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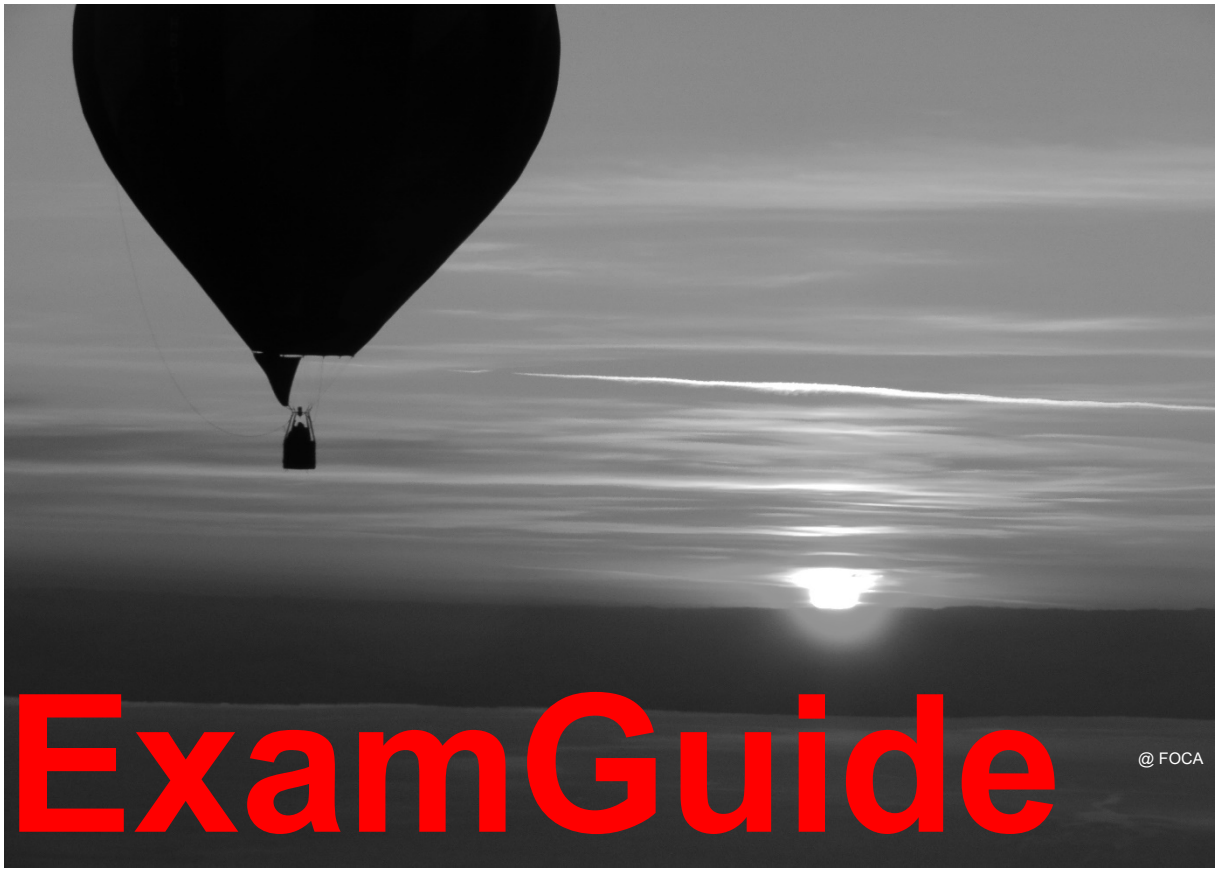
FOCA GM/INFO

Guidance Material / Information

Examination Guide Balloon



Scope	This Examination Guide provides guidance on all aspects of the examination structure and content.
Applies to	Examiner / Senior Examiner / ATO / DTO / Candidate
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LoR ISS 1 / REV 0 / 15.08.2025

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01.09.2026	1	1	In several chapters “sent by mail” replaced by “sent by email” Chapter 0.4 new table and link Chapter 2 ‘dLis’ new Formerly chapter 2 new as chapter 3 Chapter 6.1 -> dLis	spe, BAL Examiner	SBFP

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List of Abbreviations (LoA)

LoA ISS 1 / REV 0 / 15.08.2025

The following abbreviations are used within this GM/INFO:

Abbreviation	Definition
ACM	Accountable Manager
ADR	Aerodrome
AeMC	Aero-Medical Centre
AFM	Aircraft Flight Manual
AIC	Aeronautical Information Circular
AMC	Acceptable Means of Compliance
AME	Aero-Medical Examiner
AoC	Assessment of Competence
APP	Appendix
ARA	Authority Requirements for Aircrew
Art.	Article
ATC	Air Traffic Control
ATO	Approved Training Organisation
BAZL	Bundesamt für Zivilluftfahrt
BFCL	Balloon Flight Crew Licensing
BPL	Balloon Pilot License
BOP	Balloon Air Operation
CAA	Civil Aviation Authority
ComOps	Commercial Operation
CPB	Commercial Passenger Ballooning
Doc	Document
DABS	Daily Airspace Bulletin Switzerland
DUAL	Flight time during which a person is receiving flight instruction
e.g.	exempli gratia, for example
EASA	European Aviation Safety Agency
EC	European Commission
ED	European Decision
EDD	Examiner Difference Document
E-Mail	Electronic Mail
etc.	et cetera
EU	European Union
FE(B)	Flight Examiner (Balloon)
FI(B)	Flight Instructor (Balloon)
FIZ	Flight Information Zone
FOCA	Federal Office of Civil Aviation
GM/INFO	Guidance Material/Information
HT	Head of Training
ICAO	International Civil Aviation Organisation
IR	Implementing Rules
LAPL	Light Aircraft Pilot License
LoA	List of Abbreviations
LoD	List of Definitions
LoR	Log of Revision
MEL	Minimum Equipment List
n/a	not applicable
NAA	National Aviation Authority
OM	Organisation Manual
OPC	Operator Proficiency Check
OPS	Operations
PIC	Pilot in Command
Prof Check	Proficiency Check
R/T	Radio Telephony
RMZ	Radio Mandatory Zone
SERA	Standardised European Rules of the Air
SOP	Standard Operating Procedures
TM	Training Manual
ToC	Table of Contents
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
WX	Weather

List of Definitions (LoD)

LoD ISS 1 / REV 0 / 15.08.2025

For a complete list of definitions refer to Article 2 and Part-DEF of Commission Regulation (EU) 2018/395.

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0 Introduction

Ch. 0 ISS 1 / REV 0 / 15.08.2025

FOCA is the competent Authority of Switzerland for the issue of pilot licenses, ratings and certificates in accordance with the EU Aircrew Regulation and ICAO Annex 1 requirements, and for the oversight of their implementation and use. The present Examination Guide describes Switzerland administrative requirements in regard to Part-BFCL examinations and applies to all balloon examinations conducted on FOCA issued license or certificate holders. Compliance with those procedures and requirements is mandatory.

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

In this GM/INFO, the term "examination" shall include, collectively, skill tests, proficiency checks, and AoC according to Part-BFCL and Part-BOP, as applicable.

0.1 Legal References

Ch. 0.1 ISS 1 / REV 0 / 15.08.2025

- Regulation (EU) 2018/1139 (Basic Regulation).
- Commission Regulation (EU) No 1178/2011 (Aircrew Regulation), specifically Annex III (Part-BFCL), Annex IV (Part-MED), and Annex VI (Part-ARA).
- Commission Regulation (EU) 2018/395 (Part-BOP).

In this GM/INFO, the above documents shall collectively be called "Primary Authority Documents".

0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 0 / 15.08.2025

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

This GM/INFO was created on the basis of the requirements for obtaining licenses and certificates described in the regulations applicable to balloons and contains supporting regulatory information.

0.3 Scope

Ch. 0.3 ISS 1 / REV 0 / 15.08.2025

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

0.4 Terms and Conditions

Ch. 0.4 ISS 1 / REV 1 / 01.08.2026

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

The most frequent **abbreviations** used by the **EASA** are listed here: easa.europa.eu/en/abbreviations

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

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

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

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

0.5 Responsibilities

Ch. 0.5 ISS 1 / REV 0 / 15.08.2025

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

1 General

Ch. 1 ISS 1 / REV 0 / 15.08.2025

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

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

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

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

1.1 Licensing Authority

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

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

In the latter case, the medical records must be transferred to FOCA/Aeromedical Section, whereas the following shall be observed:

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

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

1.2 Vested Interests of the Examiner

Ch. 1.2 ISS 1 / REV 0 / 15.08.2025

An examiner shall not conduct an examination whenever he feels that his objectivity may be affected. In any case, examiners shall not conduct a skill test or AoC of an applicant for the issue of a licence, rating or certificate to whom he has provided more than 50% of the actual flight instruction time provided for the respective licence, rating or certificate for which the skill test or AoC is taken (BFCL.405(a)). It is recommended that in such cases that the 50% of his instruction time should be spread throughout the course, and not performed towards the end of the respective course, especially not in the examination preparation phase.

A conflict of interest can be defined as any relationship that might influence an examiner to act, either knowingly or unknowingly in a manner that does not hold the safety of the public as the primary and highest priority. A conflict of interest occurs when an examiner’s vested interests raise a question of whether his actions, judgment or decision-making can be unbiased, or when the examiner has, or appears to have, a personal interest in the specific outcome of an examination. Examples of a situation where examiners should consider if their objectivity is affected are when the applicant is a relative or a friend of the examiner, or when they are linked by economic interests or political affiliations, etc.

Examiners shall appreciate that situations giving the impression of a conflict of interest or lack of independence in the eyes of uniformed third parties are, as well, problematic and shall be avoided, as they could impact the credibility of the entire examination system in the eyes of the public. However, it is acknowledged that in small sport/industry like ballooning, it is likely that examiners and applicants will be known to each other in many cases.

1.3 Right of Appeal Procedure

Ch. 1.3 ISS 1 / REV 0 / 15.08.2025

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

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

Applicants who fail, or partial pass an examination shall not exercise the privileges until a pass in the respective examination has been achieved.

1.4 Examination Notification - FLEXCO

Ch. 1.4 ISS 1 / REV 0 / 15.08.2025

FLEXCO is the tool used by FOCA to achieve its oversight obligations. All examinations shall be notified at least 48 hours in advance on www.flexco.bazl.admin.ch.

A change of examiner always requires a new notification by the examiner taking over the task, with a reference to the original notification in the «remark» field. In cases of rescheduling up to 48 hours, the FLEXCO entry shall be updated and the reasons for the rescheduling entered in the «remark» field.

If, in exceptional cases, the above deadline cannot be met for external reasons beyond the examiner's and/or candidate's control (e.g., change in meteorological conditions), the reason for failure to meet the deadline must be stated in the «remark» field. At the same time, the examiner shall inform the Senior Examiner by telephone of the details of intended examination and obtain his consent.

1.5 Record Keeping

Ch. 1.5 ISS 1 / REV 0 / 15.08.2025

Examiners shall maintain records for five years with details of all examinations performed and their results. Unless otherwise instructed by FOCA in specific cases, the examiner must destroy the records after this retention period.

1.6 Training and Examination

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An examination is strictly an independent, neutral and objective assessment of a candidate's abilities; accordingly, no training activities shall take place during a flight examination, or be combined with a flight examination.

The examination is an uninterrupted event starting with the administrative aspects, which shall be preceded by an adequate period of time for the candidate to prepare his flight, and ending-up with the debriefing of the candidate, after completion of the examination protocol.

Before conducting an examination, the examiner shall verify that the applicant complies with all the qualification, training and experience requirements in Part-BFCL resp. Part-BOP for the issue, revalidation or renewal of the license, rating or certificate for which the examination is taken.

1.7 Liability of the Examiner

Ch. 1.7 ISS 1 / REV 0 / 15.08.2025

Training and conducting an examination shall always be strictly separated. The examiner shall take no part in the operation of the balloon except where intervention is necessary according to the check program or in the interests of safety.

If the examiner intervenes for any other reason than those previously mentioned, he is violating his examiner obligations and may therefore become responsible for any damage caused by him during his intervention according to the regulation on state liability that is applicable to him during an examination. For example, it is prohibited for the examiner to take on an instructor role during the examination by instructing elements of the examniation that have not been passed by the candidate in the required attempt according to the examination program; or by executing a demonstration of a specific task/operation. In such a case, FOCA may require the examiner to compensate for any damage caused during such an intervention, in accordance with the regulations on state liability.

1.8 R/T Language Endorsement

Ch. 1.8 ISS 1 / REV 0 / 15.08.2025

For any examination where the candidate is required to use radio communication with ATC, at an ADR, within a FIZ or RMZ, a valid R/T endorsement with language endorsement in the language used for radio communication is required by the candidate.

1.9 Operational and other Rules

Ch. 1.9 ISS 1 / REV 0 / 15.08.2025

During an examination, it is in the responsibility of the examiner to comply with any applicable operational and other rules as per, e.g., AFM, Part-BOP, Part-BFCL, and SERA etc.

1.10 Weather Minima

Ch. 1.10 ISS 1 / REV 0 / 15.08.2025

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

The WX conditions shall be suitable for a safe, fair and legal flight. The WX conditions must ensure a safe operation at all time, with safety margin commensurate with the additional risks created by the examination task.

1.11 Examiner Duty Limits

Ch. 1.11 ISS 1 / REV 0 / 15.08.2025

While there are no duty limits defined *per se*, examiners are reminded that they are responsible to ensure the safety of flight at all time, are responsible to conduct examinations effectively and objectively, and with due consideration for the candidate. Also, examiners have a duty to be exemplary aviators at all time. Insufficient rest, high levels of fatigue, stress or workload have been shown to adversely affect flight safety, and such personal conditions are simply incompatible with the duties and responsibilities of an examiner.

As a recommendation, not more than two examinations per day should be planned.

Active professional pilots subjects to flight duty regulations in their other flying activities are also reminded that their examination activities count as actual duty, and their operator shall be informed accordingly.

1.12 Logbook Entries

Ch. 1.12 ISS 1 / REV 0 / 15.08.2025

Subject to approval by FOCA, all pilot logbooks shall comply with the requirements laid down in BFCL.050 and AMC1 BFCL.050.

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

Details of tests and checks shall be endorsed and signed by the examiner in the “Remarks and Endorsements” column of the EASA compliant logbook. Pages of not FOCA-authorised electronic logbooks have to be printed and signed by the candidate prior to the examination. The examiner will endorse and sign the details of the examniation on these copies. The examinar shall retain copies of his endorsments in candidates' logbooks.

If a commercial operator is approved by FOCA to log flight time of their pilots in a computerized format, the required endorsement and signatures may be done by other ways.

1.13 Hand Entry in Licenses

Ch. 1.13 ISS 1 / REV 0 / 15.08.2025

Only FOCA certified examiners are allowed to make hand entries in FOCA issued licenses, but only for the revalidation of a balloon class or a group. Hand entries should only be made when operationally necessary.

1.14 Temporary Permissions

Ch. 1.14 ISS 1 / REV 0 / 15.08.2025

Temporary permissions (FOCA Form 69.060) may only be issued by FOCA certified examiners to holders of a Swiss license. An examiner may only issue a temporary permission when the examiner is satisfied beyond any doubt that the applicant meets all the qualification, training and experience requirements for the relevant rating or privilege being applied for.

No temporary permission may be issued in case of an initial license issue. Further, no temporary permission may be issued in case of a conversion, a validation, or when the theoretical knowledge examination has been passed in another EASA Member State (ARA.FCL.215(d)).

1.15 Requirement to hold a Medical Certificate

Ch. 1.15 ISS 1 / REV 0 / 15.08.2025

An examiner must hold a valid class 2 medical certificate to conduct examinations.

The candidate must hold a valid medical certificate appropriate to the respective examination.

2 Digital License Application System dLis

Ch. 2 ISS 1 / REV 1 / 01.09.2026

2.1 Description

Ch. 2.1 ISS 1 / REV 1 / 01.09.2026

The dLIS Digital Application System has been designed with the following objectives:

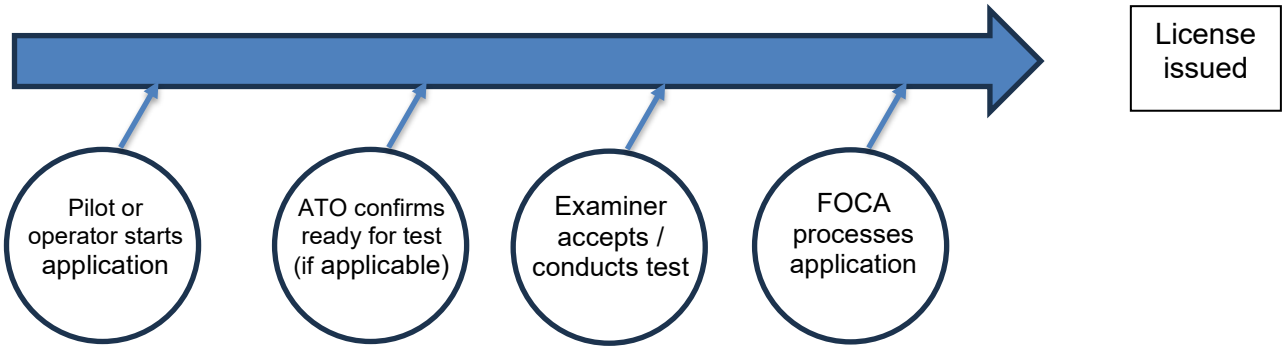
- Simplification of the application using a single standalone system (dLIS);
- Avoidance of paper and duplication of information;
- Avoidance of errors prior to submission and efficiency gain.

dLIS is a propriety software of FOCA and uses the following symbol and url:

www.dlis.bazl.admin.ch

Refer to our website: Digitisation of the licensing application and examination system

dLIS requires the participation of the successive users as follows:



For the system to work, all users (pilot, ATO/DTO, examiner) must create a dLIS account. It requires two steps:

1. Create an AGOV ID: AGOV – your public service login
2. Create a dLIS account: www.dlis.bazl.admin.ch

For examiners dLIS presents the following benefits:

- For Swiss examiners, the examiner function is recognized directly in our database, saving valuable time; for foreign examiners it requires a single upload of the valid license and certificates;
- No flexco entry required, the notification is done when the examiner accepts the test/check;
- The examination form is readily available in the dLIS application and can be filled out on- or off-line on any handheld device;
- The submission is done in the application with no paper required.

FOCA encourages the use of dLIS and will generally process dLIS license applications prior to traditional emails or postal service.

In chapter 6,7, 8 and 9 of the present document, the administrative procedures for examiners are listed for all types of license / rating applications.

If a dLIS application form is available, it is marked in the header as follows (example):

In this case, the instructions are for guidance only and the paper form does not need to be submitted if dLIS is used; dLIS might require the upload of some documents as prompted.

3 Generic Examination Preparation Checklist

Ch. 3 ISS 1 / REV 1 / 01.09.2026

Please refer to 6.1 Appendix 1 «Generic Balloon Examination Preparation Checklist».at the end of this GM/INFO.

4 Examination Assessment Criteria

Ch. 4 ISS 1 / REV 0 / 15.08.2025

During all examinations candidates shall demonstrate the ability to:

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

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

5 Repetition Rules

Ch. 5 ISS 1 / REV 0 / 15.08.2025

5.1 Discretion of Examiner

Ch. 5.1 ISS 1 / REV 0 / 15.08.2025

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

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

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

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

Note: Each failed item shall be documented in detail on the last page of the examination forms.

The initials on each section of the examiner does confirm the result of the corresponding section and that the section is completed.

In case of a partial pass, clear explanation has to be given about the minimum content of the re-test.

If the candidate's overall performance requires a complete re-test, this shall also be documented on the last page of the form.

5.2 Skill Tests

Ch. 5.2 ISS 1 / REV 0 / 15.08.2025

When conducting a skill test, a failure in any item of a section will cause the candidate to fail the entire section. If the candidate fails only one section, he/she shall repeat only that section. Failure in more than one section will cause the applicant to fail the entire test.

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

6 Examination for BPL, Ratings, Skill Tests and AoC

Ch. 6 ISS 1 / REV 0 / 15.08.2025

Required Theory Examination taken outside Switzerland

If a required theoretical examination has not been taken under the supervision of FOCA, the results must be confirmed to FOCA by the relevant NAA prior to any skill test being taken.

Non-Swiss Examiners

Non-Swiss examiners have to comply with the directives of the EDD.

6.1 BPL | Practical Skill Test

Ch. 6.1 ISS 1 / REV 1 / 01.09.2026

Regulatory Reference:	BFCL.145, AMC1 BFCL.145
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Hot-air balloon (group A is mandatory), resp. gas balloon (as applicable)
Required examiner certificate:	FE(B) holding privileges for the respective balloon class

Application

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

- Candidate's full name
- Type of skill test requested: BPL practical skill test hot-air balloon, or gas balloon
- Class and type of balloon and registration
- Proposed date/time and meeting place

ATO/DTO Responsibilities

The ATO/DTO shall assure that the candidate meets all applicable requirements and that the training is completed. The candidate's skill test recommendation shall by signed by the HT.

Examination Program

The skill test program must include all items laid down in FOCA Form 63.021 (hot-air balloon) resp. FOCA Form 63.022 (gas balloon).

The general skill test program is to be provided by the examiner to the candidate at least two days before the skill test.

The skill test must be conducted in one flight. The flight time of the skill test should be at least 30 minutes (AMC 1 BFCL.145(a)(3)).

Weather Minima

The practical examination shall only commence or continue if the latest available meteorological information indicates that the WX conditions during the entire skill test are at or above the applicable VFR operating minima, and that the planned skill test may be carried out in accordance with the corresponding OM of the ATO/DTO which provided the skill test recommendation.

Procedure before the Practical Examination

The following steps shall be successfully completed before entering into the practical part of the skill test:

A: Documentation Verification

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

- Valid ID or passport
- Medical certificate class 1, 2 or LAPL
- EASA compliant logbook (see Section 1.12 hereinabove)
- Confirmation of BPL theory exam passed (the theory exam is valid for a period of 24 months, counted from the day the final required subject has been successfully passed)
- Confirmation of R/T privileges
- FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon), filled and completely signed

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

If deemed required by the examiner, he shall review the documentation on the airworthiness, continuing maintenance and insurance coverage of the balloon and its equipment to be used for the examination, as well as the completeness of equipment as per the MEL.

B: Candidate's Flight Briefing according to the Generic Examination Preparation Checklist

C: Oral Examination

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

Decision and Administration

The skill test result shall be either pass, partial pass, or fail.

The examiner completes FOCA Form 63.021 (resp. FOCA Form 63.022) completely and then debriefs the candidate. The candidate shall acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon).

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

Practical Skill Test BPL BFCL.145 passed
Hot-Air Ballon (group A) [or Gas Balloon]
Place and Date
Examiner name, license number and signature

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon) or FOCA Form 63.022 (gas balloon)	Original	
Candidate's ID or passport	Copy	Only required for the first issue of a Swiss EASA license
Relevant pages of the candidate's logbook showing: Confirmation of completed training, skill test endorsement	Copy	
Candidate's medical certificate	Copy	Not required for medical certificates issued by a Swiss AME

Additionally by non-FOCA examiners or if instruction is provided by a non-Swiss ATO/DTO		
Examiner's license and certificate	Copy	Not required for Swiss Examiners
ATO/DTO certificate	Copy	Not required for Swiss ATO/DTO

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon). Regarding the documentation on the failed items please see the note under Section 4.1 hereinabove.

The examiner informs the candidate explicitly about his right of appeal (see Section 1.3 hereinabove).

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

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon) or FOCA Form 63.022 (gas balloon)	Original	

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss Examiners

Examiner's records

In all cases (pass, partial pass or fail) the examiner retains copies of the above documents as well as his own personal notes, and eventual flight data recording (see Section 1.5 hereinabove).

Repetition procedure after partial passed or failed skill test

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

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

For a repetition skill test, the application and the other procedures are analogous to the first skill test.

6.2 BPL | Extension to another Balloon Class

Ch. 6.2 ISS 1 / REV 0 / 15.08.2025

Regulatory Reference:	BFCL.150(c)(2), AMC2 (or 3) BFCL.150(c)(2), AMC4 BFCL.150(c)(2)
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Gas balloon, resp. hot-air airship or hot-air balloon (group A is mandatory), as applicable
Required examiner certificate:	FE(B) holding privileges for the respective balloon class

Application

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

- Candidate's full name and licence number (including licence copy)
- Type of examination requested: e.g., extension to gas balloon class, or hot-air airship class, hotair balloon class
- Class and type of balloon and registration
- Proposed date/time and meeting place

ATO/DTO Responsibilities

The ATO/DTO shall assure that the candidate meets all applicable requirements and that the training is completed. The candidate's skill test recommendation shall by signed by the HT.

Examination Program

The skill test program must include all items laid down in FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon), however applying the specific skill test contents and sections as per AMC1(2, or 3) BFCL.150(c)(2), as applicable to the respective skill test.

In addition, during the examination an adequate level of theoretical knowledge for the balloon class for which the extension of privileges are sought, shall be demonstrated to the examiner as per the specifics under BFCL.150(c)(2) and AMC4 BFCL.150(c)(2).

The general skill test program is to be provided by the examiner to the candidate at least two days before the skill test.

The skill test must be conducted in one flight. The flight time of the skill test should be at least 30 minutes (AMC 1 BFCL.150(a)(3)).

A skill test as per this Section shall not be combined in one single event with any other examination and shall not be considered, in the same time as a training flight according to BFCL.160(a)(2).

Weather Minima

The practical examination shall only commence or continue if the latest available meteorological information indicates that the WX conditions during the entire skill test are at or above the applicable VFR operating minima, and that the planned skill test may be carried out in accordance with the corresponding OM of the ATO/DTO which provided the skill test recommendation.

Procedure before the Practical Examination

The following steps shall be successfully completed before entering into the practical part of the skill test:

A: Documentation Verification

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

- Valid ID or passport
- Valid licence for the balloon class currently held, with confirmation of R/T privileges
- Medical certificate class 1, 2 or LAPL
- EASA compliant logbook (see Section 1.12 hereinabove)
- FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon), filled and completely signed

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

If deemed required by the examiner, he shall review the documentation on the airworthiness, continuing maintenance and insurance coverage of the balloon and its equipment to be used for the examination, as well as the completeness of equipment as per the MEL.

B: Candidate's Flight Briefing according to the Generic Examination Preparation Checklist

C: Oral Examination

- Clarification regarding candidate's flight preparation briefing.
- Relevant operational questions (environment, rules, balloon, procedures, limitations, etc.).
- Adequate level of theoretical knowledge for the balloon class for which the extension of privileges are sought, as per the specifics under BFCL.150(c)(2) and AMC4 BFCL.150(c)(2).

Decision and Administration

The skill test result shall be either pass, partial pass, or fail.

The examiner completes FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon) completely and then debriefs the candidate. The candidate shall acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon).

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

Skill Test BFCL.150 passed
Gas Balloon [or Hot-Air Balloon (group A), or Hot-Air Airship]
Place and Date
Examiner name, license number and signature

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon)	Original	
Candidate's ID or passport	Copy	Only required for the first issue of a Swiss EASA license
Relevant pages of the candidate's logbook showing: Confirmation of completed training, skill test endorsement	Copy	
Candidate's medical certificate	Copy	Not required for medical certificates issued by a Swiss AME

Additionally by non-FOCA examiners or if instruction is provided by a non-Swiss ATO/DTO		
Examiner's license and certificate	Copy	Not required for Swiss Examiners
ATO/DTO certificate	Copy	Not required for Swiss ATO/DTO

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon). Regarding the documentation on the failed items please see the note under Section 4.1 hereinabove.

The examiner informs the candidate explicitly about his right of appeal (see Section 1.3 hereinabove).

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

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.022 (gas balloon), resp. FOCA Form 63.023 (hot-air airship) or FOCA Form 63.021 (hot-air balloon)	Original	

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss Examiners

Examiner's records

In all cases (pass, partial pass or fail) the examiner retains copies of the above documents as well as his own personal notes, and eventual flight data recording (see Section 1.5 hereinabove).

Repetition procedure after partial passed or failed skill test

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

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

For a repetition skill test, the application and the other procedures are analogous to the first skill test.

6.3 BPL | Proficiency Check

Ch. 6.3 ISS 1 / REV 0 / 15.08.2025

Regulatory Reference:	BFCL.160(c), AMC1 BFCL.160(a)(2)
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Hot-air balloon (any group), resp. gas balloon, hot-air airship (as applicable)
Required examiner certificate:	FE(B) holding privileges for the respective balloon class and group

Application

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

- Candidate's full name and licence number (including licence copy)
- Type of examination requested: Proficiency check according to BFCL.160(c)
- Class and type of balloon and registration. In case of hot-air balloon: group
- Proposed date/time and meeting place

ATO/DTO Responsibilities

No recommendation by an ATO/DTO is required.

Examination Program

The examination program must include all items laid down in FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship).

The general examination program is to be provided by the examiner to the candidate at least two days before the examination.

The proficiency check must be conducted in one flight. The flight time of the Prof Check should be at least 30 minutes (AMC 1 BFCL.145(a)(3)).

Weather Minima

The practical examination shall only commence or continue if the latest available meteorological information indicates that the WX conditions during the entire skill test are at or above the applicable VFR operating minima.

Procedure before the Practical Examination

The following steps shall be successfully completed before entering into the practical part of the proficiency check:

A: Documentation Verification

The following documents of the candidate shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- Licence for the balloon class currently held, with confirmation of R/T privileges
- Medical certificate class 1, 2 or LAPL
- EASA compliant logbook (see Section 1.12 hereinabove)
- FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship), filled and completely signed

All documents shall be completed and signed.

If deemed required by the examiner, he shall review the documentation on the airworthiness, continuing maintenance and insurance coverage of the balloon and its equipment to be used for the examination, as well as the completeness of equipment as per the MEL.

B: Candidate's Flight Briefing according to the Generic Examination Preparation Checklist

C: Oral Examination

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

Decision and Administration

The examination result shall be either pass, partial pass, or fail.

The examiner completes FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship) completely and then debriefs the candidate. The candidate shall acknowledge the examination result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship).

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

Proficiency Check BPL BFCL.160(a)(2) passed
Hot-Air Ballon (group [X]) [or Gas Balloon, Hot-Air Airship]
Place and Date
Examiner name, license number and signature

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship)	Original	
Candidate's ID or passport	Copy	Only required for the first issue of a Swiss EASA license
Relevant pages of the candidate's logbook showing: Proficiency check endorsement	Copy	
Candidate's medical certificate	Copy	Not required for medical certificates issued by a Swiss AME

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss Examiners

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA Form 63.021(hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or Form 63.023 (hot-air airship). Regarding the documentation on the failed items please see the note under Section 4.1 hereinabove.

The examiner informs the candidate explicitly about his right of appeal (see Section 1.3 hereinabove).

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

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship)	Original	

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss Examiners

Examiner's records

In all cases (pass, partial pass or fail) the examiner retains copies of the above documents as well as his own personal notes, and eventual flight data recording (see Section 1.5 hereinabove).

Repetition procedure after partial passed or failed examination

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

For a repetition skill test, the application and the other procedures are analogous to the first skill test.

6.4 ComOps Rating | Initial Skill Test

Ch. 6.4 ISS 1 / REV 0 / 15.08.2025

Regulatory Reference:	BFCL.215(b)(4), AMC1 BFCL.215(b)(4)
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Hot-air balloon (any group), or gas balloon, hot-air airship (as applicable)
Required examiner certificate:	FE(B) holding privileges for ComOps rating and respective balloon class and, if applicable, group

Application

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

- Candidate's full name and licence number (including licence copy)
- Type of examination required: Initial skill test for ComOps rating hot-air balloon, or gas balloon, hot-air airship
- Class, group, and type of balloon and registration. In case of hot-air balloon: group
- Proposed date/time and meeting place

ATO/DTO Responsibilities

No recommendation by an ATO/DTO is required.

Examination Program

The program for the initial skill test must include all items laid down in or FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship). In addition, for the initial skill test the requirements and limitations of AMC1 BFCL.215(b)(4) shall be met resp. respected.

Subject to the general assessment criteria as per Section 3 hereinabove, regarding the defined altitude tolerances the general guidance under AMC1 BFCL.215(b)(4)(b)(2) shall be applied by the examiner in assessing the performance of the candidate (i.e., in normal flight +/- 100 ft, with simulated emergency +/- 150 ft.).

The general examination program is to be provided by the examiner to the candidate at least two days before the skill test.

The skill test might be conducted in two flights. The total duration of the flight(s) should be at least 45 minutes (AMC1 BFCL.215(b)(4)(a)(2)). The initial skill test shall not be conducted during a CPB operation.

Weather Minima

The practical examination shall only commence or continue if the latest available meteorological information indicates that the WX conditions during the entire examination are at or above the applicable VFR operating minima.

Procedure before the Practical Examination

The following steps shall be successfully completed before entering into the practical part of the examination:

A: Documentation Verification

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

- Valid ID or passport
- Valid licence with confirmation of R/T privileges
- Medical certificate class 1 or 2
- EASA compliant logbook (see Section 1.12 hereinabove)
- FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship), filled and completely signed

If deemed required by the examiner, he shall review the documentation on the airworthiness, continuing maintenance and insurance coverage of the balloon and its equipment to be used for the examination, as well as the completeness of equipment as per the MEL.

B: Candidate's Flight Briefing according to the Generic Examination Preparation Checklist

C: Oral Examination

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

Decision and Administration

The examination result shall be either pass, partial pass, or fail.

The examiner completes FOCA Form 63.021 (for hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship) completely and then debriefs the candidate. The candidate acknowledges the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship).

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

Skill Test BFCL.215 passed
Hot-Air Ballon (Group [X]) [or Gas Balloon, Hot-Air Airship]
Place and Date
Examiner name, license number and signature

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship)	Original	
Candidate's ID or passport	Copy	Only required for the first issue of a Swiss EASA license
Relevant pages of the candidate's logbook showing: Skill test endorsement	Copy	
Candidate's medical certificate	Copy	Not required for medical certificates issued by a Swiss AME

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss examiners

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship). Regarding the documentation on the failed items please see the note under Section 4.1 hereinabove.

The examiner informs the candidate about his right of appeal (see Section 1.3 hereinabove).

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

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship)	Original	

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss examiners

Examiner's records

In all cases (pass, partial pass or fail) the examiner retains copies of the above documents as well as his own personal notes, and eventual flight data recording (see Section 1.5 hereinabove).

Repetition procedure after partial passed or failed examination

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

For a repetition examination, the application and the other procedures are analogous to the first examination.

6.5 ComOps Rating | Proficiency Check or OPC

Ch. 6.5 ISS 1 / REV 0 / 15.08.2025

Regulatory Reference:	BFCL.215(d)(2)(i), AMC1 BFCL.215(d)(2)(i) and BOP.ADD.315
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Hot-air balloon (biggest group the candidate operates), resp. gas balloon, hot-air airship
Required examiner certificate:	FE(B) holding privileges for ComOps and respective class and group

Application

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

- Candidate's full name and licence number (including licence copy)
- Type of examination required:
  - either proficiency check as per BFCL.215(d)(2)(i),
  - or an OPC, i.e. a combined proficiency check as per as per BFCL.215(d)(2)(i) in connection with BFCL.215(h) and BOP.ADD.315 as an OPC (in this Section such combined proficiency check and OPC shall be called "OPC")
- Class, group, and type of balloon and registration. In case of hot-air balloon: biggest group the candidate intends to operate
- In the case of an OPC: Operator for which the candidate generally is operating
- Proposed date/time and meeting place

Applicable Provisions to Prof Check and OPC

In the following, the provisions referring to a proficiency check shall equally apply to, both, a proficiency check (BFCL.215(d)(2)(i)), and to an OPC (BFCL.215(d)(2)(i) in connection with BFCL.215(h)/ BOP.ADD.315). Specific provisions referring to an OPC shall only apply to an OPC.

Subject to additionally taking the OM and the SOP of the respective operator into consideration when conducting an OPC, in general, there is no difference in the organization or the other requirements of the two variants of the proficiency check.

ATO/DTO Responsibilities

No recommendation by an ATO/DTO is required for a proficiency check or OPC.

Examination Program

The program for the proficiency check must include all items laid down in FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship). In addition, the requirements and limitations of AMC1 BFCL.215(b)(4) and AMC1 BFCL.215(d)(2)(i) shall be met resp. respected.

For hot-air balloons, the OPC shall be compleded on a balloon of the biggest group which the candidate will continue to operate.

For an OPC the examiner should also take the OM and the SOP if any of the operator into consideration for which the candidate generally is operating. The examiner may communicate with the ACM of the respective operator on specific requirements and preferences prior to the examination.

Subject to the general criteria as per Section 3 hereinabove, regarding the defined altitute tolerances the general guidance under AMC1 BFCL.215(b)(4)(b)(2) shall be applied by the examiner in assessing the performance of the candidate (i.e., normal flight +/- 100ft, with simulated emergency +/- 150 ft.).

The general examination program is to be provided by the examiner to the candidate at least two days before the proficiency check.

The examination might be conducted in two flights. The total duration of the flight(s) should be at least 45 minutes (AMC1 BFCL.215(b)(4)(a)(2)). The proficiency check might be conducted during a CPB operation, provided that abnormal and emergency procedures are simulated before or after the flight on the ground without passengers on board (AMC1 BFCL.215(d)(2)(i)(b)).

A proficiency check as per this Section may not be combined in one single event with any other examination. However, an OPC may in the same time be logged by the candidate as a training flight according to BFCL.160(a)(2). In such case, the respective confirmation shall be given in the candidates logbook as a separate endorsement from the endorsement of the proficiency check by the examiner, however stating his privileges as FI(B).

Weather Minima

The practical examination shall only commence or continue if the latest available meteorological information indicates that the WX conditions during the entire examination are at or above the applicable VFR operating minima, and that the planned examination may be carried out in accordance with, if applicable, the corresponding OM of the operator which is to be taken into account as per BOP.ADD.315.

Procedure before the Practical Examination

The following steps shall be successfully completed before entering into the practical part of the proficiency check:

A: Documentation Verification

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

- Valid ID or passport
- Valid licence with ComOps Rating and confirmation of R/T privileges
- Medical certificate class 1 or 2
- EASA compliant pilot logbook of the candidate (see Section 1.12 hereinabove) documenting the recency of the candidate's BPL and ComOps rating as per the requirements of BFCL.215(d)(1) and AMC1 BOP.ADD310(a)
- FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship), filled and completely signed
- In the case of an OPC: OM and SOP if any of the operator

If deemed required by the examiner, he shall review the documentation on the airworthiness, continuing maintenance and insurance coverage of the balloon and its equipment to be used for the examination, as well as the completeness of equipment as per the MEL.

B: Candidate's Flight Briefing according to the Generic Examination Preparation Checklist

In the case of an OPC, the specific requirements regarding flight preparation briefings shall additionally be evaluated by the examiner following the specifics of the operator's OM and SOP under which the candidate generally is operating.

C: Oral Examination

- Clarification regarding candidate's flight briefing
- Relevant operational questions (environment, rules, balloon, procedures, limitations, etc.).
- The candidate's knowledge of recent AIC and NOTAM (AMC1 BFCL.215(d)(2)(i)(a).
- In the case of an OPC, the examiner may assess the candidate's knowledge of relevant specifics of the operator's OM and SOP under which he generally is operating.

Decision and Administration

The examination result shall be either pass, partial pass, or fail.

The examiner completes FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship) completely and then debriefs the candidate. The candidate acknowledges the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship).

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

Proficiency Check BFCL.215 passed or ***OPC BFCL.215/BOP.ADD.315 passed***
Hot-Air Balloon (group [X]) [or Gas Balloon, Hot-Air Airship]
Place and Date
Examiner name, license number and signature

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship)	Original	
Candidate's ID or passport	Copy	Only required for the first issue of a Swiss EASA license
Relevant pages of the candidate's logbook showing: Confirmation of recency of BPL and ComOps Rating, examination endorsement	Copy	
Candidate's medical certificate	Copy	Not required for medical certificates issued by a Swiss AME

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss examiners

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA Form 63.021. Regarding the documentation on the failed items please see the note under Section 4.1 hereinabove.

The examiner informs the candidate about his right of appeal (see Section 1.3 hereinabove).

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

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By all examiners		
FOCA Form 63.021 (hot-air balloon), resp. FOCA Form 63.022 (gas balloon) or FOCA Form 63.023 (hot-air airship)	Original	

Additionally by non-FOCA examiners		
Examiner's license and certificate	Copy	Not required for Swiss examiners

Examiner's records

In all cases (pass, partial pass or fail) the examiner retains copies of the above documents as well as his own personal notes, and eventual flight data recording (see Section 1.5 hereinabove).

Repetition procedure after partial passed or failed examination

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

In the case of a OPC, the examiner may provide a feedback to the ACM of the operator under which the candidate generally is operating.

For a repetition examination, the application and the other procedures are analogous to the first examination.

6.6 FI(B) | Initial AoC

Ch. 6.6 ISS 1 / REV 0 / 15.08.2025

Regulatory Reference:	BFCL.345, AMC1 – 3 BFCL.345
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Hot-air balloon (group A is mandatory), resp. gas balloon (as applicable)
Required examiner certificate:	FOCA-licenced FE(B) qualified as per BFCL.145(c)

Application

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

- Candidate's full name and FOCA issued licence number (including licence copy)
- Type of assessment requested: FI(B) Initial AoC hot-air balloon, or gas balloon
- Class and type of balloon and registration
- Proposed date/time and meeting place

ATO/DTO Responsibilities

The ATO/DTO shall assure that the candidate meets all the applicable requirements and that the training is completed; The candidate's recommendation for the FI(B) Initial AoC shall by signed by the HT.

Program of the Assessment of Competence

The AoC as per this Section shall only be provided by FOCA-examiners and to candidates holding a FOCA-issued licence. If a non-Swiss examiners intends to conduct the AoC or the AoC shall be taken by a candidate holding a licence issued by a foreign NAA, prior consultation with FOCA Section SBFB is required.

The AoC must include all applicable items laid down in FOCA Form 63.722.

Procedure of the AoC as per AMC2 BFCL.345 (two parts with totally four sections):

1. Theoretical part
   - Section 1, Part 1: Lecture under test conditions
   - Section 1, Part 2: Theoretical knowledge oral test
2. Practical part
   Sections 2 – 4: Instructor demonstration flight instruction (including pre-flight briefing, flight, and post-flight de-briefing

The topic of Section 1, Part 1 of the AoC is to be provided by the examiner to the candidate at least two days prior the AoC.

The following provisions regarding the above stated parts of the AoC shall be observed:

1. Section 1, Part 1: Lecture under Test Conditions

The candidate acting as instructor teaches a test lecture not exceeding 45 minutes. Appropriate literature may be used by the candidate for the preparation and conduct of the lecture. The topic for the test lecture is selected by the examiner from the eleven topics under Section 1 of AMC2 BFCL.345(a).

The test lecture shall be given to other student(s), one of whom will be the examiner. Other pilots or, ideally, current pilot students can serve for this purpose.

2. Section 1, Part 2: Theoretical knowledge oral test

After succesfully passing the test lecture, the candidate shall be tested orally by the examiner for his knowledge of the eleven topics under Section 1 of AMC2 BFCL.345(a), as well as his core instructor competencies, particularly the teaching & learning content given in the FI(B) training as per AMC1 BFCL.325.

The theoretical knowledge oral test shall take place between the test lecture and the instructor demonstration flight instruction and must be of such form and extent that an objective assessment can be carried out.

4. Sections 2 – 4: Instructor demonstration flight instruction

The Sections 2 – 4 comprise exercises to demonstrate the ability of the candidate to act as an FI(B), e.g., air exercises chosen by the examiner from the flight syllabus of the FI(B) training course (AMC1 BFCL.330(b)(2)(v), whereas it is recommended to include a task relating to instruction on emergencies as per Exercise 10 of AMC1 BFCL.330(b)(2)(v)). In case the candidate requests instructional privileges for tethered flight (BFCL.200) or night rating (BFCL.210), tasks as per Exercises 18 or 19 of AMC1 BFCL.330(b)(2)(v) shall be included.

The instructor demonstration flight instruction includes the following elements:

a) Development of a flight lesson plan by the candidate based on the task given by the examiner (AMC1 BFCL.330(b)(2)(iii)).
b) Briefing given by the candidate to the student pilot as per AMC1 BFCL.330(b)(2)(ii)(A) and (B).
c) Conduct of the respective air exercices as chosen by the examiner, with a particular emphasis on airmanship and the handling of common student errors and how to correct them properly.
d) Debriefing given by the candidate to the 'student' pilot as per AMC1 BFCL.330(b)(2)(ii)(C).

The student pilot is ideally either a real balloon student pilot under training or, with a secondary preference, the examiner or another FI(B). The candidate is required to explain the relevant air exercises and to demonstrate their conduct to the student pilot, where appropriate. Thereafter, the student pilot executes the same manoeuvres which can include typical mistakes of inexperienced student pilots. The candidate is expected to correct mistakes orally or, if necessary, by intervening.

If more than one flight is necessary in order to complete all relevant exercises, these flights should be completed as close together in time as practicable and, in any case, within a period of six months. In principle, failure in any exercise requires a retest covering all exercises, with the exception of those that may be retaken separately. The examiner may terminate the assessment at any stage if they consider that a retest is required.

The total flight time of the assessment of competence should be at least 45 minutes. The balloon that is used for the examination must meet the requirements for training aircraft, i.e. for hot-air balloons a balloon of the group A, not being a special shape balloon.

The examiner acts as the PIC, except in circumstances agreed upon by the examiner when another FI(B) is designated as PIC for the flight.

Weather minima

The WX conditions for flights must allow the safe conduct of the planned training flight and is to be carried out in accordance with the corresponding TM and OM of the respective ATO/DTO.

The level of skills of the actual student pilot shall be taken into account.

Pre-Test Presentation Procedure for Candidate and Examiner

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

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

Documentation Verification

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

- Valid ID or passport
- License as required by BFCL.300(a)(1)(i)
- Valid balloon class or group privileges as applicable
- Medical certificate class 1 or 2
- EASA compliant pilot logbook of the candidate (see Section 1.12 hereinabove) documenting the recency of the candidate's BPL and additional privileges as per the applicable recency provisions of Part-BFCL
- FOCA Form 63.722 (all pages)
- The following form(s):
  - FOCA Form 63.705; and/or
  - FOCA Form 63.731

The ATO/DTO shall provide the training records (documenting the completion of the training courses as per BFCL.325 and BFCL330) to the examiner for verification. All documents, including the recommendation for the assessment, shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

Decision and Administration

The assessment result shall be either pass or fail (no partial pass), respecting the following provisions:

- If either Part 1 or Part 2 of Section 1 is failed, the assessment shall be stopped and rescheduled.
- If Section 1 (theoretical part) is passed but any of the Sections of the practical part (Sections 2 – 4) is failed, only the practical part may be repeated.

The candidate acknowledges the assessment result by signing FOCA Form 63.722.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA Form 63.722, and FOCA Form 63.705 and/or FOCA Form 63.731, as applicable.

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

Initial AoC BFCL.345 passed
Hot-Air Balloon [or Gas Balloon]
Place and Date
Examiner name, license number and signature

The following documents shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By the examiner		
FOCA Form 63.722	Original	
FOCA Form 63.705 and/or FOCA Form 63.731, as applicable	Original	
Relevant pages of the candidate's logbook showing: Confirmation of recency of BPL, confirmation of completed training, AoC endorsement	Copy	
Candidate's medical certificate	Copy	Not required for medical certificates issued by a Swiss AME

Additionally if instruction is full or partly provided by a non-Swiss ATO/DTO		
ATO/DTO certificate	Copy	Not required for Swiss ATO/DTO

b) Result is Fail

The result is to be recorded <u>in detail</u> by the examiner on FOCA Form 63.722 and debriefed to the candidate Regarding the documentation on the failed items please see the note under Section 4.1 hereinabove.

The candidate receives a copy of FOCA Form 63.722.

The examiner informs the candidate about his right of appeal (see Section 1.3 hereinabove).

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

The following document shall be sent by email to FOCA SBFP (Federal Office of Civil Aviation FOCA, Safety – Division Flight Personnel, 3003 Bern):

By the examiner		
FOCA Form 63.722	Original	

Examiner's records

In all cases (pass or fail) the examiner retains copies of the above documents as well as his own personal notes, and eventual flight data recording (see Section 1.5 hereinabove).

Repetition procedure after failed Assessment of Competence

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

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

For a repetition examination, the application and the other procedures are analogous to the first examination.

6.7 FI(B) | Revalidation AoC

Ch. 6.7 ISS 1 / REV 0 / 15.08.2025

Regulatory Reference:	BFCL.360(c) and (d), BFCL.345, AMC1 - 3 BFCL.345
Flight rules:	VFR
Equipment:	Balloon
Applicable class resp. group:	Hot-air balloon (group A is mandatory), resp. gas ballon (as applicable)
Required examiner certificate:	FOCA-licensed FE(B) qualified as per BFCL.145(c)

Procedure in General

In general, for a revalidation of a FI(B) certificate as per BFCL.360(c) a complete revalidation assessment of competence analogous to the provisions of the initial assessment of competence for obtaining FI(B) privileges (see Section 5.6 hereinabove) must be completed.

Differences to FI(B) Initial AoC

The following differences to the Initial AoC for obtaining FI(B) privileges exist:

1. An additional prerequisite for conducting an assessment of competence for revalidating FI(B) privileges is the proof of recent instructor refresher training in accordance with BFCL.360(a)(1)(i).
2. The ATO/DTO training required prior to issuing the candidate's recommendation for the FI(B) revalidation AoC may be adjusted to reflect the candidate's actual experience, as well as his past instructor and flight curriculum.
3. With the prior approval of FOCA Section SPFB, the content and extent of the theoretical and practical parts of the revalidation AoC may be specified and modified in order to adequately reflect and take into account the candidate's past experience as a flight instructor.
4. Once the revalidation AoC is passed, the examiner makes the following entry in the candidate’s logbook:

> ***Revalidation AoC for FI(B) certificate BFCL.360(c) passed***
> Hot-Air Balloon [or Gas Balloon, Hot Air Airship]
> Place and Date
> Examiner name, license number and signature

Apart from the above differences, the provisions of Section 5.6 hereinabove shall apply anaologously.

7 Appendices

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Refer to next page.

7.1 Appendix 1: Generic Balloon Examination Preparation Checklist

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- ❑ **Task Acceptance**
  - Expected exam (type, legal basis, balloon)
  - Candidate details
  - Location and date/time
  - Compliance with national requirement or guidance (Examination Guide, EDD, safety rules etc.)
  - Verify own recency and privileges
  - Consider eventual conflicts of interest

→ Accept or refuse examination task

- ❑ **Notification to Senior and FOCA**
  - Exam notification in FLEXCO
- ❑ **Introduction**
  - Give a positive first impression
  - Welcome, personal presentation
  - Feel the «pulse-rate» of candidate
- ❑ **General information**
  - Show your Examiner Authorisation
  - Ask for candidate's ID
  - Explain legal basis
  - Give candidate maximum credit
- ❑ **Documentation (paper check)**
  - According Examination Guide
    - License
    - Medical certificate
    - R/T and language endorsement
    - Logbook
    - FOCA Form(s)
    - Training records, if required
- ❑ **Balloon**
  - Proper group
  - Certified and equipped as required for the task, ops rules, and FOCA requirements
  - Documents (valid ARC and insurance)

→ Decision 1: Go ahead? What's missing?

- ❑ **Examination program**
  (send to candidate min. 2 days prior to examination)
  - Task received / understood
  - Program of examination
  - Rules for repetition failed item(s)
  - Time schedule
  - Safety briefing: traffic lookout, real emergencies handling etc.
- ❑ **Candidate's flight preparation briefing**
  - Listen / no questions during briefing
    - WX, endurance, performance, flight route etc.
    - NOTAM, DABS, etc.
- ❑ **Oral examination**
  - 5-10 prepared theoretical questions
    - Balloon system, general BPL subjects etc.
    - Operational questions etc.

→ Decision 2: Go / no go

- ❑ **Short Break**
  - Begin of practical part without pressure
  - Provide time for a WX update
  - Set time and meeting point
- ❑ **Practical part**
  - Safety first
  - No instruction to be given
  - Passive behaviour
  - No interference in pilot's decisions
  - Realistic and fair scenario and timing
  - Know the purpose of the item assessed (what, why, when and how)
  - Verify doubtful observations
  - Observe minimum required items
- ❑ **During flight**
  - Give clear tasks
  - No instruction
  - Passive behaviour → no commands
  - No interference in pilot's decisions
  - Follow flight progress, take notes
  - No debriefing
- ❑ **Emergency exercises**
  - Safety First
  - Observe minimum required items
  - Conservative on double or triple failures
- ❑ **Facts for decision**
  - Only facts count
  - Accurate documentation during examination
    - On a personal note sheet
    - Directly on FOCA Form(s)
  - Communicate result only after reaching a fact-based decision

→ Decision 3: Result (pass, partial pass, fail)

- ❑ **Prepare debriefing**
  - Take the time to prepare it thoroughly
  - Define time and location for debriefing
  - Factual and concise
  - No distraction by e.g. packing of balloon material
- ❑ **Administration**
  - Complete paperwork:
    - Logbook, license, forms
- ❑ **Debriefing**
  - Short, concise
  - No «bullet point debriefing» (concentrate on relevant points)
  - No instruction
  - Positive perspective
  - Listen to candidate's de-briefing
- ❑ **Completion of test**
  - Hints & tips
  - Hand over examination Forms
- ❑ **Communication**
  - Feedback of candidate
  - Feedback to the ATO/DTO
  - Partial pass or fail: inform about right of appeal
- ❑ **Documentation**
  - File required docs with FOCA, retain own file copy