the candidate fulfills the conditions before recommendation is given to the Examiner for the skill test:

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

Flying training is signed off in the Candidate's logbook as follows:

*"Training TR/IR SPH is completed
Location and date
Stamp of ATO with NAA registration number
Responsible FI's Name, licence number and signature"*

The following documents are checked for correctness:

- LAPL or PPL(H) licence at least
- Medical certificate class 1, class 2 with IR if applicable or LAPL
- Confirmation of TR theoretical instruction passed
- For the first ME(H), ATPL(H) theory or pre-entry course for ME(H)

The following form is fully completed and signed by the candidate, FI, TRI or IRI of the ATO

- Form 61.525 skill test page 1 to 2

Skill test programme

A skill test must include all items according Appendix 9 to EASA and FOCA form 61.525

Programme to be given to Candidate by the Examiner at least 2 days prior the test.

IFR / VFR: FOCA recommends 2 separate flights:

The first flight (IFR) is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach finishing with a fullstop landing.

The second flight (VFR) includes, in addition to normal operation, VFR departure and arrival routes, VFR-airwork, abnormal and emergency items.

A break has to be planned between the first and the second flight, at least a fullstop landing to allow time for the new cockpit set up and flight preparation for the second part of the skill test.

When the renewal of IR is included in the test, the minimum flight time for skill test is: 1 hr.

VFR only - FOCA recommends the following procedure:

The examiner decides the programme taking into account the pilot's current training and experience, the complexity of the helicopter and 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
- LAPL (H) or PPL(H) licence at least
- Medical certificate class I, 2 with IR if applicable or LAPL
- Logbook
- Form 61.525 skill test, all pages
- Confirmation of TR theoretical instruction passed

If applicable:

- Confirmation of IR(H) theory exam passed
- Confirmation of RT / IFR exam passed
- Confirmation of valid English language proficiency endorsement

FOCA Requirement: Prior to the briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

B: Briefing for skill test flights TR

- Time programme (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan, if required
- Aircraft status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

B: partial passed

- **Examiner completes form 61.525 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 receive each a copy of at least page 1 of the completed form 61.525.
- **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 61.525 skill test, all pages
 - Form 22.03 Examiner's invoice (if applicable)

C: failed

- **Examiner completes form 61.525 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 receive each a copy of at least page 1 of the completed form 61.525.
- **No entries in logbook or Candidate's licence**
- **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 61.525 skill test, all pages
 - Form 22.03 Examiner's invoice (if applicable)

Repetition procedure after partial passed or failed TR skill test

Before repeating the skill test, the CFI decides 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 the correct and safe fulfillment: Departure airport, departure route, enroute, airwork, arrival route and destination Airport:

Visibility min. 5 km, main cloud base min. 1500 ft / AGL.

FOCA minimum weather conditions IR skill test for **SE** helicopter:

No ceiling below 1000 ft AGL along the planned route.

If the IR (H) has not been revalidated / renewed the preceding 7 years, the holder will be required to retake the IR (H) theoretical examination.

Flight rules VFR / IFR

May be combined with ATPL Skill test, refer to page 20-27 (Skill test ATPL).

Type of helicopter used: **MPH**

Min. requirements for the helicopter: FOCA approved for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Min. requirements for simulator: FOCA approved for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation type TRE/SFE

Application

ATO applies direct to examiner at least 14 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 of skill test required
- Type of helicopter
- Meeting point and time

The ATO recommends the candidate for examination according the following conditions:

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

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

- Time/Date restrictions (theoretical and practical training) fulfilled.
- The flying training is signed up in the Candidate's logbook as follows:
*"Training TR /VFR/IFR completed
Location and date
Stamp of ATO with NAA registration number
Name, licence number and signature of CFI"*

The following official papers are checked for correctness:

- PPL(H) licence at least
- Instrument rating on multi engine helicopter
- Medical certificate class 1 or 2 with IR, if applicable
- Confirmation of ATPL(H) theory exam passed
- Confirmation of MCC-course passed
- Confirmation of TR theoretical instruction passed

The form below is fully completed and signed by candidate, TRI / SFI and Training Facility

- Form 61.530 skill test page 1 and 2

Skill test programme

A skill test must include all items according Appendix 9 to EASA-FCL and FOCA form 61.530

Programme to be given to candidate by the Examiner at least 2 days prior the test.

Pre-Test Presentation procedure for Candidate and Examiner:

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

A: Documentation

- Valid ID or passport
- PPL(H) licence at least
- Medical certificate class 1 or 2 with IR, if applicable
- Logbook
- Confirmation of ATPL (H) theory exam passed
- Confirmation of MCC-course passed
- Confirmation of TR theoretical instruction passed
- Form 61.530 skill test, all pages

FOCA Requirement: Prior to briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Operational flight plan
- Meteo
- NOTAM / DABS
- Mass and balance document
- Performance calculations
- ATC flight plan
- Helicopter status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

Repetition procedure after failed TR skill test

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

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

Flight rules VFR / IFR

Shall not be combined with any other Skill test / Proficiency check.

Type of helicopter or simulator used:	for FI	SE(H), ME(H)
	for IRI	SE(H), ME(H)
	for TRI SP	SE(H), ME(H)
	for TRI MP	MPH
	for STI	FNPT II, BITD
	for SFI	MP TR

Min. requirements for helicopter: FOCA approved for this purpose

Min. requirements for FSTD FOCA approved for this purpose

Examiner authorisation grade **TRE** for TRI and SFI **SFE** for SFI
FIE for FI, IRI and TRI on single pilot helicopters

Application

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

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter

The ATO recommends Candidate for examination on the following conditions:

The ATO is responsible to guarantee that the candidate fulfills the conditions before recommendation is given to the Examiner for the skill test:

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

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

- PPL(H) licence at least
- Medical certificate class 1 or 2 with IR, if applicable

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

- Form 61.705FI, 61.701TRI(SE), 61.702 TRI(ME),61.715IRI, 61.740TRI(MP),61.750SFI if applicable
- Form 61.722 skill test page 1

Assessment programme

The assessment of competence has to include all items according FCL.920 resp. FOCA form 61.722 (AMC1 FCL.935, AMC3 FCL.935, AMC4 FCL.935, AMC5 FCL.935)

Programme to be given to candidate by the Examiner at least 2 days prior the test.

General procedure

- The assessment from instructor seat (right-hand seat or left-hand seat)
- Theoretical knowledge oral test
- Test lecture (Longbriefing)
- Instruction flight

1. Assessment from instructor seat

This flight is mainly normal operation and comprises: operational flight briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, enroute navigation, airworks, descent procedures, arrival route, holding procedure, normal approach with GA, missed approach procedure, second approach and fullstop landing.

The flight is conducted under VFR and/or IFR, according the relevant instructor certificate. For ME Instructors, engine failure (OEI) procedures are included.

2. Theoretical knowledge oral test. AMC3 FCL.935 (b)(2)

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

3. Test lecture (Longbriefing). AMC3 FCL.935 (b) (1)

The candidate acting as instructor teaches a test lecture to one or more flight students (Examiners). The topic for this longbriefing is selected by the examiner from the corresponding AMC3 FCL.935

4. Instruction flight. AMC3 FCL.935 (c)

- a) Operational Briefing
- b) Pre flight briefing with reference to the air exercise according the given topic for the test lecture (LB)
- c) Instruction flight VFR and/or IFR, if applicable
- d) Instructor debriefing
- e) For STI/SFI only, the test has to include both operation of the instructor panel and flight as pilot at the controls of the STD.

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

For FI, the flight is conducted under VFR on SE, or, if applicable, on ME helicopter (AMC3 FCL.935 (d))

For IRI, the flight is conducted under IFR on SE, or, if applicable, on ME helicopter (AMC3 FCL.935 (d))

For STI/SFI, the flight is conducted in STD

For TRI SP/MP the flight is conducted under VFR or IFR on relevant STD or helicopter

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

- **Examiner completes form 61.722 assessment of competence, 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 each a copy of at least page 1 of the completed form 61.722
- **Examiner makes no entry in the Candidate's logbook**
- **Examiner makes no entry in Candidate's licence**
- **Examiner sends following forms to FOCA**
 Form 61.722 assessment of competence, all pages
 Copy of form 61.705 FI, 61.701 TRI(SE), 61.702 TRI(ME), 61.715 IRI, if applicable
 Form 22.03 Examiner's invoice

C: failed

- **Examiner completes form 61.722 assessment of competence, all pages**
 Copy of form 61.705 FI, and 61.715 IRI, if applicable
 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 61.722
- **Examiner makes no entry in the Candidate's logbook**
- **Examiner makes no entry in Candidate's licence**
- **Examiner sends following forms to FOCA**
- Form 61.722 assessment of competence, all pages
 Copy of form 61.705 FI, 61.701 TRI(SE), 61.702 TRI(ME), 61.715 IRI, if applicable
 Copy of form 61.740 TRI (MP), 61.750 SFI, if applicable
 Form 22.03 Examiner's invoice (if applicable)

Repetition procedure after partial passed skill test from the instructor seat

Before repeating the assessment of competence, 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 fulfillment: Departure airport, departure route, enroute, airwork, arrival route and destination Airport:

Visibility min. 5 km, main cloud base min. 1500 ft / AGL.

FOCA minimum weather conditions - IR flight with **SE** helicopter:

No ceiling below 1000 ft AGL along the planned route.

Skill test mountain landings (H) RFP/RPN 748.222.1 art. 122

FOCA Directive: 318.13.140

Flight rules: VFR

Not to be combined with any other skill test or proficiency check.

Type of helicopter used: SEP, SET, MET with skis

Min. requirements for the helicopter: FOCA approved for this purpose

Examiner authorisation grade FE (MOU)

Application

RF or FTO apply direct to Examiner at least 14 days prior expected date of skill test, stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter
- Meeting point and time

The helicopter flight school recommends a candidate for examination according the following conditions:

The FI (MOU) of the helicopter flight school is responsible for ensuring that the following conditions are fulfilled before recommendation is given to the examiner for the skill test:

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

"Mountain flight training (H) is complete

Location and date

Stamp of flight school with NAA registration number

Name, licence number and signature of CFI"

The following documents are specifically checked for correctness:

- PPL (H) or CPL (H) licence
- Medical certificate class 1 or 2

The following form is fully completed and signed by candidate and FI (MOU)

- 36.06.1 Feuille de contrôle / Kontrollblatt
- 36.06 Examen de vol / Flugprüfung

Skill test programme

see RPN/RFP 748.222.1 art. 122 c
according form 36.06 Exam MOU (H)

The navigation flight programme can be given by the examiner at least 2 days before the skill test.

The skill test has to include all items according FOCA form 36.06

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

- PPL (H) or CPL (H) pilot licence
- Medical certificate class I or 2
- 36.06.1 Feuille de contrôle / Kontrollblatt
- Logbook
- Form: 36.06.1

FOCA Requirement: Prior to briefing (point B of this section) all documents must be completed, signed off by the FI (MOU) and approved by the examiner.

B: Briefing for skill test MOU (H)

- Navigational flight plan (NFP)
- Weather
- NOTAM's
- DABS
- AIP
- Mass and balance document
- Performance calculation
- ATC flight plan (AFP) (only when necessary)
- Aircraft status and documents
- Maintenance release
- In flight communication
- Safety aspects in mountain environment

C: Candidate now takes oral examination - before flight

B: failed

- **Examiner completes form 36.06 - all pages**
Details of flight
Test result
Remarks
Examiner data and signature
- The helicopter flight school and the candidate receive each a copy of at least page 1 of the completed form 36.06
- **Examiner makes no entries in candidate's logbook or licence**
- **Examiner send the following forms to FOCA**

36.06	Examen de vol / Flugprüfung
22.03	Examiner's bill

Repetition procedure after a failed MOU(H) skill test

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

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

Weather Minima

FOCA minimum weather conditions - mountain landing skill test: According agreement between candidate and examiner.

Skill test “Fog breaking”

RFP/RPN 748.222.1 art. 135

FOCA directive:	318.13.290
Type of helicopter used:	SET / MET
Min. requirements for the helicopter:	FOCA approved for this purpose
Examiner authorisation grade:	FE / IRE

Application

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

- Full name and Swiss licence number of candidate
- Type of skill test required
- Type of helicopter
- Meeting point and time

The helicopter flight school recommends candidate for examination according the following conditions:

The FI 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 requirement is completed; the candidate is fully ready to perform the skill test.

- Time/Date restrictions (theoretical and practical training) fulfilled.
- Flying training is signed up as completed in the candidate’s logbook as follows:

*"Training HDF (H) is completed
Location and date
Stamp of flight school with NAA registration number
Name, licence number and signature of FI or IRI"*

The following documents have been checked for correctness:

- CPL (H) licence
- Medical certificate class 1
- Log book

The following form is fully completed and signed by candidate and FI or IRI

- 36.07.11 IFR TRG – Flight instruction programme
- 36.07.10 HDF examination

HDF - Check

sees form 36.07.10

The skill test has to include all items according FOCA form 36.07.10**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

- CPL (H) licence
- Medical certificate class 1
- Logbook
- Forms: 36.07.11
 36.07.10

FOCA requirement: Prior to briefing (point B of this section) all documents must be completed, signed off by the FI or IRI and approved by the examiner.**B: Briefing for skill test HDF**

- Navigational flight plan (NFP)
- Weather
- NOTAM's
- DABS
- AIP or Jeppesen
- Mass and balance document
- Performance calculation
- ATC flight plan (AFP) (only when necessary)
- Helicopter status and documents
- Maintenance release

C: Candidate now takes an oral examination - before flight

Paperwork after skill test

The examiner decides if the skill test is: A: passed
 B: failed

A: passed

- **Examiner completes form 36.07.10 - all pages**
Details of flight
Test result
Remarks
Examiner data and signature
- The helicopter flight school and the candidate receive each a copy of at least page 1 of the completed form 36.07.11
- **Examiner makes an entry in the candidate’s logbook** as follows:

*“Skill test HDF (H) passed
type
LocationDate.....
Examiner data and signature”*
- **Examiner makes no entry in the candidate’s licence**
- **Examiner issues confirmation form below, to the candidate**
Form 69.060 Temporary Permission to act as pilot.
- The candidate now has permission to fly according to his licence **HDF conditions within swiss territory on helicopter**. FOCA will be issuing a licence later after a quality control of all documents needed for that purpose.
- **Examiner send the following forms to FOCA**

36.07.10 HDF training
36.07.11 HDF exam
22.03 Examiner’s invoice
Copy of the relevant pages of the logbook

B: failed

- **Examiner completes form 36.07.10 skill test - all pages**

Details of flight

Test result

Remarks

Examiner data and signature

- The helicopter flight school and the candidate receive a copy of at least page 1 of the completed form 36.07.10
- **No entries in candidate’s logbook or licence**
- **Examiner send the following forms to FOCA**

36.07.10 HDF exam

22.03 Examiner’s invoice

Repetition procedure after partial passed or failed HDF (H) skill test

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

Application and presentation procedure is the same as for the 1st skill test.

Flight Rules VFR

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

Type of helicopter used: **SPH** (MTOM of 2000kg and max 3 passengers)

Min. requirements for the helicopter: FOCA approved for this purpose

Instructor rating **FI, TRI**

Application Candidate applies to FI or TRI directly, giving:

- Full name and Swiss licence number of candidate
- Type of helicopter
- Meeting point and time

Minimum flight experience within the 12 months preceding the expiry date of the rating on the type rating;

- 6 hrs. as PIC
- 6 take-offs, approaches and landings
- And a refresher training of at least 1 hours total flight time with an instructor

Training flight programme

The FI or TRI plans this flight according to candidate's current training and experience.

Target of the training flight:

- Assessment of checklist compliance and airmanship, especially helicopter handling, flight and communication procedures.
- The flight should be conducted in a relaxed manner.
- The training flight is **not to be mixed-up** with a skill test or a proficiency check.

FOCA recommends 2 separate flights:

The first flight is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, line up and take-off, climb, departure route, navigational flight, descent procedures and arrival route, finishing with a normal landing at an airport other than the normal training airport.

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

A break is to be planned between the first and the second flight - at least a full stop landing to allow time for a short debriefing, briefing for the air work exercises, new cockpit set up and flight preparation for the second part of the training flight.

Flight time for this training flight is at least 1 hr.

Flight Rules	VFR / IFR if applicable
May be combined with initial IR skill test.	
Type of helicopter/SIM used	SPH TR (SE or ME) or equivalent SIM accepted by FOCA
Min. requirements for the helicopter:	FOCA approval for this purpose (ORA.ATO.135 Training aircraft and FSTDs)
Min. requirements for simulator:	FOCA approved for this purpose (ORA.ATO.135 Training aircraft and FSTDs)
Min. requirements for the FNPT II:	FOCA approved for this purpose and only for approved parts of proficiency check programme see next page.

Examiner authorisation grade

TR	VFR only	FE, TRE, SFE
TR	VFR and IFR	TRE/SFE with IR or special authorised FE by FOCA
IR	IFR	IRE

Application

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required)

- Full name and Swiss licence number of candidate
- Type of proficiency check required
- Type of helicopter or SIM
- Meeting point and time

Minimum flight training for revalidation of TR SP

At least 2 hours as a pilot of the relevant helicopter type within the validity period of the rating. The duration of the proficiency check may be counted towards the 2 hours.

If applicants hold more than 1 type rating for single-engine piston helicopters, they may achieve revalidation of all the relevant type ratings by completing the proficiency check in only 1 of the relevant types held, provided that they have completed at least 2 hours of flight time as PIC on the other types during the validity period.

The proficiency check shall be performed each time on a different type.

If applicants hold more than 1 type rating for single-engine turbine helicopters with a maximum certificated take-off mass up to 3 175 kg, they may achieve revalidation of all the relevant type ratings by completing the proficiency check in only 1 of the relevant types held, provided that they have completed:

- 300 hours as PIC on helicopters;
- 15 hours on each of the types held; and
- at least 2 hours of PIC flight time on each of the other types during the validity period.

The proficiency check shall be performed each time on a different type.

Proficiency check programme

The proficiency check must include all items according Appendix 9 to EASA.FCL and FOCA form 61.525 Programme to be given to candidate by the Examiner at least 2 days prior the test.

Ratings including IR:

“Whenever possible, revalidation of an IR (H) shall be combined with the proficiency check for revalidation of a type rating.”

VFR only (proficiency check on helicopter)

FOCA recommended procedure:

The Examiner prepares a programme according to the candidate’s current training and experience, complexity of the aeroplane and systems and proficiency check operating environment.

Proficiency check on single seat helicopters:

The Examiner prepares a programme according to the candidate’s current training and experience, helicopter and system complexity and Proficiency Check operating environment.

VFR and IFR (proficiency check on helicopter)

FOCA recommends 2 separate flights:

The first flight (IFR) is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine starting procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, navigation, descent procedures, arrival route, holding procedures, normal APCH with GA, missed APCH procedure, second APCH with fullstop landing.

The second flight (VFR) includes in addition to normal operation, VFR departure and arrival routes, VFR-airwork, abnormal and emergency items.

A break is to be planned between the first and the second flight, at least a fullstop landing to allow time for a new cockpit set up and flight preparation for the second part of the skill test.

VFR and IFR (proficiency check in combination of helicopter and FNPT II)

VFR part	helicopter	Section 1, 2, 3, 4 and 6 if applicable
IR part	FNPT II	Section 1 relevant parts to the intended flight, 3, 5 and 6 if applicable

Pre-Test Presentation procedure for Candidate and Examiner:

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

A: Documentation

- Valid ID or passport
- PPL(H) licence at least
- Current TR or expired
- Medical certificate class I or 2 with IR, if applicable or LAPL(H)
- Confirmation of valid English language proficiency endorsement
- Logbook, showing achieved minimum required flight experience
- Form 61.525 proficiency check, all pages or official Form acc. AMC1 to Appendix 9

FOCA Requirement: Prior to briefing (point B of this section) all documents have to be completed, signed off and approved by the Examiner.

B: Briefing for proficiency check flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan, if required
- Helicopter status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

Paperwork after proficiency check

Examiner decides if the skill test is:

A: passed

B: partial passed

C: failed

A: passed

- **Examiner completes form 61.525 proficiency check, all pages**

Details of flight

Check result

Remarks

Confirmation of minimum flight experience

Examiner data and signature

Applicants signature on page 1 field 2

- The Candidate is to have a copy at least page 1 of the completed form 61.525 proficiency check.

- **Examiner makes following entry in the candidate's logbook**

"Proficiency check TR SP (H) passed

Type

Location date.....

Examiner data and signature"

- **Examiner sends following documents to FOCA**

Form 61.525 proficiency check, all pages or official Form acc. AMC1 to Appendix 9

Copy of the relevant page of the logbook

Copy of the Medical certificate

Copy of the simulator certificate (if necessary)

Copy of form 69.060 Temporary Permission to act as pilot (if applicable)

Form 22.03 Examiner's invoice (if applicable)

For Examiner not holding a FOCA examiner authorization:

Copy of examiner authorization

Copy of Swiss examiner standardization certificate

- The Candidate now has permission to fly as **pilot according the valid licence on the type of helicopter** used in the proficiency check.(including the group of helicopter) **(only with licence entry done by a Swiss Examiner)**

B: partial passed

- **Examiner completes form 61.525 proficiency check, all pages**
 - Details of flight
 - Check result
 - Remarks
 - Confirmation – achievement of minimum experience
 - Confirmation that candidate has been informed of EASA FCL.740H (b)
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate receives a copy of at least page1 of the completed form 61.525.
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see FCL.740H (b).**
- **Examiner sends following documents to FOCA**
 - Form 61.525 proficiency check, all pages
 - Form 22.03 Examiner's invoice (if applicable)

C: failed

- **Examiner completes form 61.525 proficiency check, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Confirmation – achievement of minimum experience
 - Confirmation that candidate has been informed of EASA FCL.740H (b)
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate is to have a copy of at least page1 of the completed form 61.525.
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see FCL.740H (b).**
- **Examiner sends following documents to FOCA**
 - Form 61.525 proficiency check, all pages
 - Form 22.03 Examiner's invoice (if applicable)

Repetition procedure after partial passed or failed proficiency check

Application and presentation procedure remain the same as for the original proficiency check.

Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for the correct and safe fulfillment: Departure airport, departure route, enroute, airwork, arrival route and destination Airport - Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

IR proficiency check with **SEP** helicopter: No ceiling below 1000 ft ALG along any of the route.

Reminder

This Proficiency Check can only be made for revalidation (NO RENEWAL) of the IR, if no TR is current and **no TR is revalidated together with the IR Proficiency check**, “an FNPT II or flight simulator may be used; but at **least each alternate** proficiency check for the revalidation of an IR”. For this Proficiency check on the helicopter, it is not necessary that the rating of the helicopter is valid.

Flight Rules

IFR

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

Type of helicopter used:

SPH

Min. requirements for the helicopter:

FOCA approved for this purpose

Min. requirements for the FNPT II:

FOCA approved for this purpose and only for approved parts of proficiency check programme below.

Examiner authorisation grade**IRE / SFE** or special authorised FE or TRE by FOCA**Application**

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required)

- Full Name and Swiss licence number of candidate
- Type of proficiency check required
- Type of helicopter
- Meeting point and time

Proficiency check programme

A skill test must include all items according Appendix 9 to EASA and FOCA form 61.525

Programme to be given to Candidate by the Examiner at least 2 days prior the test.

IFR only

FOCA recommended procedure is: 1 flight with 2 different approaches:

The first part of the flight is mainly normal operation & comprises:

Briefing, cockpit check, engine starting procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, enroute navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach and fullstop landing.

The second part of the flight, in addition to normal operation includes: airwork exercises, abnormal and emergency items.

Pre-Test Presentation procedure for Candidate and Examiner:

The Candidate is fully ready for the proficiency check and presents the following documents to the Examiner:

A: Documentation

- Valid ID or passport
- PPL(H) licence at least
- Current IR
- Medical certificate class I or 2 with IR, if applicable
- Confirmation of valid English language proficiency endorsement
- Logbook
- Form 61.525 proficiency check, all pages

FOCA Requirement: Prior to briefing (point B of this section) all documents have to be completed, signed off and approved by the Examiner.

B: Briefing for proficiency check flights

- Timetable
- Navigational flight plan
- Meteo
- NOTAM
- FNPT II status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

C: failed

- **Examiner completes form 61.525 proficiency check, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Confirmation that candidate has been informed of Part FCL.625.IR(b)(2) **and/or** FCL.740H (b)
 - Examiner data and signature
 - Applicants signature on page 1 field 2
- **Examiner makes no entry in the Candidate's logbook**
- **Examiner makes no entry in Candidate's licence**
- The Candidate receives a copy of at least page1 of the completed form 61.525
- **Examiner shall inform the Candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625(b)(2) and/or FCL.740H (b).**
- **Examiner sends following documents to FOCA**
 - Form 61.525 proficiency check, all pages
 - Form 22.03 Examiner's invoice

Repetition procedure after partial passed or failed proficiency check

Application and presentation procedure remain the same as for the original proficiency check.

Special Remarks

The Examiner must take special attention in case of a proficiency check on an helicopter when the pilot has no valid rating and no actual experience on this helicopter.

Flight Rules

VFR/IFR

Might be combined with ATPL Skill test, refer to page 20-27 (Skill test ATPL).

Type of helicopter used:

MPH

Min. requirements for the helicopter:

FOCA approval for this purpose
(ORA.ATO.135 **Training aircraft and FSTDs**)

Min. requirements for simulator:

FOCA approved for this purpose
(ORA.ATO.135 **Training aircraft and FSTDs**)**Examiner authorisation grade****TRE/SFE****Application****Candidate in company with AOC/ FOM:** Follow the company procedures!**Candidate on non commercial operations**

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required):

- Full Name and Swiss licence number of candidate
- Type of proficiency check required
- Type of helicopter
- Meeting point and time

Proficiency check programme

The Proficiency Check must include all items according Appendix 9 to EASA and FOCA form 61.530 Programme to be given to Candidate by the Examiner at least 2 days prior the test.

Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is fully ready for the Proficiency check and present the following documents to the examiner:

A: Documentation

- Valid ID or passport
- PPL(H) licence at least
- Current TR
- Medical certificate class I or II with IR
- Confirmation of valid English language proficiency endorsement
- Logbook
- Form 61.530, all pages

FOCA Requirement: Prior to briefing (part B. of this section) all documents have to be completed, signed off and approve by the Examiner

B: Briefing for Proficiency check flights

- Timetable (slot planning, boarding etc.)
- Operational flight plan
- Meteo
- NOTAM/DABS
- Mass and balance document
- Performance calculations
- ATC flight plan
- Aircraft / Simulator status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

B: failed

- **Examiner completes form 61.530 proficiency check, all pages**
 - Details of flight
 - Test result
 - Remarks
 - Confirmation that Candidate has been informed of EASA FCL.740H (b)
 - 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 61.530
- **Examiner makes no entry in the Candidate's logbook**
- **Examiner makes no entry in Candidate's licence**
- **Examiner shall inform the Candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see FCL.740H (b).**
- **Examiner sends following forms to FOCA**
 - Form 61.530 proficiency check, all pages
 - Form 22.03 Examiner's invoice (if applicable)

Repetition procedure after failed proficiency check

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

Flight Rules VFR/IFR

Might be combined with ATPL Skill test, refer to page 20-27 (Skill test ATPL).

Type of helicopter used: **MPH**

Min. requirements for the helicopter: FOCA approval for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Min. requirements for simulator: FOCA approved for this purpose
(ORA.ATO.135 Training aircraft and FSTDs)

Examiner authorisation grade TRE/SFE

Application to the skill test

A) Up to three months from the expiry date of the appropriate rating:

The candidate applies directly to Examiner at least 14 days before the expected date with following information: (no forms required).

- Name and Swiss licence number of candidate
- Type of proficiency check required
- Type of helicopter
- Expiry date of the relevant type rating
- Meeting point and time

B) More than three months check the explanation report on page 111 of this guide.

Application to the proficiency check via Facility when applicable:

The ATO recommends the candidate for examination on the following conditions:

The CFI of the ATO is responsible for ensuring that the following conditions are fulfilled before recommending Candidate to the Examiner for the proficiency check:

All necessary pre requisites and training is completed and the Candidate is fully ready to perform the proficiency check.

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

"Training for renewal TR is completed

Location and date

Responsible facility stamp and number when applicable

Responsible TRI / SFI's Name, licence number and signature"

The following documents are checked for correctness:

- PPL(H) licence at least
- Medical certificate class 1 or class 2 and IR

The following form is fully completed and signed by Candidate, CFI, TRI or SFI and Training Facility

- Form 61.530 Proficiency check, all pages

Proficiency check programme

The Proficiency check must include all items according Appendix 9 to EASA and FOCA form 61.525

Programme to be given to Candidate by the Examiner at least 2 days prior the test.

General:

The Examiner has to arrange the skill test programme so that the candidate to achieve the minimum of three landings inside the 90 days period when the test is completed.

Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is to be fully ready for the skill test and present the following documents to the examiner:

A: Documentation

- Valid ID or passport
- PPL(H) licence at least
- Medical certificate class 1 or 2 with IR
- Logbook
- Form 61.530 proficiency check, all pages

FOCA Requirement: Prior to briefing (point B of this section) all documents have to be completed, signed off and checked for correctness by the Examiner.

B: Briefing for proficiency check flights

- Timetable (slot planning, boarding etc.)
- Operational flight plan
- Meteo
- NOTAM's
- Mass and balance document
- Performance calculations
- ATC flight plan
- Aircraft/SIM status and documents
- Maintenance release

C: Candidate now takes oral examination before flight

Paperwork after proficiency check

The Examiner decides if the proficiency check is: A: passed
B: failed

A: passed

- **Examiner completes form 61.530 proficiency check, 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 each a copy of at least page 1 of the completed form 61.530.
- **Examiner makes following entry in the Candidate's logbook**
*"Proficiency check for renewal TR MPH passed
Function type
Location date.....
Examiner data and signature"*
- **Examiner makes no entry in the Candidate's licence**
- **Examiner sends following forms to FOCA**
Form 61.530 proficiency check, all pages
copy of the relevant pages of the logbook
copy of the Medical certificate
Form 22.03 Examiner's bill

B: failed

- **Examiner completes form 61.530 proficiency check, 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 each a copy of at least page 1 of the completed form 61.530.
- **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 61.530 proficiency check, all pages
Form 22.03 Examiner's invoice

Repetition procedure after failed proficiency check

Before repeating the proficiency check, the CFI or TRI has to decide if special training or instruction is needed.

Application and Presentation is the same procedure as for the original proficiency check.

Special Remarks

IR: If the IR(H or A) has not been revalidated / renewed the preceding 7 years, the holder will be required to retake the IR(H) theoretical examination.

- **The renewal of an Instrument Rating should be combined with the type rating Proficiency check!**
- **Renewal of “Stand alone IR” without current TR is not allowed!**
- **For the renewal of the expired IR follow the appropriate Procedure for SP or MP Proficiency check!**

EXAMINER / REQUIREMENTS / AUTHORISATION

Examiner requirements for executing 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. TR (current Training)
5. Valid IR if IFR-flights are required for the test or check
6. Valid instructor rating on the relevant type of aircraft
7. Valid Examiner Authorisation in written form.

Should the above mentioned conditions not be fulfilled then:

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

Tasks requiring Examiner's Authorisation

FE (SP)	Skill test	PPL, CPL
	Skill test	TR, including IR*, only with valid IR
	Proficiency check	TR, including IR*, only with valid IR
TRE (SP)	Skill test	TR, including IR*, only with valid IR
	Proficiency check	TR, including IR*, only with valid IR
SFE (MP)	Skill test	TR on SIM only
	Proficiency check	TR (LPC) on SIM only
TRE (MP)	Skill test	TR on SIM and helicopter including IR*, only with valid IR
	Proficiency check	TR (LPC) on SIM and helicopter including IR*, only with valid IR
IRE (SP)	Skill test	IR

Senior Examiner (SP)	Examiner Authorisation acceptance test Introduction of junior Examiner by order of FOCA
Senior Examiner (MP)	ATPL Skill test Examiner Authorisation acceptance test Introduction of junior Examiner by order of FOCA

* only if mentioned in the Examiner's Authorisation Document

Revalidation by the Examiner or by FOCA after passed Proficiency check

General: appropriate TR remains valid until the printed date!

A training completed

- Revalidation of the rating via hand entry by FOCA authorized examiner only
(Non-Swiss examiners may not make hand entries into Swiss Licences)
- Renewal of expired rating by FOCA only!

Recent experience

FCL.060 Recent experience

(b) Aeroplanes, helicopters, powered-lift, airships and sailplanes. A pilot shall not operate an aircraft in commercial air transport or carrying passengers:

(1) as PIC or co-pilot unless he/she has carried out, in the preceding 90 days, at least 3 take-offs, approaches and landings in an aircraft of the same type or class or an FFS representing that type or class. The 3 take-offs and landings shall be performed in either multi-pilot or single-pilot operations, depending on the privileges held by the pilot; and

(2) as PIC at night unless he/she:

(i) has carried out in the preceding 90 days at least 1 take-off, approach and landing at night as a pilot flying in an aircraft of the same type or class or an FFS representing that type or class; or

(ii) holds an IR;

(5) When a pilot has the privilege to operate more than one type of non-complex helicopter with similar handling and operation characteristics, as defined in the operational suitability data established in accordance with Part-21, the 3 take-offs, approaches and landings required in (1) may be performed in just one of the types, provided that the pilot has completed at least 2 hours of flight in each of the types of helicopter, during the preceding 6 months.

(c) Specific requirements for commercial air transport:

(1) In the case of commercial air transport, the 90-day period prescribed in subparagraphs (b)(1) and (2) above may be extended up to a maximum of 120 days, as long as the pilot undertakes line flying under the supervision of a type rating instructor or examiner.

(2) When the pilot does not comply with the requirement in (1), he/she shall complete a training flight in the aircraft or an FFS of the aircraft type to be used, which shall include at least the requirements described in (b)(1) and (2) before he/she can exercise his/her privileges.

AMC1 FCL.060(b)(5) Recent experience

NON-COMPLEX HELICOPTERS

Grouping of non-complex helicopters with similar handling and operational characteristics:

(a) Group 1: Bell 206/206L, Bell 407;

(b) Group 2: Hughes 369, MD 500N, MD 520N, MD 600;

(c) Group 3: SA 341/342, EC 120;

(d) Group 4: SA 313/318, SA 315/316/319, AS 350, EC 130;

(e) Group 5: all types listed in AMC1 FCL.740.H (a)(3) and R 22 and R 44.

AMC1 FCL.740.H(a)(3) Revalidation of type ratings — helicopters

Only the following SEP helicopter types can be considered for crediting of the proficiency check. Other SEP helicopters (for example the R22 and R44) should not be given credit for.

Bell47

Brantley B2

HU269

ENF28

Cabri G2

UH12

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

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

PPL: Any manoeuvre or procedure of the test may be repeated once by the applicant.

CPL / ATPL / IR / TR:

At the **discretion of the examiner**, any manoeuvre or procedure of the test or check may be repeated once by the applicant.

FI / TRI / IRI

No repetitions possible. Exemption: Right hand seat qualification at the discretion of the Examiner during the skill test.

SP	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

MP	All Items in all Sections passed	Test or Check is: Passed
	More than five Items are failed	Test or Check is: Failed
	Partial passed is not applicable for MP Test or Check.	

Identity of Examiner and Instructor

for more details see EASA.FCL.1005

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.

Examiner shall not test applicants to whom flight instruction has been given by them for the checked licence or rating except with the expressed consent in writing of the FOCA.

Forbidden instruction: Any training with the candidate in view of a skill test for the first issue of a licence, IR or type rating.

Allowed instruction: Any training with the candidate in view of a proficiency check for a rating.

Cross crediting of the IR part of a TR Proficiency check

APP 8 to EASA part FCL

Credits shall be granted only when the holder is revalidating IR privileges for single-engine and single-pilot multi engine helicopters as appropriate

IR Check performed:	Credit:	
(1)	(2)	
When a proficiency check, including IR is performed and the holder has a valid:	Credit is valid towards the IR part in a proficiency check for:	
MPH type rating	a. SE type rating* b. SP ME type rating*	(a)
SP ME type rating operated as single-pilot	a. SE type rating b. SP ME type rating	(b)
SP ME type rating restricted to multi pilot operation	a. SE type rating* b. SP ME type rating*	(c)

*	<p>Provided that within the preceding 12 months at least 3 IFR departures and approaches have been performed on a SP type of helicopter in an SP operation.</p> <p>To provide objective evidence with form 61.540</p>
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Requirements regarding training and facility for renewal of TR

EASA part FCL.740 **Validity and renewal of class and type ratings**

- (a) The period of validity of class and type ratings shall be 1 year, except for single-pilot single-engine class ratings, for which the period of validity shall be 2 years, unless otherwise determined by the operational suitability data, established in accordance with Part-21.
- (b) *Renewal.* If a class or type rating has expired, the applicant shall:
 - (1) take refresher training at an ATO, when necessary to reach the level of proficiency necessary to safely operate the relevant class or type of aircraft; and
 - (2) pass a proficiency check in accordance with Appendix 9 to Part.FCL (form 61.525 or 61.530)

AMC1 FCL.740(b)(1) Validity and renewal of class and type ratings

RENEWAL OF CLASS AND TYPE RATINGS: REFRESHER TRAINING

- (a) Paragraph (b)(1) of FCL.740 determines that if a class or type rating has lapsed, the applicant shall take refresher training at an ATO. The objective of the training is to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a case-by-case basis by the ATO, taking into account the following factors:
 - (1) the experience of the applicant. To determine this, the ATO should evaluate the pilot's log book, and, if necessary, conduct a test in an FSTD;
 - (2) the complexity of the aircraft;
 - (3) the amount of time lapsed since the expiry of the validity period of the rating. The amount of training needed to reach the desired level of proficiency should increase with the time lapsed. In some cases, after evaluating the pilot, and when the time lapsed is very limited (less than 3 months), the ATO may even determine that no further refresher training is necessary. When determining the needs of the pilot, the following items can be taken into consideration:
 - (i) expiry shorter than 3 months: no supplementary requirements;
 - (ii) expiry longer than 3 months but shorter than 1 year: a minimum of two training sessions;
 - (iii) expiry longer than 1 year but shorter than 3 years: a minimum of three training sessions in which the most important malfunctions in the available systems are covered;
 - (iv) expiry longer than 3 years: the applicant should again undergo the training required for the initial issue of the rating or, in case of helicopter, the training required for the 'additional type issue', according to other valid ratings held.

Requirements regarding training and facility for renewal of TR

- (b) Once the ATO has determined the needs of the applicant, it should develop an individual training programme that should be based on the initial training for the issue of the rating and focus on the aspects where the applicant has shown the greatest needs.
 - (c) After successful completion of the training, the ATO should give a certificate, or other documental evidence that the training has been successfully achieved to the applicant, to be submitted to the competent authority when applying for the renewal. The certificate or documental evidence needs to contain a description of the training programme.
- Renewal of ratings according to EASA; if the revalidation requirements during the period of validity are fulfilled and the rating has lapsed less than 3 months, no confirmation of the ATO on form 61.525 or 61.530 is required. In all other cases training confirmation is required (to be checked by examiner!)

Candidate holding a non-Swiss EASA Part FCL-Licence

Under the condition they are standardised and with a written approval of the concerned NAA, Swiss Examiner 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 basically the same as described in this guide.

- The examiner acts in accordance with his contract with the Swiss FOCA.
- Examinations using a non HB-registered helicopter, please follow the instructions according this guide!

Procedure to be followed:

- All requirements, procedure and administrative tasks requested by the NAA of the candidates licence have to be followed in addition to FOCA's obligation.
- 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 JAR-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 NAA.

Use of a non HB-registered helicopter for test / check

- The Examiner cannot be forced to use a non HB-registered helicopter!
- The Examiner acts in his own responsibility!
- Before accepting the use of a non HB-registered helicopter, the Examiner has specifically to check:

A) Helicopter is part of a Swiss company under AOC or a Swiss ATO:

- The examiner has to check if the helicopter is specified in the “Approval list of helicopters”.

B) Helicopters outside a Swiss company or a Swiss facility:

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

A Examiner documents:

- Helicopter is registered in a EASA State, no further documents are necessary.
- Helicopter is registered outside a 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 helicopter is registered.

B Candidate documents

- Helicopter is registered in a EASA State, no further documents are necessary.
- Helicopter is registered outside a EASA State, the candidate must have a valid licence or validation, issued by the state in which the helicopter is registered.

C Aircraft documents (in any case)

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

Examiner revalidation procedure

Pilots holding already a Swiss Examiner Authorisation

Requirements for a revalidation of the examiner Authorisation

Practical experience:

Examiners may be reauthorised in accordance with Part FCL.1025 to be reauthorised, 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 conducted within the last three year authorization period an FOCA approved theoretical examiner refresher course.

Required forms for Examiner revalidation:

- FOCA form [67.140 Revalidation Examiner Authorisation](#)
- FOCA form [67.130 Supervision Report](#)

Examiners make direct appointment with the requested Senior examiner for the check under supervision. Senior examiners have to contact a FOCA Flight Inspector for their supervision.

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

- **Examiner makes the following entry in the candidate's licence**

(Section XII, Revalidation of Ratings)

"English Lang.prof. check.... date ... Examiner name / lic.no ... passed"

- **Examiner sends following forms to FOCA**

Form 69.530

Copy of the relevant page of the logbook

Form 22.03 Examiner's bill

B: failed

- **Examiner completes form 69.530**
 - Details of flight
 - Check result
 - Remarks
 - Examiner data and signature
 - Applicants signature on page 1 field 2 (Acknowledgement of result)
- The candidate is to have a copy of the completed form 69.530
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- **Examiner sends following forms to FOCA**
 - Form 69.530
 - Form 22.03 Examiner's invoice (if applicable)

Repetition procedure after failed Language Proficiency Check

Application and presentation procedure is the same as for the original Language proficiency check.

Please send Corrections / Suggestions to the following address:

Swiss Federal Office of Civil Aviation (FOCA)
SBFP
“Guide for Skill test / Proficiency check”
3003 Bern