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Federal Department of the Environment,
Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

FOCA GM/INFO

Guidance Material / Information

FOCA Examiner System

Scope	This Examination Guide provides guidance on all aspects of the examination structure and content.
Applies to	Senior Examiner / Examiner / ATO / DTO / Candidate
Valid from	01.09.2026
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List of Abbreviations

LoA ISS 1 / REV 0 / 31.01.2020

The following abbreviations are within this GM/INFO:

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

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

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

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0 Introduction

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The Federal Office of Civil Aviation (FOCA) is the competent authority of Switzerland for the issue of 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 GM/INFO is intended to provide examiners with an overview about administrative and organisational matters relating to the examiner system. It is to be regarded as a tool to simplify the processes and requirements for the necessary examiner licenses from FOCA. The use of the GM/INFO contributes to compliance with the FOCA requirements.

This document is an integrated part of the Code of Conduct as well as the senior examiner contract.

0.1 Legal References

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

0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 0 / 31.01.2020

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

The aim of this document is to support:

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

0.3 Scope

Ch. 0.3 ISS 1 / REV 0 / 31.01.2020

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

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

0.4 Terms and Conditions

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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.

0.5 Responsibilities

Ch. 0.5 ISS 1 / REV 0 / 31.01.2020

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

1 General

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

For examiners certified by other member states, specific procedures are published in the valid version of the Examiner Difference Document published by EASA.

2 Organisation

Ch. 2 ISS 1 / REV 0 / 31.01.2020

2.1 Inspector NAA

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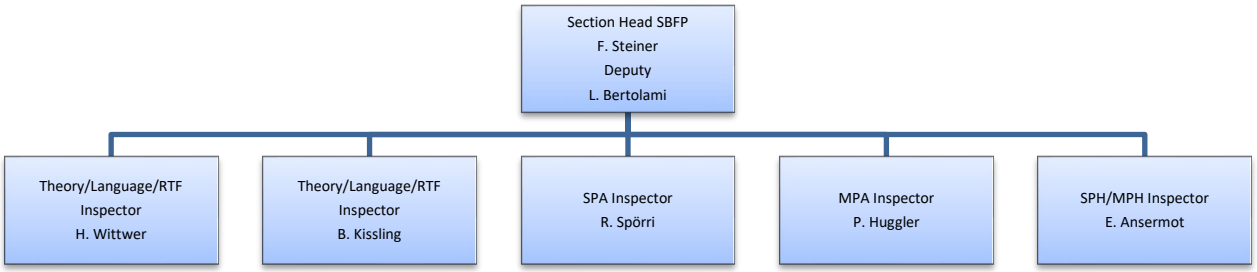

- Helene Wittwer and Benedikt Kissling are responsible for all issues regarding theory exams and language proficiency-, radiotelephony issues
  Contact: theory-examination@bazl.admin.ch

- Reto Spörri is responsible for all issues regarding Single Pilot Aeroplane (SPA), Sailplane and Balloon issues
  Contact: examineradministration@bazl.admin.ch

- Patrick Huggler is responsible for all Multi Pilot Aeroplane (MPA) issues
  Contact: examineradministration@bazl.admin.ch

- Emmanuel Ansermot is responsible for all Helicopter (SPH and MPH) issues
  Contact: examineradministration@bazl.admin.ch

2.2 Management Structure

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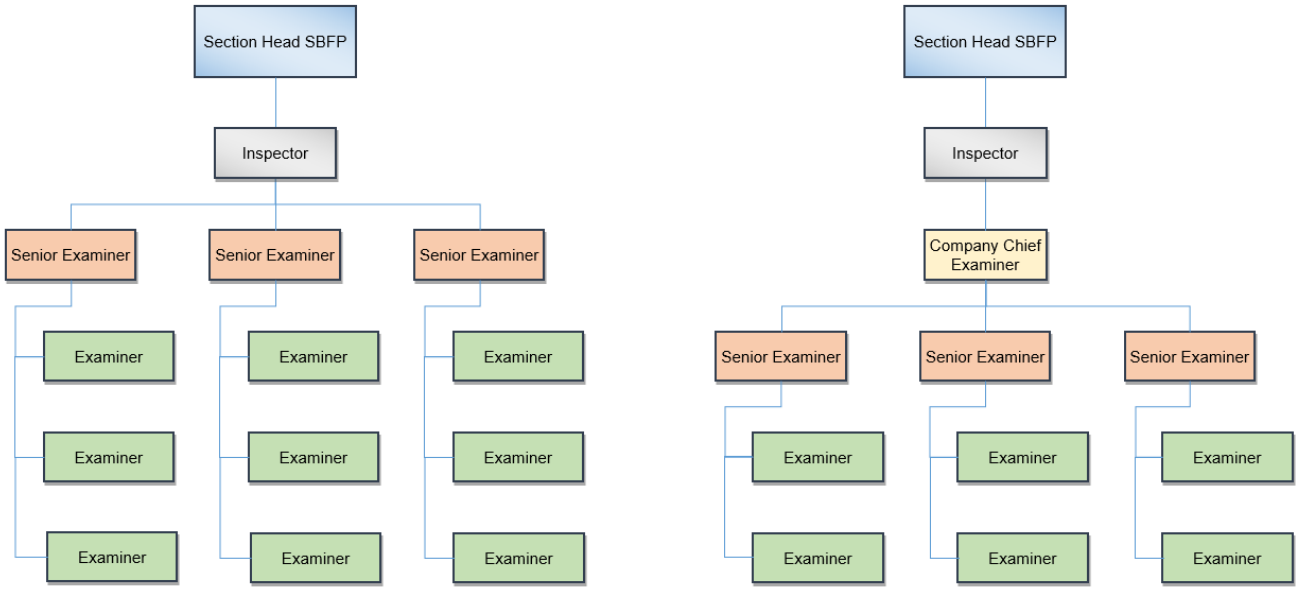

2.3 Senior Examiner

Ch. 2.3 ISS 1 / REV 1 / 31.05.2021

A senior examiner shall be assigned by FOCA.

2.3.1 Prerequisites

A senior examiner:

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

2.3.2 Nomination

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

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

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

2.3.3 Training

After nomination, the senior examiner candidate shall:

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

2.3.3.1 Senior Examiner Course

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

Lesson	1	• Welcome • Introduction of inspector team • Introduction of FOCA and the section SBFP
	2	• The duty and tasks of a senior examiner
	3	• GM/INFO Examination Guide • GM/INFO FOCA Examiner System
	4	• Legal matters
	5	• CRM
	6	• Hints & tips, share and exchange of experience
	7	• Examiner supervision and assessment of competence • Examiner revalidation • Administration
	8	• Forms

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

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

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

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

2.3.3.2 Senior Examiner Revalidation

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

2.3.4 Tasks

Senior examiners:

- are close collaborators with the respective SBFP flight inspector/company chief examiner;
- shall support and assist the respective flight inspector/company chief examiner;
- shall manage, support and supervise the examiners assigned to them;
- reports to the respective SBFP flight inspector on the qualification and disciplinary misconduct of his assigned examiner;
- shall perform delegated examiner assessments of competence;
- shall assist FOCA/SBFP and the company chief examiner in examiner courses and related task;

- shall conduct/assist examiner courses (initial and refresher) on behalf of the FOCA in developing and improving examiner training; and
- ensure that changes or new instructions are communicated to his examiners.

2.4 Examiner

Ch. 2.4 ISS 1 / REV 0 / 31.01.2020

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

2.4.1 Requirements

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

All FOCA certified examiner shall sign the code of conduct.

2.5 Company Examiner System

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

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

The following points are his responsibilities:

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

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

2.6 Feedback System

Ch. 2.6 ISS 1 / REV 0 / 31.01.2020

FOCA operates a feedback system. This consists of:

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

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

2.7 Oversight System

Ch. 2.7 ISS 1 / REV 3 / 01.07.2022

General Principles

According to *Part ARA.FCL.205 Monitoring of examiners*, FOCA has established a system to supervise and verify the performance of examiners.

This system considers the number of examiners it has certified and those certified by other competent authorities and exercising their privileges within Switzerland.

The system is risk and performance based and tailored to the needs of each individual examiner; in other words, the available FOCA resources are aimed specifically at examiners requiring special attention. Regular reviews are conducted within the FOCA SBFP inspectorate to establish a yearly inspection plan.

Inspections are normally unannounced. The pace and depth of the inspections are dependent on past performance and the resulting rating of the individual examiner.

Unannounced Inspections (UI) are independent events and not related to examiner supervisions such as an assessment of competence. There are, however, circumstances where both activities can be combined during the same check event.

The inspections have the double objective to ensure proper authority oversight, and to provide developmental feedback to individuals. Inspections are a quality control tool to improve the overall examiner system performance.

Inspections are conducted by the SBFP inspectors, or by delegation through designated FOCA inspectors or senior examiners.

Content of the Inspection

As mentioned, inspections serve the dual purpose of ensuring oversight while also providing feedback to the examiner.

The FOCA SBFP Inspection Checklist is tailored specifically to these needs and has the following scope:

1. Inspection Objective
   - Verification of compliance with Part ARA.GEN.300, ARA.FCL.210 and FCL Subpart K
   - Check of administrative procedures regarding Flexco, FOCA GM/INFO, FOCA forms
   - Assessment of safety performance of the examiner
   - Check of examiner knowledge, skill and attitude
   - Individual verification and adjustment of Examiner Risk Rating

2. Inspection Scope
   - ARA.FCL.210
   - FCL 1000
   - FCL 1005

- FCL 1010
- FCL 1015 / AMC2 to FCL 1015
- FCL 1020 / AMC1 to FCL 1020
- FCL 1030 / AMC1 to FCL 1030
- Section 2 FE (if applicable)
- Section 3 TRE (if applicable)
- Section 4 CRE (if applicable)
- Section 5 IRE (if applicable)
- Section 6 SFE (if applicable)
- Section 7 FIE (if applicable)

3. Inspection Result
   - List of findings with immediate actions enforced by the inspector, if needed
   - List of findings, observations/recommendations and due dates
   - Updated ERR post inspection

Depending on the objective and scope of the inspection, only some of the subjects above may be covered and reported.

Handling of Findings & Closure

Reference is made to: *ARA.GEN.355 Findings and enforcement measures – persons*.

If, during an inspection, evidence is found by the FOCA inspector that shows a non-compliance with the applicable requirements by the examiner in charge, FOCA SBFP will raise a finding, record it and communicate it to the examiner.

When such a finding is raised, the inspector will carry out an investigation including a peer review within SBFP (as a minimum, a second inspector will review the decision). If the finding is confirmed, the inspector shall:

- Take any enforcement measures necessary to prevent the continuation of the non-compliance.
- If a safety issue is identified, the inspector shall limit, suspend or revoke the examiner certificate; in case of an examiner certified by the competent authority of another member state, the examiner shall be barred from taking further examinations on FOCA license holders; and that competent authority shall be informed of the non-conformity and of the actions taken.

2.8 EBT Manager for AOC Holders with a Base Line Evidence Based Training Approval

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AOC Holders, in possession of an EBT Approval according to EASA ORO.FC.231 and 232, shall designate an EBT Manager for the respective aircraft type. The EBT Manager must be acceptable to FOCA as part of the EBT Approval.

The EBT Manager is entrusted with significant legal and safety responsibility in respect of pilot licenses and must be a person of outstanding personal, reputational and professional standards. Furthermore, the EBT Manager must have and maintain a cooperative relationship with the FOCA/SBFP MPA Inspector, who is his first point of contact for all issues related to pilot licenses.

General and Prerequisites for the EBT Manager

- The EBT Manager is an active TRE on the relevant type rating and has extensive instructional and examiner experience on the relevant type rating; a Senior TRE qualification would be an advantage;
- He is hired/contracted permanently by the operator;

- He has the competence and capacity and managerial expertise to supervise the complexities of an EBT program, as appropriate for the size and scale of the operator;
- He has intimate knowledge of all aspects of the operator EBT program, OM D and training syllabi;
- He has high expertise with respect to the operator's competency framework and grading system;
- He is either the operator Nominated Person Crew Training or his deputy;
- He shall attend the FOCA EBT Manager Initial Course; and, once a year, the FOCA EBT Manager Annual Refresher Course;
- He has corporate authority to establish, amend and supplement EBT training programs and pilot rosters to ensure compliance with EASA ORO.FC.231 and 232;
- He has corporate authority to suspend a pilot from flying duty in case of a non-proficient performance;
- He has authority to select, train, standardize and suspend all TRI/SFI of the operator assuming training duties within the EBT program;
- He has a lasting, regular and cooperative relationship with FOCA/SBFP and the MPA Inspector;
- He shares all aspects related to pilot performance and license questions openly and transparently with the FOCA SBFP MPA Inspector.

Specific Duties of the EBT Manager

- The EBT Manager is accountable for the effective conduct of the approved EBT program for each enrolled individual pilot;
- He is fully informed of the operator EBT Training System Performance and actively participates in the development and amendment of training program;
- He is ultimately responsible to ensure pilot competence by assessing and developing pilot competencies as defined in the operator EBT program;
- He ensures that enrolled pilots are exposed to the required EBT modules and volume of hours within the given time frame to meet the revalidation requirements;
- He ensures that the applicant complies with all qualifications, training and experience requirements of EASA ORO FC.231/232 for the revalidation or the renewal of the relevant rating;
- He ensures that, in case of a rating renewal, EASA ORO.FC.231(a)(5) and operator procedures are complied with, before the pilot resumes line flying; depending on the length of time since expiry, this may require a license proficiency check in accordance with Appendix 9;
- He ensures that contingency rosters are planned for unforeseen circumstances that could affect the delivery of the EBT modules, such as a different separation period between modules, or a different order of the phases of the EBT module;
- He ensures that EBT TRI/SFI undergo standardization and concordance programs as per the operator EBT program;
- He ensures that suitable FSTDs are used to deliver the EBT modules;
- He ensures that a pilot does not continue line operations when the observed performance is below the minimum acceptable level; in this case, he actively informs the FOCA SBFP MPA Inspector with relevant details, including the pilot license number and actions taken;
- He ensures that the verification of the accuracy of the grading system against appendix 9 is conducted by the operator within 36 months and takes any corrective actions needed to ensure EBT training system performance;
- He actively informs the FOCA SBFP MPA inspector of the planned dates for this verification; FOCA may conduct an audit of the verification process and actions taken;
- He ensures that for each pilot, the license revalidation documents as per FOCA Examination Guide are prepared, completed, signed and delivered to FOCA in due time; for FOCA license holders, form 60.538 must be used; reference is made to the FOCA Examination Guide for detailed procedures and required attachments;
- In case of an EBT revalidation or renewal, no rating extension whatsoever shall be performed by handwriting in a FOCA issued license; the license will be reissued by FOCA SBFP upon receipt of the complete revalidation/renewal documents;

- The EBT Manager may agree to delegate his signature on form 60.538 to another TRE with prior agreement of the FOCA SBFP MPA Inspector;
- FOCA may accept an EBT form issued by another Authority on a case-to-case basis. This must be agreed with the FOCA inspector responsible.

3 How to become an Examiner

Ch. 3 ISS 1 / REV 0 / 31.01.2020

3.1 Examiner Application

Ch. 3.1 ISS 1 / REV 4 / 15.02.2024

The candidate must send the complete application to FOCA.

If the application is complete and fulfills the conditions, requirements including a positive background screening, the candidate will be invited for an assessment.

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

3.2 Examiner initial Assessment

Ch. 3.2 ISS 1 / REV 4 / 15.02.2024

This assessment takes place at FOCA and is divided into two phases.

First phase

- Written test on theoretical knowledge appropriate to the level of license (closed book); and
- Written test on knowledge of the actual EU-Basic regulation and commission regulation EASA Part-FCL (open book).

If these two exams are successfully completed with at least 75%, the candidate will be invited to the second phase.

Second phase

- A personal interview with the examiner candidate taking into account:
  - character;
  - loyalty and integrity;
  - trustworthiness; and
  - personal appearance.

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

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

3.3 Examiner Standardisation Course (initial)

Ch. 3.3 ISS 1 / REV 0 / 31.01.2020

3.3.1 Theoretical Instruction

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

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

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

Lesson	1	• Welcome • Introduction of inspector team • Introduction of FOCA and the section SBFP
	2	• The duty and tasks of an examiner
	3	• GM/INFO Examination Guide • GM/INFO FOCA Examiner System
	4	• Legal matters
	5	• CRM
	6	• Hints & tips, share and exchange of experience
	7	• Examiner supervision and assessment of competence • Examiner revalidation • Administration
	8	• Forms
	9	• Most common mistakes -> QC
	10	• Requirements for checks
	11	• Preparation for a check
	12	• Practical training
	13	• RT & Airspace structure
	14	• Test & Questions

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

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

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

3.3.2 Practical instruction

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

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

- Helicopter examiner candidates shall be tutored by the assigned senior examiner.

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

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

Important:

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

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

3.3.3 Completion of Practical Instruction

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

3.4 Initial Assessment of Competence

Ch. 3.4 ISS 1 / REV 0 / 31.01.2020

After successful completion of the practical instruction in the respective category, the candidate shall pass an assessment of competence by an inspector from the competent authority, or a senior examiner specifically authorised to do so by the competent authority responsible for the examiner's certificate.

4 How to maintain Examiner Privileges

Ch. 4 ISS 1 / REV 0 / 31.01.2020

4.1 Revalidation

Ch. 4.1 ISS 1 / REV 5 / 10.01.2025

4.1.1 Aeroplane and Helicopter

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

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

4.1.2 Balloon and Sailplane

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

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

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

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

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

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

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

4.2 Renewal

Ch. 4.2 ISS 1 / REV 5 / 10.01.2025

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

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

4.2.1 Renewal Procedure:

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

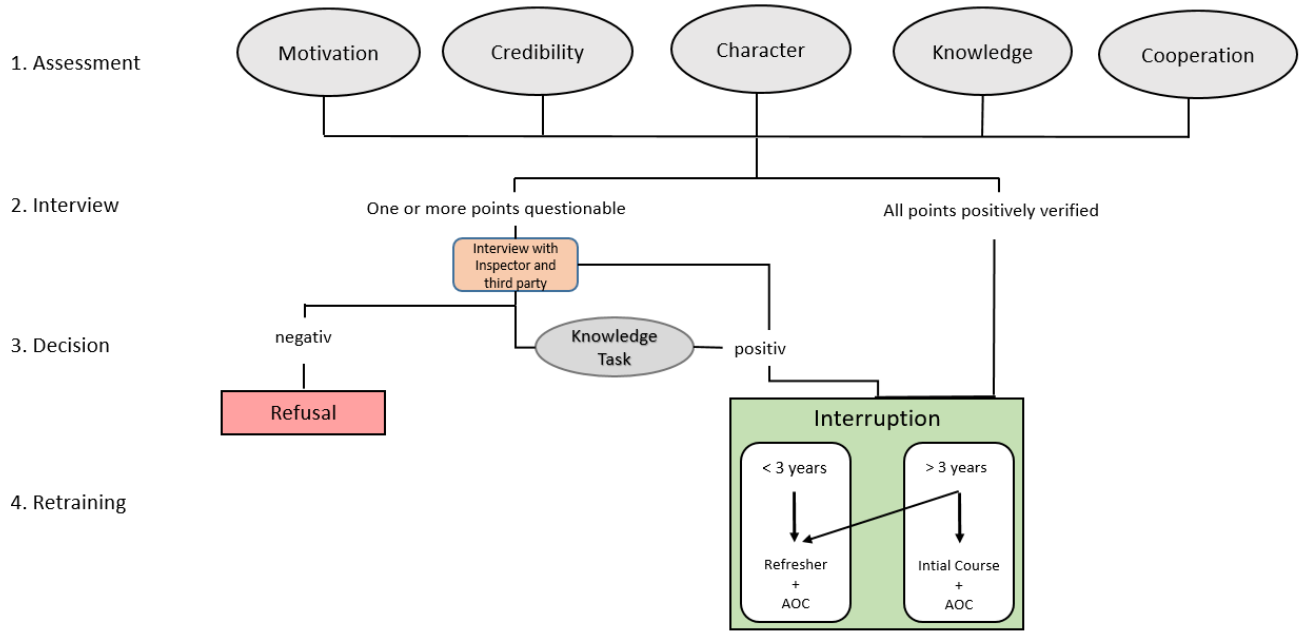
For renewal, an examiner shall send the following forms to SBFP:

- Examiner Assessment of Competence - form 67.930.

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

4.3 Process for Renewal of Examiner Certificate

Ch. 4.3 ISS 1 / REV 0 / 31.01.2020



4.4 Examiner Refresher Course

Ch. 4.4 ISS 1 / REV 0 / 31.01.2020

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

Lesson	1	• Welcome • Introduction of inspector team
	2	• News, new regulations, new forms, new procedures, Standard Radio Telephony, PANS-OPS/Airspace Structure
	3	• GM/INFO Examination Guide • GM/INFO FOCA Examiner System • Checklists, tools • Hints & tips, share and exchange of experience
	4	• Legal matters
	5	• Examiner supervision and assessment of competence • Examiner revalidation • Administration
	6	• Forms • Most common mistakes -> QC
	7	• Practical training
	8	• Test & questions
	9a	• Instuctor AoC for TRI/SFI (if applicable)
	9b	• Instructor AoC according SFCL/BFCL (if applicable)

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

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

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

5 Additional Examiner Privileges

Ch. 5 ISS 1 / REV 0 / 31.01.2020

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

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

6 FOCA Defined Requirements

Ch. 6 ISS 1 / REV 0 / 31.01.2020

FOCA applies the following procedures, definitions and requirements.

6.1 Further Licences or Certificates

Ch. 6.1 ISS 1 / REV 0 / 31.01.2020

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

6.2 Extension to Further Types

Ch. 6.2 ISS 1 / REV 0 / 31.01.2020

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

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

6.3 Valid IR for SFEs

Ch. 6.3 ISS 1 / REV 0 / 31.01.2020

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

7 Limitations and Revocation

Ch. 7 ISS 1 / REV 0 / 31.01.2020

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

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

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

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

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

8 Costs and Remuneration

Ch. 8 ISS 1 / REV 0 / 31.01.2020

8.1 General

Ch. 8.1 ISS 1 / REV 0 / 31.01.2020

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

8.2 Education and Training Costs for Examiners

Ch. 8.2 ISS 1 / REV 0 / 31.01.2020

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

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

Education costs SPA (A) (H)	
Initial course 2 days	CHF 600
Supervision, per session	CHF 400 + Travel expenses *
AoC, per session	CHF 400 + Travel expenses *
license entry	CHF 100

Education costs Sailplane & Balloon	
Initial course 2 days	CHF 200
Supervision, per session	CHF 200 + Travel expenses *
AoC, per session	CHF 200 + Travel expenses *
license entry	CHF 100

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

*) travel expenses flat rate within Switzerland: CHF: 100