

# Revalidation MPA Type Rating

## Introduction

This guide explains how to apply for a Type Rating Multi-Pilot Aeroplane (MPA) revalidation with a proficiency check using the dLIS platform. The guide covers the complete process from the applicant's perspective as well as the examiner's workflow.

[The applicant/pilot starts on page 2](#)

[The examiner starts on page 6](#)

## Prerequisites

Before you begin, please ensure the following:

- You have an active dLIS account with the FCL module activated. For further information, please refer to the instructions:
  - [Onboarding for Individuals](#)
  - [Activate Flight Personnel FCL Module](#)
- Your personal information (address, contact details) in dLIS is up to date.
- The pilot has arranged a proficiency check date with an EASA examiner.

## Content

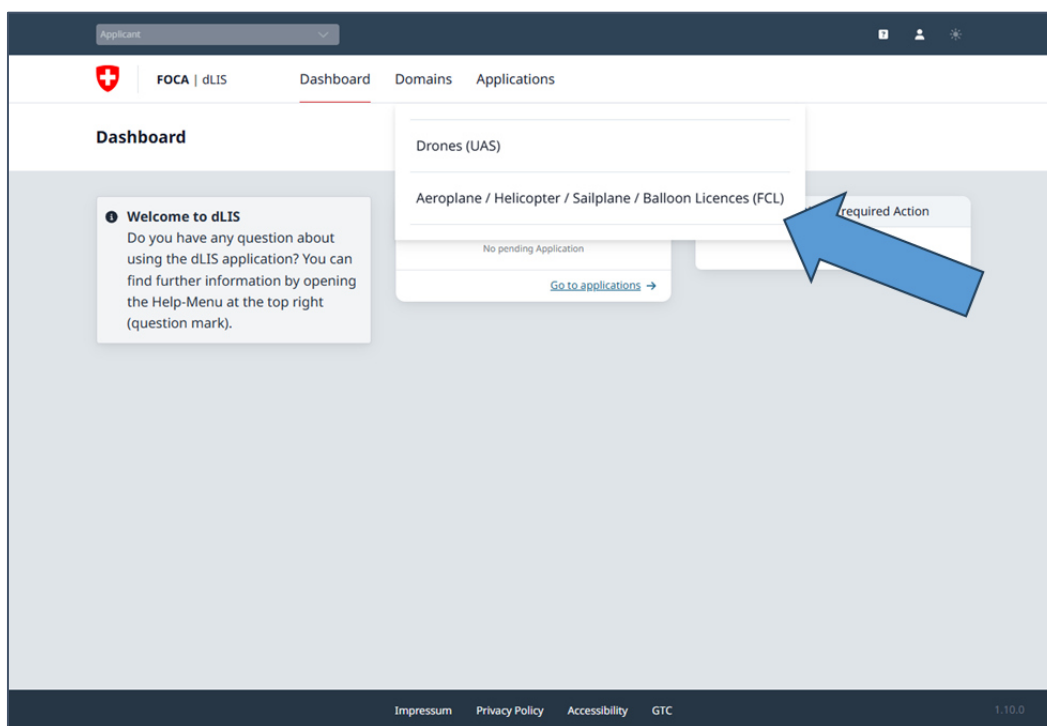
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# Part A: Applicant Process

## 1. Log In and Navigate to Domains

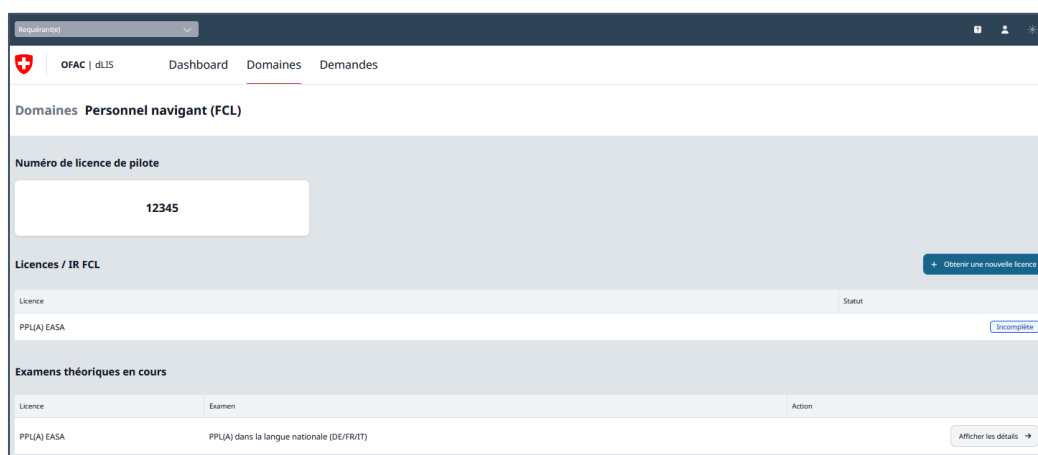
Log in to dLIS: <https://www.dlis.bazl.admin.ch>

Once logged in, you will see the main dashboard. Navigate to the "Domains" and select "Aeroplane / Helicopter / Sailplane / Balloon Licences (FCL)" to access your licence overview.



## 2. Overview FCL Domain

Here you can see your pilot licence number, your licences and ratings. If your licence does not appear as a Swiss licence holder, you must first activate the FCL module.



### 3. Start the Revalidation Application

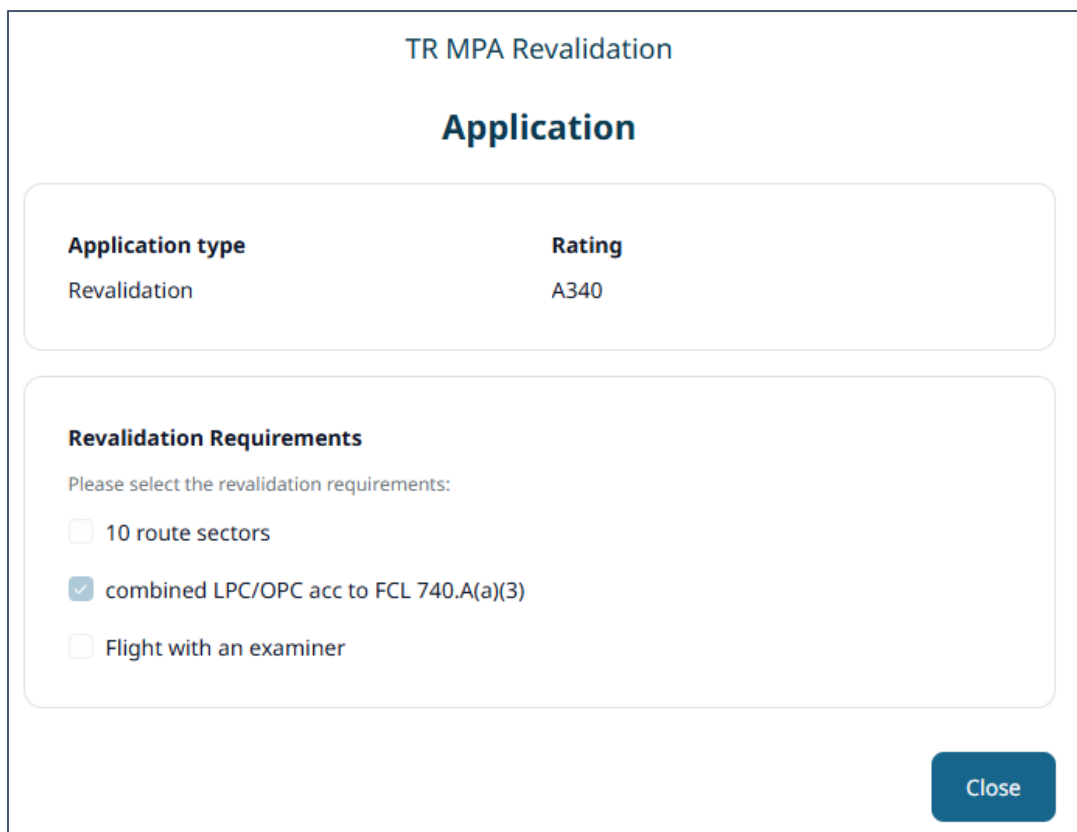
Scroll down to the "Ratings" section. Locate the rating you wish to revalidate and click "Revalidation" to start the application process. In the next step, "Applicant Information", you can review your address and complete the required declaration.



Category	Type	Rating until	IR until	Status	Action
Aeroplane	A340	27.02.2026	27.02.2026	Expiring	Revalidation →

### 4. Select Revalidation Requirements

Choose the revalidation requirements that apply to your case. Depending on the selected condition, you can upload copies of your flight logbook in the next step.



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## Application

<b>Application type</b>	<b>Rating</b>
Revalidation	A340

**Revalidation Requirements**

Please select the revalidation requirements:

- 10 route sectors
- combined LPC/OPC acc to FCL 740.A(a)(3)
- Flight with an examiner

Close

## 5. Select Your Examiner

Search for the examiner with whom you have previously arranged a proficiency check date. You can search by name or by their dLIS ID. Select the correct examiner from the search results and confirm your choice with next.

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### Select examiner

**Examiner**

[← Overview] **Next →**

## 6. Application Forwarded to Examiner

The application is now pending with the examiner until the date of the proficiency check. You will see a confirmation that the application has been successfully forwarded for further processing. No further action is required on your part at this stage.

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### Application forwarded

→ **You have successfully processed the application. It has been forwarded for further processing.**

**Close**

## 7. Conduct the examination

The examiner will notify the examination via his dLIS account. On the examination day, the examiner will document the examination in dLIS.

## 8. Pay the FOCA Fee

Once your examiner has completed the proficiency check protocol and recorded the result on the day of the examination, the application will automatically be forwarded back to you. You can now proceed to pay the fee for the licence endorsement via the online payment system

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### Online Payment

The desired service is subject to a fee:

Service	Fee Amount (CHF)
Art. 30 1b1 Ausweise des Fluggersonals: Bearbeitung eines Gesuchs um Ersteintrag, Erneuerung oder Verlängerung betreffend einer Typen- und Klassenberechtigung oder Erweiterung in einem Berufsausweis	75.00
<b>Total service</b>	<b>75.00</b>

Please pay the amount due. Only online payment is possible.  
Click on the button 'Pay' to open the payment service.

[Pay →](#)


[Close](#)

## 9. Application Submitted to FOCA

After successful payment, the application is automatically forwarded to FOCA for processing. You will see a confirmation screen indicating that the application has been submitted.

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### Application closed



The process was completed successfully.

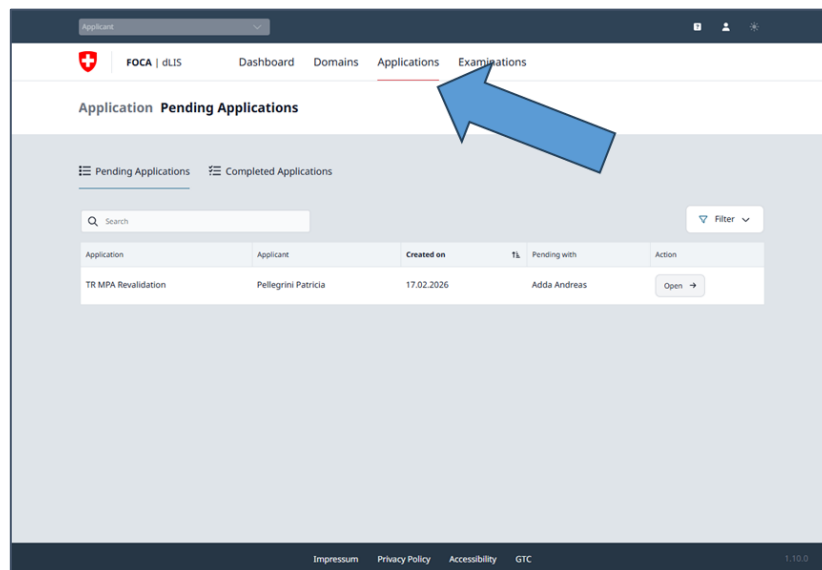
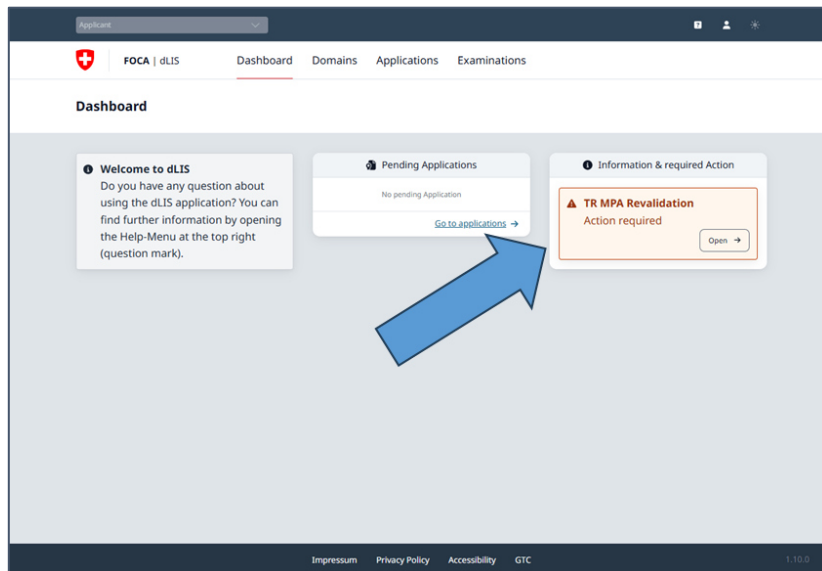
[Close](#)

## Part B: Examiner Process

### 10. Examiner: Review Incoming Applications

If you are an examiner and log in to dLIS <https://www.dlis.bazl.admin.ch> you will see newly received applications under "Information & Required Action" on your dashboard.

Alternatively, you can click "Applications" in the top navigation bar. Under "Pending Applications" you will find the individual applications. Click the "Open" button to review them and to accept or decline the proficiency check.



## 11. Examiner: Notify FOCA of the Examination

Complete the two process steps "Examiner Notification 1" and "Examiner Notification 2" to automatically notify FOCA about the examination. This replaces the former Flexco software.

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### Examiner Notification Step 1

**Summary Request for Practical Examination**

**Applicant**  
Patricia Pellegrini

**Concerned Rating**

Application Type	Rating	Valid until
Revalidation	A340	27.02.2026

**Do you accept the request for the practical examination?**

Yes, I accept    No, I refuse

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### Examiner Notification Step 2

**Rating**  
A340

STD    Aircraft

**Registration**

**Place and Time**

Examination Date	Briefing Time	Location
<input type="text" value="17.02.2026"/> 📅	<input type="text" value="10:00"/>	<input type="text" value="LSZH"/>

**Remark**

[← Overview]   Next →

## 12. Examiner: Overview of Planned Practical Examination

You will now see the "Overview Planned Practical Examination" screen. Here you have three options:

**(1) Start the practical exam:** By selecting this button and clicking "Next", the examination begins and you can proceed to document the examination protocol. If you are conducting the exam at a location with no or poor internet connection, you have the option to complete the examination in **offline mode**. To do so, please ensure that you have an active internet connection when starting the exam and do not close the browser window until you have fully completed the examination protocol. Once finished, go to a location with internet access and click "Next" to forward the application to the candidate and subsequently to FOCA for further processing.

**(2) Reschedule the practical examination:** If the examination date changes, you can use this option to update the notification to FOCA accordingly.

**(3) Cancel the scheduled exam:** Select this option to terminate the application. The applicant will then be able to reschedule the examination with a different examiner.

**Application Steps**

- Applicant Information
- Select examiner
- Examiner Notification Step 1
- Examiner Notification Step 2
- Overview Planned Practical Examination**

TR MPA Revalidation

### Overview Planned Practical Examination

**Rating**  
A340

STD  Aircraft

**Registration**  
-

**Place and Time**

Examination Date	Briefing Time	Location
17.02.2026	10:00	LSZH

**Remark**  
-

**Please select the next step:**

- Start the practical exam
- Reschedule the practical examination
- Cancel the scheduled exam (the applicant will reschedule it with a different examiner)

**Important: Please note before starting the examination:**

- Ensure you are online when you begin the exam.
- Use the device (e.g., tablet) with which you are conducting the exam offline.
- Make sure you are back online before closing dLIS

[Overview](#) [Next →](#)

### 13. Examiner: Complete the Examination Protocol

Once you have started the exam, you can fill in the examination protocol. This step consists of three sections, accessible via three tabs at the top (see also next page):

- Check Information
- Check Details
- Check Details Overall Result

→ You can switch between these tabs at any time.

Only click "Next" once you have completed all fields, including the examination protocol. Clicking "Next" will forward the application to the applicant so they can pay the licence issuance fee online. Once payment is successful, the application is submitted to FOCA.

The screenshot displays the 'TR MPA Revalidation' interface for 'Conducting the Practical Examination'. On the left, a vertical 'Application Steps' list shows progress through various stages, with 'Conducting the Practical Examination' currently selected. The main form area features three tabs: 'Check Information', 'Check Details', and 'Overall Result'. The 'Check Information' tab is active, showing a 'Rating' field with 'A340', a radio button selection for 'STD' (unselected) and 'Aircraft' (selected), and a 'Registration' field with 'HB-XYZ'. Below this is a 'Flights' section with an 'Add Flight' button and a 'Flight 1' entry. The 'Flight 1' entry includes a 'Departure' field with a dropdown menu, a 'Block-off' field with a dropdown menu, and a 'Destination' field with a dropdown menu. A 'Number of Landings' field is also visible. A blue callout box with an arrow points to the three tabs, stating 'Complete all three tabs first.' Another blue callout box with an arrow points to the 'Next' button at the bottom right, stating 'Click the "Next" button only after you have fully completed all three tabs.'

If clicking "Next" does not produce any response, it means that not all required fields have been completed in one of the tabs. For example, the number of landings in the "Check Information" tab may still be missing.

<p><b>Tab 1</b> Check Information</p>	<p><b>Tab 2</b> Check Details</p>	<p><b>Tab 3</b> Overall Result</p>
<p>In this tab, enter the flight details such as departure and destination, times, and number of landings.</p>	<p>In this tab, you can fill in the detailed examination protocol, including all required assessment items for the proficiency check.</p>	<p>In this tab, enter the final result of the proficiency check.</p>
