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Federal Office of Civil Aviation FOCA
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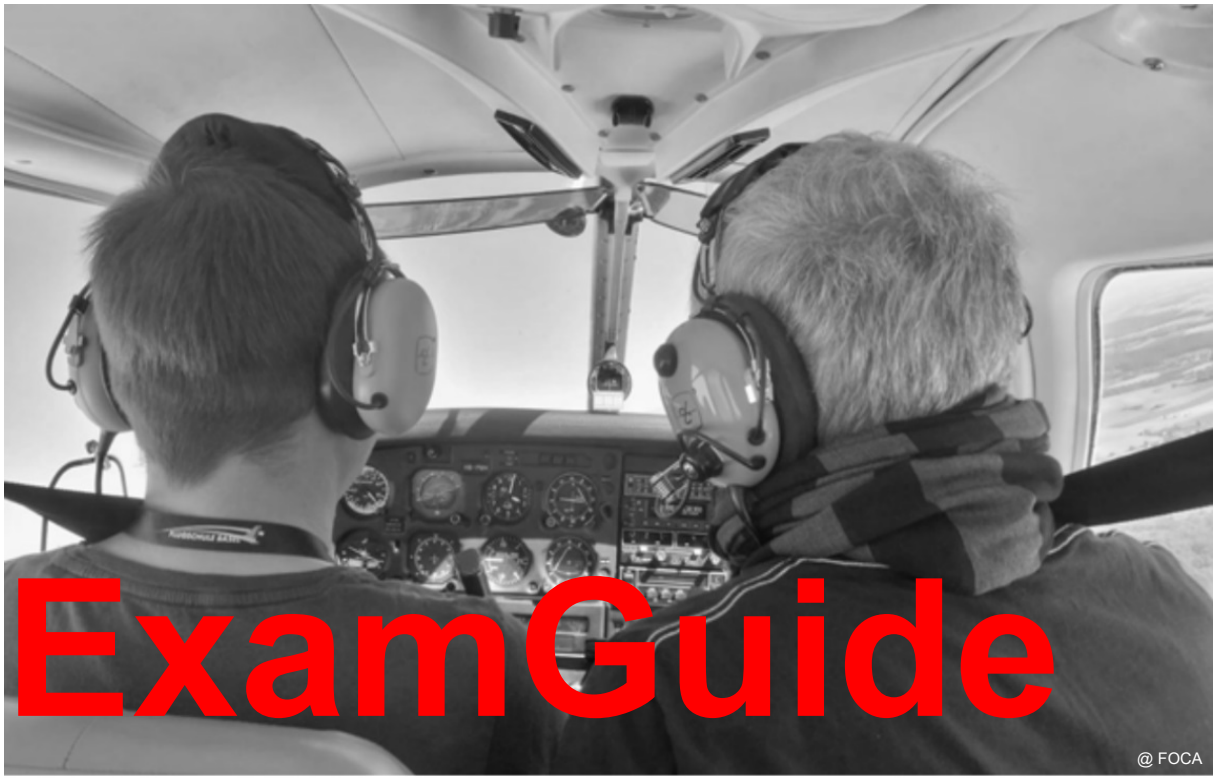
FOCA GM/INFO

Guidance Material / Information

Examination Guide Aeroplane



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List of Effective Chapters

CP	ISS 3 / REV 7 / 01.09.2026	Ch. 6	ISS 1 / REV 0 / 31.01.2020
LoA	ISS 3 / REV 0 / 27.04.2021	Ch. 6.1	ISS 1 / REV 0 / 31.01.2020
ToC	ISS 1 / REV 0 / 31.01.2020	Ch. 6.2	ISS 1 / REV 0 / 31.01.2020
Ch. 0	ISS 1 / REV 0 / 31.01.2020	Ch. 6.3	ISS 1 / REV 0 / 31.01.2020
Ch. 0.1	ISS 3 / REV 4 / 28.02.2023	Ch. 6.4	ISS 3 / REV 4 / 28.02.2023
Ch. 0.2	ISS 1 / REV 0 / 31.01.2020	Ch. 6.5	ISS 3 / REV 4 / 28.02.2023
Ch. 0.3	ISS 1 / REV 0 / 31.01.2020	Ch. 6.6	ISS 3 / REV 1 / 07.12.2021
Ch. 0.4	ISS 3 / REV 6 / 01.11.2025	Ch. 6.7	ISS 1 / REV 0 / 02.03.2020
Ch. 0.5	ISS 1 / REV 0 / 31.01.2020	Ch. 6.8	ISS 1 / REV 0 / 31.01.2020
Ch. 1	ISS 1 / REV 0 / 31.01.2020	Ch. 6.9	ISS 3 / REV 1 / 07.12.2021
Ch. 1.1	ISS 1 / REV 0 / 31.01.2020	Ch. 6.10	ISS 3 / REV 0 / 27.04.2021
Ch. 1.2	ISS 3 / REV 0 / 27.04.2021	Ch. 6.11	ISS 3 / REV 0 / 27.04.2021
Ch. 1.3	ISS 3 / REV 0 / 27.04.2021	Ch. 6.12	ISS 3 / REV 4 / 28.02.2023
Ch. 1.4	ISS 1 / REV 0 / 31.01.2020	Ch. 6.13	ISS 1 / REV 0 / 31.01.2020
Ch. 1.5	ISS 1 / REV 0 / 31.01.2020	Ch. 6.14	ISS 3 / REV 6 / 01.11.2025
Ch. 1.6	ISS 3 / REV 1 / 31.01.2020	Ch. 7	ISS 1 / REV 0 / 31.01.2020
Ch. 1.7	ISS 3 / REV 2 / 07.03.2022	Ch. 7.1	ISS 3 / REV 0 / 27.04.2021
Ch. 1.8	ISS 3 / REV 0 / 27.04.2021	Ch. 7.2	ISS 1 / REV 0 / 31.01.2020
Ch. 1.9	ISS 1 / REV 0 / 31.01.2020	Ch. 7.3	ISS 3 / REV 0 / 27.04.2021
Ch. 1.10	ISS 1 / REV 0 / 31.01.2020	Ch. 7.4	ISS 3 / REV 4 / 28.02.2023
Ch. 1.11	ISS 1 / REV 0 / 31.01.2020	Ch. 7.5.	ISS 3 / REV 4 / 28.02.2023
Ch. 1.12	ISS 1 / REV 0 / 31.01.2020	Ch. 7.6	ISS 3 / REV 6 / 01.11.2025
Ch. 1.13	ISS 3 / REV 0 / 27.04.2021	Ch. 8	ISS 1 / REV 0 / 31.01.2020
Ch. 1.14	ISS 3 / REV 7 / 01.09.2026	Ch. 8.1	ISS 3 / REV 6 / 01.11.2025
Ch. 1.15	ISS 3 / REV 5 / 01.07.2024	Ch. 8.2	ISS 3 / REV 0 / 27.04.2021
Ch. 1.16	ISS 3 / REV 4 / 28.02.2023	Ch. 8.3	ISS 3 / REV 5 / 01.07.2024
Ch. 1.17	ISS 1 / REV 0 / 31.01.2020	Ch. 8.4	ISS 3 / REV 4 / 28.02.2023
Ch. 1.18	ISS 3 / REV 0 / 27.04.2021	Ch. 8.5	ISS 1 / REV 0 / 31.01.2020
Ch. 1.19	ISS 3 / REV 0 / 27.04.2021	Ch. 8.6	ISS 3 / REV 6 / 01.11.2025
Ch. 1.20	ISS 3 / REV 0 / 27.04.2021	Ch. 9	ISS 3 / REV 0 / 27.04.2021
Ch. 1.21	ISS 3 / REV 1 / 07.12.2021	Ch. 10	ISS 3 / REV 0 / 27.04.2021
Ch. 1.22	ISS 3 / REV 5 / 01.07.2024	Ch. 10.1	ISS 3 / REV 0 / 27.04.2021
Ch. 1.23	ISS 3 / REV 6 / 01.11.2025	Ch. 10.2	ISS 3 / REV 0 / 27.04.2021
Ch. 1.24	ISS 3 / REV 7 / 01.09.2026		
Ch. 2	ISS 3 / REV 7 / 01.09.2026		
Ch. 2.1	ISS 3 / REV 7 / 01.09.2026		
Ch. 3	ISS 3 / REV 4 / 28.02.2023		
Ch. 3.1	ISS 3 / REV 5 / 01.07.2024		
Ch. 3.2	ISS 3 / REV 4 / 28.02.2023		
Ch. 3.3	ISS 3 / REV 4 / 28.02.2023		
Ch. 3.4	ISS 3 / REV 4 / 28.02.2023		
Ch. 3.5	ISS 3 / REV 1 / 07.12.2021		
Ch. 4	ISS 3 / REV 4 / 28.02.2023		
Ch. 5	ISS 3 / REV 0 / 27.04.2021		
Ch. 5.1	ISS 3 / REV 0 / 27.04.2021		
Ch. 5.2	ISS 3 / REV 0 / 27.04.2021		
Ch. 5.3	ISS 3 / REV 4 / 28.02.2023		

List of Abbreviations

LoA ISS 3 / REV 0 / 27.04.2021

The following abbreviations are within this GM/INFO:

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

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
MPO	Multi Pilot Operation
MPA	Multi Pilot Aeroplane
MPH	Multi Pilot Helicopter
MPL	Multi Pilot License
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 License
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 License
SPO	Single Pilot Operation
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.

Table of Contents (ToC)

ToC ISS 1 / REV 0 / 31.01.2020

0 Introduction 1

0.1 Legal References 1

0.2 Purpose of this GM/INFO 1

0.3 Scope 1

0.4 Terms and Conditions 2

0.5 Responsibilities 2

1 General 3

1.1 Licensing Authority 3

1.2 Vested Interests of the Examiner 3

1.3 Right of Appeal Procedure 4

1.4 Examination Notification - FLEXCO 4

1.5 Record Keeping 4

1.6 Training and Examination 4

1.7 Liability of the Examiner 4

1.8 Language Proficiency 5

1.9 Operational Rules 5

1.10 Use of FSTD for Testing and Checking 5

1.11 Weather Minimum 5

1.12 Examiner Duty Limits 5

1.13 Logbook Entries 5

1.14 Hand Entry in License 6

1.15 Temporary Permissions 6

1.16 Requirement to hold a Medical Certificate 6

1.17 Operational Suitability Data Considerations 6

1.18 Conversion of 3rd country licenses and ratings 7

1.19 Acceptance of 3rd country ratings into an existing EASA FCL license 7

1.20 Renewal in case of continuous activity in a 3rd country 7

1.21 IR Checks after training in a 3rd country 7

1.22 Safety Criteria to be observed if Skill Tests / License Proficiency Checks are conducted in an Aircraft instead of a Synthetic Training Device (FFS/FSTD) 8

1.22.1 General 8

1.22.2 Application to FOCA - SPA Check Flight in the Aircraft 9

1.22.3 Additional Guidance for Risk Mitigation 9

1.23 Cruise Relief Co-pilot 10

1.24 Flight Examination Checklist 10

2 Digital License Application System dLis 11

2.1 Description 11

3 Competency Based Assessement 13
3.1 Introduction 13
3.2 Competencies 14
3.3 Competency based Assessment 15
3.4 Facilitated Debriefing 20
3.5 FOCA Forms 20
4 Test or Check Assessment Criteria 21
5 Repetition Rules 22
5.1 LAPL / PPL Skill Test 22
5.2 CPL Skill Test / IR Skill Test 22
5.3 Class- and Type Rating skill test and proficiency check, ATPL and MPL skill test 23
6 License, Rating Skill Tests and AoC for Intructor Certificates 24
6.1 LAPL(A) Skill Test 25
6.2 PPL(A) Skill Test 28
6.3 CPL(A) Skill Test 31
6.4 ATPL(A) Skill Test 34
6.5 MPL(A) Skill Test 37
6.6 IR(A) Skill Test 40
6.7 CB-IR(A) Skill Test - Following a Training Course in an ATO 43
6.8 CB-IR(A) Skill Test – Conversion of a 3rd country IR 46
6.9 BIR Skill Test 49
6.10 SPA CR or TR Skill Test (Except HPA-Complex) 52
6.11 SPA HPA-Complex TR Skill Test 55
6.12 MPA TR Skill Test 58
6.13 MOU(A) Skill Test 61
6.14 Instructor Initial Assessment of Competence (AoC) 64
7 Revalidation Proficiency Check and AoC for Instructors 68
7.1 SPA CR or TR Revalidation Proficiency Check (Except HPA-Complex) 69
7.2 IR(A) Revalidation Proficiency Check – Standalone 72
7.3 SPA HPA-Complex TR Revalidation Proficiency Check 75
7.4 MPA TR Revalidation Proficiency Check 78
7.5 MPA TR EBT Revalidation for Operators with Base Line EBT Approval 80
7.6 Instructor Revalidation 82
8 Renewal Proficiency Check and AoC for Instructors 87
8.1 SPA CR or TR Renewal Proficiency Check (except HPA-Complex) 88

8.2 SPA HPA-Complex TR Renewal Proficiency Check....91
8.3 MPA TR Renewal Proficiency Check....94
8.4 MPA TR EBT Renewal for Operators with a Base Line EBT Approval....97
8.5 MOU Renewal....100
8.6 Instructor Renewal....101

9 Instructor Class and Type Extensions....106

10 Appendices....107

10.1 Appendix 1 «Generic Single Pilot (A) Examiner Test Preparation Checklist»....108
10.2 Appendix 2 «Generic Multi Pilot (A) Examiner Test Preparation Checklist»....109

0 Introduction

Ch. 0 ISS 1 / REV 0 / 31.01.2020

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

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

0.1 Legal References

Ch. 0.1 ISS 3 / REV 4 / 28.02.2023

Commision Regulation (EU) No 1178/2011:

- Annex I (Part-FCL)
- Appendicies 4, 7 and 9 to Annex I
- Annex IV (Part-MED)

0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 0 / 31.01.2020

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

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

0.3 Scope

Ch. 0.3 ISS 1 / REV 0 / 31.01.2020

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

0.4 Terms and Conditions

Ch. 0.4 ISS 3 / REV 6 / 01.11.2025

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 organisation/ operator, examiners, instructors and candidates.

1 General

Ch. 1 ISS 1 / REV 0 / 31.01.2020

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

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

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

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

1.1 Licensing Authority

Ch. 1.1 ISS 1 / REV 0 / 31.01.2020

According to MED.A.010 in conjunction with FCL.001, the licensing Authority is determined to be the competent Authority of the Member State issuing the license or to which a person applies for the issue of a license.

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

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

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

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

1.2 Vested Interests of the Examiner

Ch. 1.2 ISS 3 / REV 0 / 27.04.2021

Examiners shall only conduct examination where their independence is not in doubt and when they are free of conflict of interest. In any case they may not take skill tests whenever they have been involved, as flight instructor, in more than 25% of the candidate's flight instruction. It is recommended that in such cases those 25% should not be concentrated in the later stages, especially not in the examination preparation phase.

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

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

1.3 Right of Appeal Procedure

Ch. 1.3 ISS 3 / REV 0 / 27.04.2021

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

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

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

1.4 Examination Notification - FLEXCO

Ch. 1.4 ISS 1 / REV 0 / 31.01.2020

FLEXCO is the tool used by FOCA to achieve its oversight obligations. All examinations (skill tests, proficiency checks or assessements of competence) shall be notified at least 48 hours in advance on www.flexco.bazl.admin.ch. For CR/TR skill tests or proficiency checks, a change of examiner before the event is permitted, provided that the 48 hours period was complied within the original notification.

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 the planned date or time of a test or check changes, the FLEXCO notification has to be adapted accordingly.

If dLIS is used, a flexco notification is not required. Refer to Digital License Application System dLIS

1.5 Record Keeping

Ch. 1.5 ISS 1 / REV 0 / 31.01.2020

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

1.6 Training and Examination

Ch. 1.6 ISS 3 / REV 1 / 31.01.2020

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

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

1.7 Liability of the Examiner

Ch. 1.7 ISS 3 / REV 2 / 07.03.2022

Training and checking shall always be strictly separated. As foreseen in (EU) 1178/2011 (Air Crew Regulation), "the examiner shall take no part in the operation of the aircraft except where intervention is necessary according the check program or in the interests of safety or to avoid unacceptable delay to other traffic".

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

1.8 Language Proficiency

Ch. 1.8 ISS 3 / REV 0 / 27.04.2021

General

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

IFR

For any skill test, proficiency check or assessment of competence where a part is done under IFR, a valid Language Proficiency endorsement in English is required by the candidate and the examiner.
For further information visit the AIC 008/2017 A.

1.9 Operational Rules

Ch. 1.9 ISS 1 / REV 0 / 31.01.2020

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

1.10 Use of FSTD for Testing and Checking

Ch. 1.10 ISS 1 / REV 0 / 31.01.2020

If FSTDs are used during testing or checking, the suitability of the FSTDs used shall be verified against the applicable ‘Table of functions and subjective tests’ and the applicable ‘Table of FSTD validation tests’ contained in the primary reference document applicable for the device used. All restrictions and limitations indicated on the device's qualification certificate shall be considered.

1.11 Weather Minimum

Ch. 1.11 ISS 1 / REV 0 / 31.01.2020

If no specific weather minimum is prescribed, it shall not be less than what is prescribed in SERA, in the relevant OPS rules, and in the applicable national requirements. While the weather during the examination shall be compatible with the level of experience of the candidate and the equipment of the aeroplane, 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 (e.g. CPL or IR).

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

1.12 Examiner Duty Limits

Ch. 1.12 ISS 1 / REV 0 / 31.01.2020

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

As a recommendation, not more than 2 tests or checks 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.

1.13 Logbook Entries

Ch. 1.13 ISS 3 / REV 0 / 27.04.2021

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

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

Details of tests and checks shall be endorsed and signed by the examiner in the “Remarks and Endorsements” column of the EASA compliant logbook. Pages of not FOCA-authorised electronic

logbooks have to be printed and signed by the candidate prior to the test/check. The examiner will endorse and sign the test or check details on these copies.

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

Format of the record:

AMC1 FCL.050: «… details of flights flown under commercial air transport may be recorded in a computerised format maintained by the operator. In this case an operator should make the records of all flights operated by the pilot, including differences and familiarisation training, available upon request to the flight crew member concerned…»

1.14 Hand Entry in License

Ch. 1.14 ISS 3 / REV 7 / 01.09.2026

All EASA certified examiners are allowed to make hand entries in FOCA issued licenses. Hand entries are only allowed for the revalidation of class, type or instrument rating, and language proficiency. Hand entries should only be made when operationally necessary.

1.15 Temporary Permissions

Ch. 1.15 ISS 3 / REV 5 / 01.07.2024

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. Any limitations required by the Aircrew Regulation or the OSD shall be entered in the Temporary Permission.

The following limitations may apply:

- only valid when base training completed
- limited to operator (e.g. ZFTT, LIFUS acc. OSD)
- with TRI only (e.g. SOE acc. OSD)
- with qualified pilot only (e.g. PC-24)
- Language Proficiency not demonstrated

Temporary Permissions may only be issued by FOCA certified examiners to holders of a Swiss license.

No Temporary Permission may be issued in case of a license issue, conversion, validation or when the theoretical knowledge examination has been passed in another EASA Member State.

1.16 Requirement to hold a Medical Certificate

Ch. 1.16 ISS 3 / REV 4 / 28.02.2023

In regard to Part-FCL examinations an examiner must hold at least a valid class 2 medical certificate to conduct examinations in aeroplane, including when acting from the jump seat or similar.

For CPL Skill tests the examiner must have a valid medical class 1.

No medical certificate for an examiner is required, when conducting examinations in a simulator.

The candidate must hold a valid medical certificate when the examination is conducted in an aeroplane. When conducted in a FSTD, the candidate or assisting pilot should normally hold a medical certificate. If this is not the case, the examiner shall understand the reason behind and make the candidate aware that he can not use this fact as a justification for inadequate performance. An assisting pilot without a medical shall only act in a FSTD if there is no negative influence to the conduct of the test/check.

1.17 Operational Suitability Data Considerations

Ch. 1.17 ISS 1 / REV 0 / 31.01.2020

Operational Suitability Data (OSD) are established by aeroplane manufacturers as a “training bridge” between aircraft certification requirements and aircrew licensing requirements, to ensure training adequacy. When an OSD is established for a particular aeroplane type, the OSD requirements shall be taken into account in the type training syllabus, as well as for the testing or checking process.

Specific OSD shall be requested from the specific aeroplane manufacturer, a list of which is available on the EASA website.

1.18 Conversion of 3rd country licenses and ratings

Ch. 1.18 ISS 3 / REV 0 / 27.04.2021

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

- All licenses may be converted into EASA Part-FCL PPL licenses in accordance with Article 9 of Commission Delegated Regulation (EU) 2020/723.
- To obtain an EASA CPL license, all the requirements of Part-FCL shall be met, except that the requirements of course duration, number of lessons and specific training hours may be reduced. Any credit shall be granted by FOCA, based on a recommendation of an ATO. The same rule applies to obtain an additional rating.
- To obtain a Swiss EASA ATPL, holders of a 3rd country ATPL shall pass the ATP theory examination and the ATPL Skill Test shall be passed. Experience requirements and prerequisites as required by Part-FCL have to be fulfilled. No training is mandatory.

As a general rule, the 3rd country license and rating shall be valid and current. Additionally, as a license skill test is combined with a class or type rating skill test, the applicant shall either fulfill the experience requirements acc. to Article 10 of the Commission Delegated Regulation (EU) 2020/723 (100h on class or 500h on type) or have followed an EASA class or type rating course.

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

1.19 Acceptance of 3rd country ratings into an existing EASA FCL license

Ch. 1.19 ISS 3 / REV 0 / 27.04.2021

A valid class or type rating contained in a license issued by a third country may be inserted in a license issued in accordance with Article 10 or Commission Delegated Regulation (EU) 2020/723, provided that the applicant:

a) complies with the experience requirements and the prerequisites for the issue of the applicable type or class rating in accordance with Part-FCL;
b) passes the relevant skill test for the issue of the applicable type or class rating in accordance with Part-FCL;
c) is in current flying practice; and
d) has no less than:
    i. for aeroplane class ratings, 100 hours of flight experience as a pilot in that class; and
    ii. for aeroplane type ratings, 500 hours of flight experience as a pilot in that type.

1.20 Renewal in case of continuous activity in a 3rd country

Ch. 1.20 ISS 3 / REV 0 / 27.04.2021

Holders of a class/type rating or valid IR on a pilot license issued by a third country in accordance with Annex 1 to the Chicago Convention shall be exempted to complete a refresher training at an ATO provided they are entitled to exercise the privileges of that rating.

Proof of evidence shall be attached to the documentation.

1.21 IR Checks after training in a 3rd country

Ch. 1.21 ISS 3 / REV 1 / 07.12.2021

When the training for the instrument rating (IR) took place in a 3rd country the IR skill test shall be taken in one of the Member States.

1.22 Safety Criteria to be observed if Skill Tests / License Proficiency Checks are conducted in an Aircraft instead of a Synthetic Training Device (FFS/FSTD)

Ch. 1.22 ISS 3 / REV 5 / 01.07.2024

1.22.1 General

A fundamental aspect of safety is to use synthetic training devices (FFS/FSTD) for abnormal and emergency training and checking. Training and check flights involving practice abnormal and emergency procedures in the aircraft increase the accident risk significantly.

The examiner is responsible to mitigate this increased accident risk whenever a check flight is conducted in the aircraft.

EASA Appendix 9 (A) (1) and the associated guidance material define the situations where the aircraft can be used for check flights (in the following, “check flights” refer to skill test or license proficiency checks):

Aircraft Category	Subcategory	Check shall be conducted in	Justified exception	Prior Approval by FOCA required
MPA	Not applicable	FFS	If no FFS exists	Yes
SPA	Non-complex and non-high-performance aircraft	Aircraft	Not applicable	No
SPA	High-performance or high-performance-complex aircraft	FFS (if existing); else combination FSTD (if existing) and aircraft	If FFS/FSTD not available or accessible according to examiner	Refer to chapter 1.22.2

Availability and accessibility criteria are determined according to the definitions in GM5 FCL.010.

FOCA will assess the eligibility of the request based on the following:

- EASA Appendix 9(A)(1);
- Availability and accessibility criteria below; and
- Efficiency of the proposed mitigations, which may include alternating the use of FSTD and aircraft for successive checks.
- For operators with an Air Operator Certificate: if the use of FSTD has been defined for training and checking in the approved operator OM D, skill tests and license proficiency checks shall be conducted according to the OM D.

Availability (SP Aeroplane)

The FSTD is typically considered available by FOCA if it meets the following criteria:

- Has an EASA or EASA MS approval certificate;
- Is located in the ICAO region EUR;
- Is the same type variant as the aircraft generally flown by the candidate; and
- The variant must also be familiar to the examiner.

Accessibility (SP Aeroplane)

Based on the current FSTD market situation, a FSTD is typically considered accessible by FOCA if it meets the following criteria:

- A dry lease user agreement betweeen the FSTD operator and examiner/candidate is possible;
- Sessions can normally be booked within a reasonable timeframe (for LPC, typically three months; for OPC, typically six months); and
- During acceptable working hours.

1.22.2 Application to FOCA - SPA Check Flight in the Aircraft

If an operator wishes to conduct a SPA check flight or part of a check flight in the aircraft, based on the fact that the FFS/FSTD is not 'accessible' and/or ‘available’, the examiner shall:

- Conduct a risk assesment and mitigation (refer to 1.22.3 for guidance) and archive it in his records; and
- Fill out form 60.527 and submit no later than 14 days prior to the planned check flight.

Submission

Type of Check	Email address	Title
ST or LPC only	pel-inspector@bazl.admin.ch	*ST/LPC on the Aircraft / AC Type / Proposed Date / Pilot Name and License Number / Examiner Name*
ST or LPC combined with OPC	pel-inspector@bazl.admin.ch (Note: SBFP will liaise and coordinate with the Assigned AOC Inspector SBOC).	*ST/LPC and OPC on the Aircraft / AC Type / Proposed Date / Pilot Name and License Number / Examiner Name*
OPC only	Email the Assigned AOC Inspector SBOC. The operator OM D applies.	*OPC on the Aircraft / AC Type / Proposed Date / Pilot Name and License Number / Examiner Name*

1.22.3 Additional Guidance for Risk Mitigation

If the aircraft operator is an organisation, it shall conduct a risk assessment according to its Safety Management System provisions and mitigate any additional risk to an acceptable level.

In case of a private operator, in any case, the proposed mitigation must be acceptable and endorsed by the examiner. In such cases FOCA Form 60.527 is to be used.

Typical check items increase the risk exposure of the flight in areas such as:

- Airborne collision;
- Aircraft upset;
- Excursion;
- Obstacle collision in flight; or
- Terrain collision.

As a first step, the items flown in the aircraft and considered a higher risk shall be extracted from the proposed check profile. In typical SPA check profiles, FOCA would expect at least a mitigation of items that:

- Put an increased cognitive, workload or handling demand on both the pilot under check and the examiner; and
- Simultaneously exposes the flight to one of the risks listed above.

As a second step, appropriate mitigations shall be introduced in a risk matrix format. Any risk matrix may be used.

The mitigations can typically be in the form of height, speed, weather, terrain considerations or other measures.

The request shall reflect the proposed safety mitigations and shall be signed by the operator and the examiner.

1.23 Cruise Relief Co-pilot

Ch. 1.23 ISS 3 / REV 6 / 01.11.2025

Whenever a FOCA certified examiner takes a skill test or proficiency check of a cruise relief co-pilot, first advise the respective MPA inspector of FOCA to determine which item of the FOCA Form 60.530 have to be fulfilled.

FOCA does not accept any hand entries in copilot licences which are restricted to “cruise relief co-pilot”.

Different abreviations may be used by other NAA’s to indicate such a restriction in the licence (i.e. CRCOP or CCOP).

1.24 Flight Examination Checklist

Ch. 1.24 ISS 3 / REV 7 / 01.09.2026

Please refer to

- ➔ 10.1 Appendix 1 «Generic Single Pilot (A) Examiner Test Preparation Checklist»; or
- ➔ 10.2 Appendix 2 «Generic Multi Pilot (A) Examiner Test Preparation Checklist»

at the end of this GM/INFO.

2 Digital License Application System dLis

Ch. 2 ISS 3 / REV 7 / 01.09.2026

2.1 Description

Ch. 2.1 ISS 3 / REV 7 / 01.09.2026

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

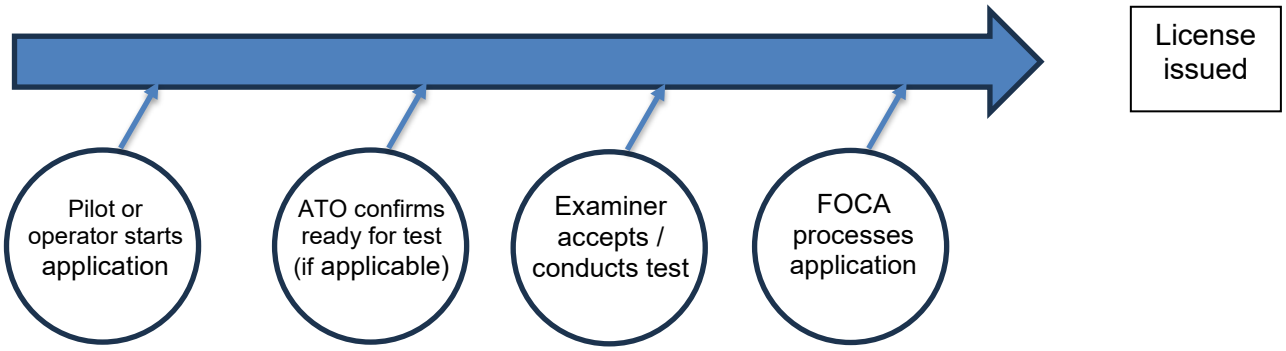
- Simplification of the application using a single standalone system (dLIS);
- Avoidance of paper and duplication of information;
- Avoidance of errors prior to submission and efficiency gain.

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

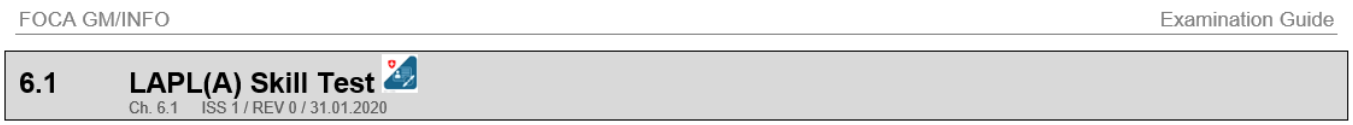
For examiners dLIS presents the following benefits:

- 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 Competency Based Assessement

Ch. 3 ISS 3 / REV 4 / 28.02.2023

3.1 Introduction

Ch. 3.1 ISS 3 / REV 5 / 01.07.2024

The Safety Paradox

In recent years, the quality and reliability of aircraft and airspace equipment has improved significantly. There is also no doubt that aviation training in Switzerland is carried out by highly qualified and motivated instructors.

Nevertheless, the safety record shows many sensational accidents in which qualified pilots with perfectly functioning equipment fail in unexpected situations. The problem is particularly acute in general aviation, where the accident rate is thirty times higher than in commercial aviation.

Why is traditional training and checking failing?

Legacy training is traditionally ‘quantitative and task based’. Typically, a pilot wishing to achieve a rating or license has to undergo a pre-defined training program. Often this program is expressed in number of hours or completing specific tasks within certain limits. Much of this system is determined by the testing requirements of the Competent Authority and EASA, which is today essentially ‘task-based’.

Example: During an IR proficiency check, the ILS must be flown within 1 dot lateral tolerance. This typical statement in the regulations is quantitative (1 dot deviation) and task based (an ILS must be flown during the check).

In principle, there is nothing wrong with that; however, this method is obviously not sufficient to avoid accidents.

In recent years, significant research was conducted to improve the effectiveness of training and assessment methods. With a competency-based training program, the focus of training and checking is to ensure that the pilot is equipped with the competencies to be safe, effective and efficient in flight operations. This requires an evaluation of training needs by the ATO/DTO, as well as consideration of the pilot progress through a feedback loop. In order to assess progress, a competency model is required.

Definition

A competency consists of a unique combination of:

- **Knowledge** includes theory and concepts, as well as tacit knowledge gained as the result of the experience of performing certain tasks;
- **Skills** refer to a level of performance: accuracy and speed in performing particular tasks; and
- **Attitude,** such as individual character, talents, human traits, perceptions, or qualities that drive someone to act or react in a certain way under certain circumstances.

While knowledge and skills can be measured directly by an examiner, attitude can only be assessed indirectly through the Observable Behaviours (OB) of the candidate.

Competencies assess the ability of the pilot to manage threats and errors. The following is assumed:

- **Threats** are external events, such as weather, technical or other issues, which complicate the work of the pilot, and must be managed efficiently to avoid a degradation of safety.
- **Errors** will occur by virtue of human nature. It is therefore essential to focus on the efficiency of the pilot to recover from errors (his own and those caused by others).

Regulations

ICAO first, than more recently EASA, have published a concept for Competency Based Training and Assessment (CBTA). It is now widely used in airlines applying EBT programs, but can also serve as a reference framework in all fields of pilot training and checking.

FOCA encourages examiners to familiarize themselves with the competency framework described in this document and to use it in the context of flight examinations.

From a regulatory perspective, FOCA forms reflect the EASA requirements, which are essentially quantitative and task-based.

However, when we refer to Appendix 9, which describes the requirements for skill and proficiency checks, there is a clear reference to airmanship aspects. It can therefore be inferred that the regulation also requires a competency-based assessment.

The great benefit of the competency framework is to be much more specific than a general statement, such as ‘poor airmanship displayed’. Most examiners are uncomfortable with failing a check based on this statement alone, which they perceive as subjective. In fact, it will no longer be subjective, when formalized with the competency framework described below.

3.2 Competencies

Ch. 3.2 ISS 3 / REV 4 / 28.02.2023

The framework includes nine competencies.

Four of them are technical:

- Application of knowledge (KNO);
- Application of procedures and compliance with regulations (PRO);
- Aeroplane flight path management manual control (FPM); and
- Aeroplane flight path management automation (FPA).

Five of them are non-technical and deal with human factors and CRM:

- Communication (COM);
- Leadership & teamwork (LTW);
- Problem-solving and decision-making (PSD);
- Situation awareness and management of information (SAW); and
- Workload management (WLM).

Each of the EASA defined competencies below is spontaneously familiar to examiners. It formalizes something that always existed.

Competencies are than further associated with characteristic Observable Behaviours (OB) of the pilot. These OBs will help the examiner to allocate which competency needs further training.

3.3 Competency based Assessment

Ch. 3.3 ISS 3 / REV 4 / 28.02.2023

Note: This section shall be desregarded by all operators with a mixed EBT or EBT approval.

The main role of an examiner is to observe pilot actions to assess knowledge and skills first.

Additionally, attitude is assessed as well through the decision anchors of competencies (see table below).

The following technique is is one possible method during checking session. The acronym ORCA is used:

- **O**bserve performance (behaviours) during the flight; and
- **R**ecord details of effective and ineffective performance (behaviours) observed during the flight (notes) – focus on deviations from expectations.

At a suitable time (inflight or post-flight depending on context):

- **C**lassify observations against the selected competency; and
- **A**ssess the performance by determining the **root cause(s)** according to the decision anchors of competencies.

To grade a competency, the examiner should assess:

- **what was the outcome** of the threat and error management TEM;
- **how well** the flight crew member demonstrated the OB(s) when they were required; and
- **how often** the flight crew member demonstrated the OB(s) when they were required.

Note: A Grade 5 stands for outstanding performance in the competence concerned.

Decision Anchors of Competencies

Application of knowledge (KNO)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	No use of common sense approach to deal with technical problems, i.e. without reference to checklists, manuals, etc. Unsure or uncertain operation of aircraft systems in normal situations leading to unsafe conditions. Shows critical lack of technical knowledge in understanding of one or more major technical systems. Improper use of checklist. Unable to combine theoretical knowledge to practicable operation. Unable to retrieve correct information from technical documentation.	Unsure operation of aircraft systems in abnormal and emergency situations but never compromising aircraft safety. Showing small deficiencies in technical knowledge but safety is never endangered.	Demonstrates practical and applicable knowledge of limitations and systems and their interaction. Demonstrates required knowledge of published operating instructions. Demonstrates knowledge of the physical environment, the air traffic environment including routings, weather, airports and the operational infrastructure. Demonstrates appropriate knowledge of applicable legislation. Knows where to source required information. Demonstrates a positive interest in acquiring knowledge. Is able to apply knowledge effectively.	Able to use all aircraft systems under all operational conditions without errors. Shows technical knowledge well above average.

Application of procedures and compliance with regulations (PRO)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Deliberately violates SOP's whereby endangering the safety of the flight. Misunderstands the application of procedures and compliance of regulations. Is unable to retrieve correct information.	Show some small lack of understanding the application of procedures and compliance of regulations. Corrects deviations from procedures and compliance of regulations in timely manner without compromising the operation.	Identifies the source of operating instructions. Follows procedures and compliance of regulations unless a higher degree of safety dictates an appropriate deviation. Identifies and follows all operating instructions in a timely manner. Operates aircraft systems and associated equipment correctly. Complies with applicable regulations. Applies relevant procedural knowledge.	Knows and adheres to procedures and compliance of regulations without any deviation. Shows a very high comprehension and is able to apply knowledge to ensure a smooth and safe operation under all conditions.

Aeroplane flight path management manual control (FPM)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Letting the aircraft exceed basic flight parameters, flight limitations and tolerances without attempting to avoid or correct any exceedance due to lack of control input. Violent or aggressive control input to recover minor upset.	Sometimes close to exceeding limits but able to control/mitigate parameters, flight limitations and tolerances accordingly. Generally smooth flying, but tendency to over/under control. Positive landing.	Controls the aircraft manually with accuracy and smoothness as appropriate to the situation. Detects deviations from the desired aircraft trajectory and takes appropriate action. Contains the aircraft within the normal flight envelope. Controls the aircraft safely using only the relationship between aircraft attitude, speed and thrust. Manages the flight path to achieve optimum operational performance. Maintains the desired flight path during manual flight whilst managing other tasks and distractions. Selects appropriate level and mode of flight guidance systems in a timely manner considering phase of flight and workload.	Never exceeds basic flight parameters and flight limitations. Always ahead and anticipating aircraft movements. Exact and precise flight path control in all aspects with no corrections necessary.

Aeroplane flight path management automation (FPA)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Incorrect level of automation used i.e. insisting on manual flight in high workload situations with auto flight system available. Unable to use combinations of automation level without close monitoring and supervision.	Attempting to use incorrect level of automation, i.e. suggestion manual flight in situations not suitable for manual flight. Not able to use all combinations of automation level in reasonable time but positive control of the aircraft is not in doubt.	Controls the aircraft using automation with accuracy and smoothness as appropriate to the situation. Detects deviations from the desired aircraft trajectory and takes appropriate action. Contains the aircraft within the normal flight envelope. Manages the flight path to achieve optimum operational performance. Maintains the desired flight path during flight using automation whilst managing other tasks and distractions. Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload. Effectively monitors automation, including engagement and automatic mode transitions.	Always correct level of automation is used. Manual flight practiced when appropriate. Able to use all combinations of automation level without errors in execution.

Communication (COM)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Non standard phraseology used. Miss-communication allowed leading to undesired aircraft state (level bust, near miss). Use of voice pitch or strength leading to several misunderstandings. Not clearing up ambiguities with ATC.	Uses ICAO phraseology with minor errors as long communication is never in doubt.	Selects appropriately what, when, how and with whom to communicate. Conveys messages clearly, accurately and concisely. Listens actively when receiving information. Asks relevant and effective questions. Adheres to standard radiotelephone phraseology and procedures. Completes accurate reports as required by operating procedures.	Flawless and clear communication.

Leadership & teamwork (LTW)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Does not or only occasionally accept participation depending on mood. Not interested in feedback of others, reprehensive or dominant.	Accepts participation but do not actively promote it. Allows inputs and feedback but makes only partial use of it. Open communication and participation accepted but not encouraged.	Uses initiative and gives directions when required. Admits mistakes and takes responsibility. Carries out instructions when directed. Communicates relevant concerns and intentions. Gives and receives feedback constructively. Confidently intervenes when important for safety. Demonstrates empathy and shows respect and tolerance for other people. Addresses and resolves conflicts and disagreements in a constructive manner. Projects self-control in all situations.	Promotes participation actively. Encourages inputs and feedback. Open communication and participation welcome and encouraged.

Problem-solving and decision-making (PSD)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Does not systematically gather complete information related to problem definition/diagnosis. Fails to review causal factors. Decision rushed, not following the defined decision making process (e.g. PPAA, SPORDEC).	Gather partial information resulting in partial identification of a problem definition/diagnosis not always complete. Review of causal factors not consistently. Decision mainly following the defined decision making process (e.g. PPAA, SPORDEC).	Seeks accurate and adequate information from appropriate sources. Identifies and verifies what and why things have gone wrong. Employs proper problem-solving strategies. Uses appropriate and timely decision-making processes. Sets priorities appropriately. Identifies and considers options effectively. Monitors, reviews, and adapts decisions as required. Identifies and manages risks effectively. Improvises when faced with unforeseeable circumstances to achieve the safest outcome.	Gathers information systematically before identification/diagnosis of a problem is conducted. Reviews causal factors systematically. Decisions systematically and consistently performed according predefined decision making process (e.g. PPAA, SPORDEC)

Situation awareness and management of information (SAW)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Fails to consistently monitor system status. Does not acknowledge system entries and changes. Barely collects information on environment, no analyses. Poor anticipation based on lack of contingency strategies. Poor or late identification of possible/future problems and possible consequences.	Monitors system status most of the time. Collects information on environmental but does not systematically analyze gathered information. Anticipation only partially ensured in strategies. Identification of possible/future problems and possible consequences not systematically conducted.	Identifies and assesses accurately the state of the aircraft and its systems. Identifies and assesses accurately the aircraft's vertical and lateral position, and its anticipated flight path. Identifies and assesses accurately the general environment as it may affect the operation. Keeps track of time and fuel. Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected. Anticipates accurately what could happen, plans and stays ahead of the situation. Develops effective contingency plans based upon potential threats. Identifies and manages threats to the safety of the aircraft and people. Recognizes and effectively responds to indications of reduced situation awareness.	Monitors and reports changes in system status consistently. Acknowledges entries and system changes systematically. Systematically collects and analyses information on environment. Anticipation ensured in strategies. Identifies possible/future problems and related consequences systematically.

Workload management (WLM)	Grade 1 (fail)	Grade 2 (below standard)	Grade 3 (standard)	Grade 4 (above standard)
	Fails to take command and/or lead. Does not take initiative to ensure task completion. Impatient, does not allocate sufficient time to complete task. Does not prioritize operational tasks.	Occasional lack to take command and/or lead. Takes initiative to ensure task completion only occasionally. Does not systematically allocate sufficient time for task completion. Does not systematically prioritize tasks.	Maintains self-control in all situations. Plans, prioritizes and schedules tasks effectively. Manages time efficiently when carrying out tasks. Offers and accepts assistance and asks for help early. Reviews, monitors and cross-checks actions conscientiously. Verifies that tasks are completed to the expected outcome. Manages and recovers from interruptions, distractions, variations and failures effectively.	Takes command and/or lead if situation requires. Takes initiative to ensure task completion. Allocates sufficient time to complete tasks. Operational tasks systematically prioritized and properly managed to handle primary flight duties.

3.4 Facilitated Debriefing

Ch. 3.4 ISS 3 / REV 4 / 28.02.2023

Facilitation is a powerful examiner technique and encourages student learning. **It is therefore highly encouraged by FOCA in all phases of checking.** There are many workbooks on facilitation techniques. A well-facilitated debriefing has the following general characteristics:

- It is structured;
- It is candidate focused;
- It encourages candidate participation;
- The candidate does most of the talking and identifies his own strengths and weaknesses;
- Development needs relate to competencies, not tasks or events; and
- The examiner uses the debriefing to fine-tune his competency assessment.

3.5 FOCA Forms

Ch. 3.5 ISS 3 / REV 1 / 07.12.2021

FOCA forms will be amended in the future to include a competency based assessment section. This section will be used to report the quality of Threat and Error Management, highlighting good or poor airmanship by means of competencies.

When using his discretion to fail a check based on poor airmanship, the Examiner can use this section to specify details. This will also help with retraining requirements to achieve the required standard.

4 Test or Check Assessment Criteria

Ch. 4 ISS 3 / REV 4 / 28.02.2023

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

1. operate the aeroplane 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 aeroplane used;
2. complete all manoeuvres with smoothness and accuracy;
3. exercise good judgement and airmanship;
4. apply aeronautical knowledge;
5. maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;
6. understand and apply crew coordination and incapacitation procedures, if applicable; and
7. communicate effectively with the other crew members, if applicable.

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

5 Repetition Rules

Ch. 5 ISS 3 / REV 0 / 27.04.2021

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

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

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

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

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

5.1 LAPL / PPL Skill Test

Ch. 5.1 ISS 3 / REV 0 / 27.04.2021

Failure in any item of a section will cause the applicant to fail the entire section. If the applicant fails only 1 section, he/she shall repeat only that section. Failure in more than 1 section will cause the applicant to fail the entire test.
When the test needs to be repeated in accordance with the article above, failure in any section, including those that have been passed on a previous attempt, will cause the applicant to fail the entire test.

5.2 CPL Skill Test / IR Skill Test

Ch. 5.2 ISS 3 / REV 0 / 27.04.2021

An applicant shall pass all the relevant sections of the skill test. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only in one section shall only repeat the failed section. Failure in any section of the retest, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again. All relevant sections of the skill test shall be completed within 6 months. Failure to achieve a pass in all relevant sections of the test in two attempts will require further training. Further training may be required following any failed skill test. There is no limit to the number of skill tests that may be attempted.

5.3 Class- and Type Rating skill test and proficiency check, ATPL and MPL skill test

Ch. 5.3 ISS 3 / REV 4 / 28.02.2023

In the case of single-pilot aeroplanes, with the exception of single-pilot high performance complex aeroplanes, the applicant shall pass all sections of the skill test or proficiency check. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test or check again. Any applicant failing only one section shall take the failed section again. Failure in any section of the re-test or re-check including those sections that have been passed at a previous attempt will require the applicant to take the entire test or check again. For single-pilot multi-engine aeroplanes, section 6 of the relevant test or check, addressing asymmetric flight, shall be passed.

In the case of multi-pilot and single-pilot high performance complex aeroplanes, the applicant shall pass all sections of the skill test or proficiency check. Failure of more than five items will require the applicant to take the entire test or check again. Any applicant failing five or less items shall take the failed items again. Failure in any item on the re-test or re-check including those items that have been passed at a previous attempt will require the applicant to take the entire check or test again.

Note: Applicants who fail to pass the relevant section of an IR proficiency check before the expiry date of the IR shall exercise the IR privileges only if they have passed the IR proficiency check.

6 License, Rating Skill Tests and AoC for Intructor Certificates

Licensing Theory Examination taken outside Switzerland

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

Foreign Examiners

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

6.1 LAPL(A) Skill Test

Ch. 6.1 ISS 1 / REV 0 / 31.01.2020

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Aeroplane
Applicable class or type:	TMG, SEP (maximum 4 persons on board and 2'000 kg MTOM)
Required examiner certificate:	FE

Application

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

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

ATO/DTO Responsibilities

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

«Training LAPL (A) is completed»
Place and date
ATO/DTO name and approval/declaration number
HT name, license number and signature

Skill Test Program

The skill test program must include all items laid down in FOCA form 60.120.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test. FOCA recommends that the skill test consists of 2 different flights; the first flight is mainly normal operation, ending with a landing on an aerodrome other than the aeordrome normally used for training. The second flight (returning to the original aerodrome) includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break should be planned between the first and the second flight, or at least a full stop landing, to allow time for new cockpit set up and flight preparation for the second flight. There is no minimum flight time for the skill test; nevertheless, the navigation part shall have a duration of 30 minutes which allows the candidate to demonstrate his ability to complete a route with at least two identified waypoints.

Weather minima

At least 5 km of visibility and a ceiling higher than 1'500 ft AGL should be forecasted or expected for all parts of the flights.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- Medical certificate LAPL or class 1 or 2
- EASA compliant logbook
- Confirmation of LAPL(A) theory exam passed (the theory is valid for a period of 24 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges
- FOCA form 60.120 filled and signed

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

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

https://app02.bazl.admin.ch/web/bazl/de/#/facilities/search

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.120 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.120.

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

«Skill test LAPL(A) passed»
Class with variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.120 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.120.

The examiner informs the candidate about his right of appeal.

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

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

- Original FOCA form 60.120 skill test.

Repetition procedure after partial passed or failed LAPL (A) skill test

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

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

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

6.2 PPL(A) Skill Test

Ch. 6.2 ISS 1 / REV 0 / 31.01.2020

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Aeroplane
Applicable class or type:	TMG, SEP, MEP
Required examiner certificate:	FE

Application

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

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

ATO/DTO Responsibilities

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

«Training PPL (A) is completed»
Place and date
ATO/DTO name and approval/declaration number
HT name, license number and signature

Skill Test Program

The skill test program must include all items laid down in FOCA form 60.220.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test. FOCA recommends that the skill test consists of 2 different flights; the first flight is mainly normal operation, ending with a landing on an aerodrome other than the aerodrome normally used for training. The second flight (returning to the original aerodrome) includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break should be planned between the first and the second flight, or at least a full stop landing, to allow time for new cockpit set up and flight preparation for the second flight. There is no minimum flight time for the skill test; nevertheless, the navigation section duration shall have a duration that allows the candidate to demonstrate his ability to complete a route with at least three identified waypoints.

Weather minima

At least 5 km of visibility and a ceiling higher than 1'500 ft AGL should be forecasted or expected for all parts of the flights.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- Medical certificate class 1 or 2
- EASA compliant logbook
- Confirmation of PPL(A) theory exam passed (the theory is valid for a period of 24 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges
- FOCA form 60.220 filled and signed

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.220 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.220.

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

«Skill test PPL(A) passed»
Class or type, with variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.220 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: Confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.220.

The examiner informs the candidate about his right of appeal.

Should the candidate hold a LAPL(A), the examiner shall inform him that he may not exercise the privilege of the class rating with which the PPL(A) skill test has been partial passed or failed until a full pass has been obtained.

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

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

- Original FOCA form 60.220 skill test.

Repetition procedure after partial passed or failed PPL (A) skill test

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

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

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

6.3 CPL(A) Skill Test

Ch. 6.3 ISS 1 / REV 0 / 31.01.2020

The CPL(A) skill test may not be combined with the IR(A) initial skill test.

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Aeroplane. An FSTD (FNPT II or an FFS) may be used for certain defined items
Applicable class or type:	SPA SE, ME (except HPA-Complex); it shall be certified for the carriage of at least four persons, have a variable pitch propeller and a retractable landing gear
Required examiner certificate:	FE

Application

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

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

ATO Responsibilities

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

«Training CPL(A) is completed»
Place and date
ATO name and approval number
HT name, license number and signature

Skill Test Program

The skill test program must include all items laid down in FOCA form 60.320.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test. FOCA recommends that the skill test consists of 2 different flights; the first flight is mainly normal operation, ending with a landing on an aerodrome other than the aerodrome normally used for training. The second flight (returning to the original aerodrome) includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break should be planned between the first and the second flight, or at least a full stop landing, to allow time for new cockpit set up and flight preparation for the second flight. At least one of the aerodrome must be a controlled aerodrome with ATC; total flight duration shall be at least 90 minutes.

Weather minima

At least 5 km of visibility and a ceiling higher than 1'500 ft AGL should be forecasted or expected for all parts of the flights.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) license (not required for integrated courses)
- Medical certificate class 1
- EASA compliant logbook
- Confirmation of CPL(A) theory exam passed (the theory is valid 36 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges
- FOCA form 60.611 completed with required attachments, if the candidate does not hold a Night rating
- FOCA form 60.320 filled and signed

The ATO 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 is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.320 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.320.

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

«Skill test CPL(A) passed»
Class or type, with variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.320 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- FOCA form 60.611 completed with required attachments, if the candidate does not hold a night rating
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.320

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained

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

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

- Original FOCA form 60.320 skill test.

Repetition procedure after partial passed or failed CPL(A) skill test

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

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

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

6.4 ATPL(A) Skill Test

Ch. 6.4 ISS 3 / REV 4 / 28.02.2023

Crew complement:	MPO
Flight rules:	IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned skill test to seek the necessary approval if the test is done in a FSTD in combination with an aircraft or on aircraft only.
Applicable type:	MPA
Requirements for the FSTD:	FFS level C or D; otherwise approved by FOCA
Required examiner certificate:	TRE or SFE; delegated by FOCA

Application

The candidate applies to FOCA (pel-qc@bazl.admin.ch), stating the following information and enclosing the following documents:

- FOCA form 60.532 ATPL skill-test delegation request
- Examiner license and examiner certificate (not required for Swiss certified examiner)
- Type of aeroplane or simulator certificate (not required for Swiss certified FSTD)
- Copy of the relevant pages of the logbook
- PICUS log (if applicable)

If the ATPL(A) skill test is combined with a type rating skill test or renewal proficiency check, please refer also to the respective Chapter in this Examination Guide.

Skill Test Program

The skill test has to include all required items in accordance with Appendix 9 Part.FCL and FOCA form 60.530.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- ATPL Skill Test Delegation
- CPL(A) or MPL(A) license incl. IR
- Valid language proficiency endorsement in English
- Medical certificate class 1 incl. IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- Confirmation of completed Type Rating course (if combined with initial TR or renewal of TR)
- FOCA form 60.530 skill test
- FOCA form 60.540 IR cross credit request (if applicable)

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.530 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.530

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

«Skill test ATPL(A) passed»
Class or type, with variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.530 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: skill test endorsement (if applicable according to Chapter 1.12)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- FOCA form 60.540 IR cross credit request (if applicable)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.530.

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective type rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook.

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

- Original FOCA form 60.530 skill test.

Repetition procedure after partial passed or failed ATPL(A) skill test

The examiner provides a feedback to the ATO (if combined with intial or renewal of TR) or to the candidate regarding the cause of failure.

A new delegation is required if the re-test is not conducted by the same examiner.

Note: Another applicant or another type rated qualified pilot may function as second pilot. If an aircraft is used, the second pilot shall be the examiner or an instructor.

6.5 MPL(A) Skill Test

Ch. 6.5 ISS 3 / REV 4 / 28.02.2023

Crew complement:	MPO
Flight rules:	IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned skill test to seek the necessary approval if the test is done in a FSTD in combination with an aircraft or on aircraft only.
Applicable type:	MPA
Requirements for the FSTD:	FFS level C or D; otherwise approved by FOCA
Required examiner certificate:	TRE or SFE; delegated by FOCA

Application

The candidate applies to FOCA (pel-qc@bazl.admin.ch), stating the following information and enclosing the following documents:

- Examiner license and examiner certificate (not required for Swiss certified examiner)
- Type of aeroplane or simulator certificate (not required for Swiss certified FSTD)
- Copy of the relevant pages of the logbook
- Confirmation of completed approved integrated MPL training course

ATO Responsibilities

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

«Training MPL(A) is completed»
Place and date
ATO name and approval number
HT name, license number and signature

Skill Test Program

The skill test has to include all required items in accordance with Appendix 9 Part.FCL and FOCA form 60.530.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- Medical certificate class 1 incl. IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- Confirmation of completed MPL course
- Confirmation of ATPL(A) theory passed
- Confirmation of IFR RT with language proficiency in English
- FOCA form 60.530 skill test

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.530 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.530.

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12:

«Skill test MPL(A) passed»
Class or type, with variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.530 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement (if applicable according to Chapter 1.12)
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- FOCA form 60.540 IR cross credit request (if applicable)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.530.

The examiner informs the candidate about his right of appeal.

The examiner makes no entry in the candidate's logbook.

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

- Original FOCA form 60.530 skill test

Repetition procedure after partial passed or failed MPL(A) skill test

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

Note: Another applicant or another type rated qualified pilot may function as second pilot. If an aircraft is used, the second pilot shall be the examiner or an instructor.

6.6 IR(A) Skill Test

Ch. 6.6 ISS 3 / REV 1 / 07.12.2021

The IR(A) skill test may not be combined with the CPL(A) skill test.

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Aeroplane; an FSTD may be used for certain defined items
Applicable class or type:	SPA SE, ME (except HPA-Complex)
Requirements for the FSTD:	FNPT II or FFS
Required examiner certificate:	IRE (FE/CRE privileges on the relevant class/type shall also be held if the skill test is combined with a class/type rating examination

Application

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

- Candidate's full name and FOCA license number
- Type of skill test requireddfgdgdfg
- Class or type of aeroplane and registration
- Meeting place and proposed date

ATO Responsibilities

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

«Training IR(A) SE is completed», or alternatively
«Training IR(A) ME is completed»
Place and date
ATO name and approval number
HT name, license number and signature

If the IR(A) skill test is combined with a class or type rating skill test or proficiency check, please refer also to the respective chapter in this Examination Guide.

Skill Test Program

The skill test program must include all items laid down in FOCA form 60.420.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test, it is intended to simulate a practical flight, thus the program shall include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the skill test. Total flight duration shall be at least 60 minutes.

If the IR(A) skill test is combined with a class or type rating skill test or proficiency check, all the additional items required by the relevant examination shall be additionally covered, and reported on FOCA form 60.525.

Weather minima

The weather conditions shall be suitable for a safe and legal IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Medical certificate class 1 or 2, with IR
- EASA compliant logbook
- Confirmation of IR(A) theory exam passed (the theory is valid 36 months, counted from the day the final required subject has been successfully passed)
- Confirmation of IFR RT privileges with language proficiency in English
- FOCA form 60.420 filled and signed
- If relevant, class or type rating course certificate and FOCA form 60.525
- If applicable, HPA VFR/IFR training course certificate

The ATO 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 is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.420, as relevant, and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.420, as relevant.

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

«Skill test IR(A) SE passed», or alternatively
«Skill test IR(A) ME passed»
Class or type
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.420 skill test, as relevant
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.420 skill test.

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a full pass has been obtained.

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

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

- Original FOCA form 60.420 skill test.

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

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

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

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

6.7 CB-IR(A) Skill Test - Following a Training Course in an ATO

Ch. 6.7 ISS 1 / REV 0 / 02.03.2020

This CB-IR(A) skill test may not be combined with a CPL(A) Skill Test.

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Aeroplane; an FSTD may be used for certain defined items
Applicable class or type:	SPA SE, MEP (except HPA-Complex)
Required examiner certificate:	IRE (FE/CRE privileges on the relevant class/type shall also be held if the skill test is combined with a class/type rating examination

Application

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

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

ATO Responsibilities

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

«Training CB-IR(A) SE is completed», or alternatively
«Training CB-IR(A) ME is completed»
Place and date
ATO name and approval number
HT name, license number and signature

If the CB-IR(A) skill is combined with class or type rating skill test or proficiency check, please refer to the respective chapter in this examination guide.

Skill Test Program

The skill test program must include <u>all items</u> laid down in FOCA form 60.420.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test, it is intended to simulate a practical flight, thus the program should include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the skill test. Total flight duration shall be at least 60 minutes.

If the CB-IR(A) skill test is combined with a class or type rating skill test or proficiency check, all the additional items required by the relevant examination shall be additionally covered, and reported on FOCA form 60.525.

Weather minima

The weather conditions shall be suitable for a safe and legal IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Medical certificate class 1 or 2, with IR
- EASA compliant logbook
- Confirmation of CB-IR(A) theory exam passed (the theory is valid 36 months, counted from the day the final required subject has been successfully passed)
- Confirmation of IFR RT privileges with language proficiency in English
- FOCA form 60.420 filled and signed
- If relevant, class or type rating course certificate and FOCA form 60.525

The ATO 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 is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.420 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.420

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

«Skill test CB-IR(A) SE passed», or alternatively
«Skill test CB-IR(A) ME passed»
Class or type
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.420 skill test
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.420 skill test.

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a full pass has been obtained.

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

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

- Original FOCA form 60.420 skill test.

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

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

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

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

6.8 CB-IR(A) Skill Test – Conversion of a 3rd country IR

Ch. 6.8 ISS 1 / REV 0 / 31.01.2020

This CB-IR(A) skill test may not be combined with a CPL(A) Skill Test.

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Aeroplane; an FSTD may be used for certain defined items
Applicable class or type:	SPA SE, ME (except HPA-Complex)
Required examiner certificate:	IRE (FE/CRE privileges on the relevant class/type shall also be held if the skill test is combined with a class/type rating examination

Application

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

- Candidate's full name and FOCA license number
- Type of skill test required
- Class of aeroplane and registration
- Meeting place and proposed date
- Copy of the 3rd country license with valid and current IR
- Proof of IFR radiotelephony privileges and language proficiency in English
- Logbook copies showing 50 hours IFR as PIC after IR skill test (IFR hours flown with an instructor are not accepted as PIC hours)

If the CB-IR(A) skill is combined with class or type rating skill test or proficiency check, please refer to the respective chapter in this examination guide.

Skill Test Program

The skill test program must include all items laid down in FOCA form 60.420.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test, it is intended to simulate a practical flight, thus the program should include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the skill test. Total flight duration shall be at least 60 minutes.

If the CB-IR(A) skill test is combined with a class or type rating skill test or proficiency check, all the additional items required by the relevant examination shall be additionally covered, and reported on FOCA form 60.525.

Weather minima

The weather conditions shall be suitable for a safe and legal IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Medical certificate class 1 or 2, with IR
- EASA compliant logbook
- Original 3rd country license with IR (proof of valid and current IR required)
- Confirmation of IFR RT privileges with language proficiency in English
- FOCA form 60.420 filled and signed
- If relevant, class or type rating course certificate and FOCA form 60.525

B: CB-IR Theory Examination

The examiner conduct the oral CB-IR theory examination, referring to FOCA “CB-IR and BIR Oral Examination Guidance Material”; one hour should be planned for the theoretical examination. The questions covered and specific results are recorded on FOCA form 60.420, section “Theoretical Knowledge Demonstration”; at the end the examiner decide if the CB-IR theory examination is passed or failed (75% pass rate being the baseline). The CB-IR is to be stopped at this step, should the theory examination result be a fail.

C: Candidate’s Flight Briefing according to the Examiner Test Preparation Checklist

D: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.420 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.420.

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

«Skill test CB-IR(A) SE passed», or alternatively
«Skill test CB-IR(A) ME passed»
Class or type
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.420 skill test
- Copy of the relevant pages of logbook showing: skill test endorsement
- Copy of 3rd country license and proof of validity and currency of 3rd country IR
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.420 skill test

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a full pass has been obtained.

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

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

- Original FOCA form 60.420 skill test.

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

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

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

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

6.9 BIR Skill Test

Ch. 6.9 ISS 3 / REV 1 / 07.12.2021

BIR can only be exercised on the basis of PPL.

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Aeroplane
Applicable class or type:	SPA SE, ME (except HPA-Complex)
Required examiner certificate:	IRE (FE/CRE privileges on the relevant class/type shall also be held if the skill test is combined with a class/type rating examination)

Application

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

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

ATO Responsibilities

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

«Training BIR SE is completed», or alternatively
«Training BIR ME is completed»
Place and date
ATO name and approval number
HT name, license number and signature

If the BIR skill is combined with class or type rating skill test or proficiency check, please refer to the respective chapter in this examination guide.

Skill Test Program

The skill test program must include all items laid down in FOCA form 60.420.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test, it is intended to simulate a practical flight, thus the program should include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the skill test. Total flight duration shall be at least 60 minutes.

If the BIR skill test is combined with a class or type rating skill test or proficiency check, all the additional items required by the relevant examination shall be additionally covered, and reported on FOCA form 60.525.

Weather minima

The weather conditions shall comply with the weather minima's defined in FCL.835.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Medical certificate class 1 or 2, with IR
- EASA compliant logbook
- Confirmation of BIR theory exam passed
- Confirmation of IFR RT privileges with language proficiency in English
- FOCA form 60.420 filled and signed
- If relevant, class or type rating course certificate and FOCA form 60.525

The ATO 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 is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.420 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.420.

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

«Skill test BIR SE passed», or alternatively
«Skill test BIR ME passed»
Class or type
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.420 skill test
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.420 skill test

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a full pass has been obtained

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

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

- Original FOCA form 60.420 skill test

Repetition procedure after partial passed or failed BIR(A) skill test

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

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

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

6.10 SPA CR or TR Skill Test (Except HPA-Complex)

Ch. 6.10 ISS 3 / REV 0 / 27.04.2021

Crew complement:	SPO and/or MPO
Flight rules:	VFR or VFR/IFR
Equipment:	Aeroplane or FSTD
Applicable class or type:	TMG, SE, ME
Required examiner certificate:	FE/CRE; IRE privilege or FE/CRE with IR privilege shall also be held if the skill test is combined with an IR proficiency check

Application

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

- Candidate's full name and FOCA license number
- Type of skill test required
- Class/type of aeroplane and registration
- Meeting place and proposed date

ATO/DTO Responsibilities

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

«Training (enter specific CR/TR) SPO VFR is completed», or alternatively
«Training (enter specific CR/TR) SPO with IR is completed», or alternatively
«Training (enter specific CR/TR) MPO VFR is completed», or alternatively
«Training (enter specific CR/TR) MPO with IR is completed»
Place and date
ATO/DTO name and approval/declaration number
HT name, license number and signature

Skill Test Program

The skill test program must cover all the applicable sections, and include at least all the **M** items, laid down in FOCA form 60.525.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test. If combined with an IR proficiency check, the program should include a route sector; the first part of the examination should consists of normal IFR operation, with the general handling and abnormal operation under VFR left for the second part of the skill test.

Weather minima

The weather conditions shall be suitable for a safe and legal VFR, respectively IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- LAPL(A) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, with IR if relevant
- EASA compliant logbook
- FOCA form 60.525 filled and signed
- Class or type rating course certificate
- MCC course certificate or experience according to FCL.720.A (b)(4), if MPO
- HPA VFR, respectively HPA VFR/IFR course certificate, if relevant
- Confirmation of Advanced UPRT course, if relevant (only applicable for initial CR/TR in MPO)

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

The CR/TR skill test result shall be either Pass, Partial Pass, or Fail

If combined with an IR proficiency check, the IR part could be either Pass or Fail

The examiner completes FOCA form 60.525 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.525

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

«Skill test (enter specific CR/TR) SPO VFR passed», or alternatively *«Skill test (enter specific CR/TR) SPO with IR passed»,* or alternatively *«Skill test (enter specific CR/TR) MPO VFR passed»,* or alternatively *«Skill test (enter specific CR/TR) MPO with IR passed»* Place and Date Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.525
- Class or type rating course certificate
- HPA VFR, respectively HPA VFR/IFR course certificate, if relevant
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of examiner FSTD certificate, if applicable (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.525

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a full pass has been obtained

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

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

- Original FOCA form 60.525.

Repetition procedure after partial passed or failed CR/TR skill test

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

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

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

6.11 SPA HPA-Complex TR Skill Test

Ch. 6.11 ISS 3 / REV 0 / 27.04.2021

Crew complement:	SPO and/or MPO
Flight rules:	IFR
Equipment:	FFS or a combination of FSTD and aircraft shall be used. If no FFS or FSTD is available or accessible irrespective of any time consideration, an aeroplane may be used. If no FFS or FSTD is available or accessible, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned skill test to seek the necessary approval.
Applicable type:	SPA HPA-Complex
Required examiner certificate:	TRE or SFE

Application

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

- Candidate's full name and FOCA license number
- Type of skill test required
- Type of aeroplane or FSTD, and registration
- Meeting place and proposed date

ATO Responsibilities

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

«Training (enter specific TR)/IR SPO is completed», or alternatively
«Training (enter specific TR)/IR MPO is completed»
Place and date
ATO name and approval number
HT name, license number and signature

Skill Test Program

The skill test program must cover all the applicable sections, and include at least all the **M** items, laid down in FOCA form 60.526.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test, it is intended to simulate a practical flight, thus the program should include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the skill test.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR if relevant
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- FOCA form 60.526 filled and signed
- Hold or have held an IR ME, or meet the IR ME conditions
- Type rating course certificate
- MCC course certificate or experience according to FCL.720.A (b)(4), if MPO
- Confirmation of Advanced UPRT course, if relevant (only applicable for initial HPA Complex TR)
- ATPL(A) theory passed, or HPA VFR/IFR course certificate
- FSTD certificate validity and limitations, if relevant

The ATO 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 is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website: https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.526 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.526

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

«Skill test (enter specific CR/TR)/IR SPO passed», or alternatively
«Skill test (enter specific CR/TR)/IR MPO passed»
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.526
- Type rating course certificate
- Copy of ATO certificate (not required for Swiss ATO)
- HPA VFR/IFR course certificate, if relevant
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement (if applicable according to Chapter 1.12)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

The temporary permission shall be issued in accordance with chapter "temporary permission".

a) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.526.

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a pass has been obtained.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight, if applicable according to chapter 1.12.

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

- Original FOCA form 60.526.

Repetition procedure after a partial passed or failed TR skill test

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

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

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

6.12 MPA TR Skill Test

Ch. 6.12 ISS 3 / REV 4 / 28.02.2023

Crew complement:	MPO
Flight rules:	IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned skill test to seek the necessary approval if the test is done in a FSTD in combination with an aircraft or on aircraft only.
Applicable type:	MPA
Required examiner certificate:	TRE or SFE

Application

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

- Candidate's full name and FOCA license number
- Type of skill test required
- Type of aeroplane or FSTD, and registration
- Meeting place and proposed date

ATO Responsibilities

The ATO guarantees that the candidate meets all the applicable requirements, that the training is completed, and complies with the applicable OSD; the HT certifies that the applicant has successfully completed the training course.

Skill Test Program

The skill test has to include all required items in accordance with Appendix 9 to Part-FCL and FOCA form 60.530

Procedure before the Practical Test

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

A: Documentation

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

- Valid ID or passport
- Medical certificate class 1 or 2, with IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- PPL(A) or higher (except when undergoing MPL trainings course)
- Valid language proficiency in English
- Type rating course certificate
- Confirmation of Advanced UPRT course, if relevant (only applicable for initial MPA TR)
- FOCA form 60.530 filled and signed

For initial MPA TR only:

- Hold or have held an IR ME
- ATPL(A) theory passed
- MCC course certificate or experience according to FCL.720.A (b)(4)

The ATO 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 is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.530 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.530

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

«Skill test (enter specific TR) passed»
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.530
- Type rating course certificate
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

The temporary permission shall be issued with limitations in accordance with chapter "temporary permission".

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.530.

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a pass has been obtained.

The examiner makes no entry in the candidate's logbook.

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

- Original FOCA form 60.530

Repetition procedure after partial passed or failed TR skill test

The examiner provides a feedback to the ATO regarding the cause of failure. Application and procedure is the same for the repetition as for the first skill test.

Special Remarks

Another applicant or another type rated qualified pilot may function as second pilot. If an aircraft is used, the second pilot shall be the examiner or an instructor.

6.13 MOU(A) Skill Test

Ch. 6.13 ISS 1 / REV 0 / 31.01.2020

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Aeroplane
Applicable class or type:	SPA SE, TMG
Required examiner certificate:	FE(A) Mountain or CRE(A) specifically authorised for Mountain Skill Tests

Application

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

- Candidate's full name and FOCA license number
- Type of skill test required (Wheels and/or Skis)
- Class or type of aeroplane and registration
- Meeting place and proposed date

ATO/DTO Responsibilities

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

«Training MOU(A) on Wheels and Skis, Wheels only or Skis only is completed»
Place and date
ATO/DTO name and approval/declaration number
HT name, license number and signature

Skill Test Program

The skill test program must include <u>all items</u> laid down in FOCA form 60.627.

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

Weather minima

The weather conditions shall be suitable for a safe and legal VFR operation. The program largely dependents on the prevailing snow, wind and light conditions.

Procedure before the Practical Test

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

A: Documentation Verification

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

- Valid ID or passport
- at least LAPL(A) with valid/recent rating used for skill test
- Medical certificate class 2
- EASA compliant logbook
- FOCA form 60.627 filled and signed

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

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

The examiner completes FOCA form 60.627 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.627.

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

«Skill test MOU(A)» Variant(s): *«Wheels and Skies passed»* or *«Wheels only passed»* or *«Skis only passed»* Place and Date Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.627 skill test
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.627.

The examiner informs the candidate about his right of appeal.

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

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

- Original FOCA form 60.627 skill test

Repetition procedure after partial passed or failed MOU(A) skill test

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

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

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

6.14 Instructor Initial Assessment of Competence (AoC)

Ch. 6.14 ISS 3 / REV 6 / 01.11.2025

Crew complement:	SPO / MPO	
Flight rules:	VFR / IFR	
Equipment for:	FI	SPA, except HPA-complex
	CRI SE / IR	SPA SE, except HPA-complex, FSTD
	CRI ME / IR	SPA ME, except HPA-complex, FSTD
	IRI	SPA, except HPA-complex, FSTD
	TRI SP	SP HPA-complex, FFS
	TRI MP	MPA TR, FFS
	SFI SP	SP HPA-complex, FFS
	SFI MP	MPA TR, FFS
Applicable class or type:	see above	
Required examiner certificate:	FIE	VFR
	FIE with IRI	VFR and IFR
	TRE*	IFR
	SFE*	IFR

* provided that the TRE or SFE has 3 years of experience as TRE or SFE and has undergone specific training for this task

Application

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

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

ATO Responsibilities

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

«Training Course for ……. is completed»
Class or type, variant(s)
Place and date
ATO name and approval number
HT name, license number and signature

Program of the Assessment of Competence AoC

The Assessment of Competence must include all applicable items laid down in FOCA form 60.722 for SPA or 60.723 for MPA.

The assessment for a SFI consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.

FSTDs should not be used to pass an assessment of competence for FI on the class or type of aircraft.

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

General procedure:

1. Test lecture (long briefing for CRI, FI, IRI);
2. Theoretical knowledge oral test (for CRI, FI, IRI);
3. Assessment from cockpit instructor seat (additionaly the IOS position in FFS if applicable); and
4. Instruction flight.

1. Test lecture (long briefing for FI, CRI, IRI)

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

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

2. Theoretical knowledge oral test

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

3. Assessment from cockpit instructor seat

This flight includes normal operation, RTF competence included, and comprises: operational flight briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, enroute navigation, air works, descent procedures, arrival route, full stop landing and if applicable asymetric flight procedures.

4. Instruction flight

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

The instruction flight includes the following elements:

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

Weather minima

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

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

Pre-Test Presentation procedure for Candidate and Examiner

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

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

Documentation Verification

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

- Valid ID or passport;
- License as required according FCL Subpart J Instructors;
- Valid CR and/or TR and valid IR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- EASA compliant logbook
- Form 60.722 or 60.723 (all pages)
- For the application(s) the following form(s):
  - 60.705 FI, 60.708 CRI, 60.711 IRI, 60.701 TRI SP, 60.751 SFI SP; or
  - 60.740 TRI MP, 60.750 SFI, (60.770 MPLI).

Note: For a TRI initial application the SFI license entry could be applied at the same time.

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

Decision and Administration

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

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

If the theoretical knowledge and text lecture is passed but the practical part is failed, only the practical part may be repeated.

The candidate acknowledge the assessment result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.722 or 60.723.

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

«Assessment of Competence for …….. passed»
Class or type, variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.722 or 60.723
- For the application(s) the following form(s):
  - 60.705 FI, 60.708 CRI, 60.711 IRI, 60.701 TRI SP, 60.751 SFI SP; or
  - 60.740 TRI MP, 60.750 SFI, (60.770 MPLI);
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates, not required for SFI)

b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 60.722 or 60.723 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 60.722 or 60.723.

The examiner informs the candidate about his right of appeal.

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

The following document shall be sent to FOCA SBFP:

- Original FOCA form 60.722 or 60.723 assessment.

Repetition procedure after failed Assessment of Competence

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

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

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

7 Revalidation Proficiency Check and AoC for Instructors

Class or Type Ratings Revalidation Experience Requirements

For revalidation of a class or type rating, in addition to pass a proficiency check, holders of multi-engine class rating and holders of type ratings shall have completed during the period of validity of the rating at least 10 route sectors, in flight, as pilot of the relevant class or type of aeroplane.

The 10 route sectors experience requirement may be replaced with one route sector on the relevant class or type of aeroplane or FFS, flown with an examiner. A "route sector" being defined as a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.

The route sector with an examiner as per FCL.740.A(a)(2)(ii) and the proficiency check as per FCL.740.A(a)(1) are two different events which, however, may take place during one simulator session. In such a case, the route sector may be flown before or after the proficiency check. The sector with an examiner shall not be used to assess check items, nor shall the check itself be counted as a sector with an examiner. Furthermore, for this route sector the examiner shall be seated in the cockpit. This sector with an examiner shall be recorded in the candidate logbook as a distinct entry and be signed by the examiner.

A pilot working for a commercial air transport operator approved in accordance with the applicable air operations requirements who has passed the operators proficiency check combined with the proficiency check for the revalidation of the class or type rating shall be exempted from complying with the 10 route sectors or the flight with an examiner.

7.1 SPA CR or TR Revalidation Proficiency Check (Except HPA-Complex)

Ch. 7.1 ISS 3 / REV 0 / 27.04.2021

The CR/TR proficiency check may be combined with an IR proficiency check.

Crew complement:	SPO and/or MPO
Flight rules:	VFR or VFR/IFR
Equipment:	Aeroplane or FSTD
Applicable class or type:	TMG, SE, ME
Required examiner certificate:	FE/CRE; IRE privilege or FE/CRE with IR privilege shall also be held if the proficiency check includes IR revalidation

Application

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

- Full name and FOCA license number
- Confirmation that the revalidation experience requirements are met
- Type of proficiency check required
- Class/type of aeroplane and registration
- Meeting place and proposed date

Proficiency Check Program

The proficiency check program must cover all the applicable sections, and include at least all the **M** items, laid down in FOCA form 60.525.

The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check. If combined with an IR proficiency check, the program should include a route sector; the first part of the examination should consists of normal IFR operation, with the general handling and abnormal operation under VFR left for the second part of the proficiency check.

Weather minima

The weather conditions shall be suitable for a safe and legal VFR, respectively IFR operation. Section 2 must be conducted in VMC. For SE, the ceiling along the route should be higher than 1’500 ft AGL.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- LAPL(A) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, with IR if relevant
- EASA compliant logbook
- Revalidation experience requirements met, if applicable
- FOCA form 60.525 filled and signed

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

C: Oral Examination

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

Decision and Administration

The CR/TR proficiency check result shall be either Pass, Partial Pass, or Fail.

The IR proficiency check result could be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 60.525 and then debrief the candidate. The candidate acknowledge the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.525.

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

«Proficiency Check (enter specific CR/TR) SPO VFR passed», or alternatively *«Proficiency Check (enter specific CR/TR) SPO with IR passed»,* or alternatively *«Proficiency Check (enter specific CR/TR) MPO VFR passed»,* or alternatively *«Proficiency Check (enter specific CR/TR) MPO with IR passed»* Place and Date Examiner name, license number and signature

The examiner may make an hand entry into the candidate's license to revalidate the rating, respectively with IR, if relevant. No hand entry in license shall be made if the revalidation experience requirements are not met.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.525
- Copy of the relevant pages of logbook showing the revalidation requirements (if applicable) and the proficiency check endorsement
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate (if applicable) (not required for Swiss certified FSTD)
- Copy of the examiner's hand entry, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.525.

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

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

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

- Original FOCA form 60.525.

Repetition procedure after a partial passed or failed CR/TR proficiency check

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

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

7.2 IR(A) Revalidation Proficiency Check – Standalone

Ch. 7.2 ISS 1 / REV 0 / 31.01.2020

Provided the underlying class rating is valid with IR, a standalone IR revalidation is possible.

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Aeroplane or FSTD
Applicable class or type:	SPA, except HPA complex
Required examiner certificate:	IRE or FE/CRE with IR privileges

Extension of IR SP(A) privileges (except HPA Complex)

To extend IR SP(A) privileges to further classes or types, holders of a valid SP IR(A) may apply IR revalidation procedure.

Extension from IR SE to IR ME requires the candidate to take at least 5 hours training within an ATO before the ME IR proficiency check.

Application

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

- Full name and FOCA license number
- Type of proficiency check required
- Class of aeroplane or FSTD and registration
- Meeting place and proposed date

Proficiency Check Program

The proficiency check program must cover the entire section 3b of FOCA form 60.525 and the items of section 1 relevant to the intended flight; additionally, section 6 must be completed in case of multi-engine aeroplanes. The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check.

Weather minima

The weather conditions shall be suitable for a safe and legal IFR operation. For SE, the ceiling along the route should be higher than 1’500 ft AGL.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR
- EASA compliant logbook
- FOCA form 60.525 filled and signed

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

C: Oral Examination

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

Decision and Administration

The IR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 60.525 and then debriefs the candidate. The candidate acknowledges the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.525

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

«Proficiency Check IR (enter specific CR/TR) SPO passed»
Place and Date
Examiner name, license number and signature

The examiner may make an hand entry into the candidate's license to revalidate the IR(A) on the relevant class.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.525
- Copy of the relevant pages of logbook showing the proficiency check endorsement
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of the examiner's hand entry, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of the first page of FOCA form 60.525.

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

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

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

- Original FOCA form 60.525.

Repetition procedure after a partial passed or failed IR proficiency check

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

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

7.3 SPA HPA-Complex TR Revalidation Proficiency Check

Ch. 7.3 ISS 3 / REV 0 / 27.04.2021

Crew complement:	SPO and/or MPO
Flight rules:	VFR and IFR
Equipment:	FFS or a combination of FSTD and aircraft shall be used. If no FFS or FSTD is available or accessible irrespective of any time consideration, an aeroplane may be used. If no FFS or FSTD is available or accessible, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned proficiency check to seek the necessary approval.
Applicable type:	SP HPA -Complex
Required examiner certificate:	SFE or TRE

Application

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

- Full name and FOCA license number
- Type of proficiency check required
- Confirmation that the revalidation experience requirements are met
- Type of aeroplane or FSTD, and registration
- Meeting place and proposed date

Proficiency Check Program

The proficiency check program must cover all the applicable sections, and include at least all the mandatory items, laid down in FOCA form 60.526.

The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check. It is intended to simulate a practical flight, thus the program should include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the proficiency check.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- Revalidation experience requirements met
- FOCA form 60.526 filled and signed
- FSTD certificate validity and limitations, if relevant

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

C: Oral Examination

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

Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 60.526 and then debriefs the candidate. The candidate acknowledges the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.526.

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

«Proficiency Check (enter specific TR)/IR SPO passed», or alternatively *«Proficiency Check (enter specific TR)/IR MPO passed»* Place and Date Examiner name, license number and signature

The examiner may make a hand entry into the candidate's license to revalidate the type rating with IR.

No hand entry in license shall be made if the revalidation experience requirements are not met.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.526
- Copy of the relevant pages of logbook showing: revalidation requirements (if applicable) and the proficiency check endorsement (if applicable according to Chapter 1.13)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of the examiner's hand entry, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.526.

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight, if applicable according to Chapter 1.12.

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

- Original FOCA form 60.526

Repetition procedure after partial passed or failed TR proficiency check

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

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

7.4 MPA TR Revalidation Proficiency Check

Ch. 7.4 ISS 3 / REV 4 / 28.02.2023

Crew complement:	MPO
Flight rules:	IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned proficiency check to seek the necessary approval.
Applicable type:	MPA
Requirements for the FSTD:	FFS
Required examiner certificate:	SFE or TRE

Application

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

- Full name and FOCA license number
- Type of proficiency check required
- Confirmation that the revalidation experience requirements are met
- Type of aeroplane or FSTD, and registration
- Meeting place and proposed date

Proficiency Check Program

The proficiency check has to include all required items in accordance with Appendix 9 Part-FCL and FOCA form 60.530.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- Revalidation experience requirements met
- FOCA form 60.530 filled and signed
- FSTD certificate validity and limitations, if relevant

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

C: Oral Examination

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

Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 60.530 and then debriefs the candidate. The candidate acknowledges the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.530.

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

«Proficiency Check (enter specific TR) passed»
Place and Date
Examiner name, license number and signature

The examiner may make a hand entry into the candidate's license to revalidate the type rating with IR.

No hand entry in license shall be made if the revalidation experience requirements are not met.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.530
- Copy of the relevant pages of logbook showing: revalidation requirements (if applicable) and the proficiency check endorsement (if applicable according to Chapter 1.12)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of the examiner's hand entry, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.530.

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook.

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

- Original FOCA form 60.530

Repetition procedure after partial passed or failed TR proficiency check

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

Special Remarks

Another applicant or another type rated qualified pilot may function as second pilot. If an aircraft is used, the second pilot shall be the examiner or an instructor.

7.5 MPA TR EBT Revalidation for Operators with Base Line EBT Approval

Ch. 7.5. ISS 3 / REV 4 / 28.02.2023

Crew complement:	MPO
Flight rules:	IFR
Equipment:	Normally a FFS; if approved under the Operator EBT programme, some elements may be done with a FNPT
Applicable type:	MPA
Requirements for the FSTD:	As per Operator EBT programme, including contingencies for FSTD degradations
Required examiner certificate:	Respective EBT Manager or a delegated TRE upon prior agreement

Application

- The respective EBT Manager collects the required internal operator data and prepares FOCA form 60.538 and the required attachments.
- The respective EBT Manager verifies the validity of the candidates's license, medical class 1 with IR privilege, English language proficiency requirement.
- The respective EBT Manager may agree to delegate his signature on form 60.538 to another TRE with prior agreement with the FOCA SBFP MPA Inspector.

Note 1: Complete applications will be processed by FOCA within 10 working days of receipt; it is therefore advisable to submit the request sufficiently ahead of expiry. The scanned document suite shall be submitted by email to pel-qc@bazl.admin.ch.

Note 2: In case of a revalidation according EBT, no rating extension whatsoever shall be performed by hand writing in a FOCA issued license; the license will be reissued by FOCA SBFP upon receipt of the complete revalidation documents.

Note 3: According to AMC2 ORO.FC.231(a)(2), the validity period will be counted from the end of the month when the module was completed. When the module is undertaken within the last 3 months of the validity period, the new validity period will be counted from the original expiry date.

Note 4: if unforeseen circumstances have affected the delivery of the modules for an individual pilot and contingency procedures as per AMC1 ORO.FC.231(a)(5) have been applied, a brief explanation shall be given by the respective EBT Manager in the remark box of form 60.538.

Applicability of Regulations

- The terminology used in FOCA material, including form 60.538 EBT is defined in EASA ORO.FC.231/232, the corresponding AMCs and GMs;
- EASA ORO.FC.231/232 AMC's are applicable; and
- EASA ORO.FC.231/232 GM's shall be closely followed by the operator, unless specifically agreed differently with the Competent Authority. In this case, the respective EBT Manager shall contact the FOCA SBFP MPA Inspector for advice.

Definitions & Abbreviations

- FOCA assumes a grading scale of 1 to 5 as per AMC1 ORO.FC.231(d)(1)(b).
- Respective EBT Manager means the EBT Manager assigned to the respective aircraft type of the operator.
- One EBT module in the context of form 60.538 means the completion of one event consisting of the EBT evaluation phase, the maneuver training phase and the scenario based training phase.

- A minimum of two EBT modules shall be reported within the validity period of the type rating, separated by a period of not less than 3 months. The EBT module is completed when the content of the EBT programme is completed for that EBT module and an acceptable level of performance is achieved.
- If, due to planning constraints, a third module is conducted, it shall be reported as well.
- FOCA form 60.538 requires a report of level 0 metrics (competent/not competent) for each phase of the individual module; in case of ITT or AFT, level 1 metrics (i.e. each competency with a grade) are required (refer to AMC1 ORO.FC.231(c) (d) for details).
- ITT: `"Individual tailored training" refers to a simulator session tailored to the pilot's individual training needs, which may require a different programme or syllabus. It may be done during the SBT. Refer to AMC4 ORO.FC.231(d)(1) for details.
- AFT: "Additional FSTD training" refers to the fact that in addition to the requirements of tailored training, there is an increase of FSTD volume (extra simulator session). Refer to AMC4 ORO.FC.231(d)(1) for details.

Submission

The following documents shall be submitted as scanned documents to the email address above:

- FOCA form 60.538 fully completed and signed, including details of the rating applied for, IR category and PBN requirements; and details of any ITT/AFT;
- Copy of the license of the candidate;
- Copy of the medical class 1 with IR of the candidate;
- Copy of the valid license of all TRI/SFI involved in each listed module;
- Operator EBT Standardization form of all TRI/SFI involved in each listed module;
- Copy of the respective EBT Manager Approval form of the Competent Authority;
- Copy of the valid TRE license of the Respective EBT Manager (or, if the Respective EBT Manager agrees to delegate his signature on the form to another TRE, copy of his license); and
- Copy of all listed FSTD certificates.

7.6 Instructor Revalidation

Ch. 7.6 ISS 3 / REV 6 / 01.11.2025

For at least each alternate revalidation, the holder shall pass an assessment of competence.The applicant is required to demonstrate instructor abilities (for example instructor demonstration exercises) chosen by the examiner from the flight syllabus of the instructor training courses.
An IRI on FSTD only need an AoC for every revalidation, the hours on FSTD do not count for the revaliation.

Crew complement:	SPO / MPO	
Flight rules:	VFR / IFR	
Equipment for:	FI	SPA, except HPA-complex
	CRI SE / IR	SPA SE, except HPA-complex, FSTD
	CRI ME / IR	SPA ME, except HPA-complex, FSTD
	IRI	SPA, except HPA-complex, FSTD
	TRI SP	SP HPA-complex, FFS
	TRI MP	MPA TR, FFS
	SFI SP	SP HPA-complex, FFS
	SFI MP	MPA TR, FFS
Applicable class or type:	see above	
Required examiner certificate:	FIE	VFR
	FIE with IRI	VFR and IFR
	TRE*	IFR
	SFE*	IFR

* provided that the TRE or SFE has 3 years of experience as TRE or SFE and has undergone specific training for this task

Application

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

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

Program of the Assessment of Competence AoC

The Assessment of Competence must include all applicable items laid down in FOCA form 60.722 for SAP or 60.723 for MPA.

The assessment for a SFI consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.

FSTDs should not be used to pass an assessment of competence for FI on the class or type of aircraft.

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

General procedure:

1. Test lecture (long briefing for CRI, FI, IRI);
2. Theoretical knowledge oral test (for CRI, FI, IRI); and
3. Instruction flight.

Choice of topic

In an AoC for instructors, the focus is on checking the ability to teach. Therefore, a topic should be selected for the AoC from the qualifications of the corresponding instructor licence.

1. Test lecture (long briefing for FI, CRI, IRI)

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

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

2. Theoretical knowledge oral test

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

3. Instruction flight

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

The instruction flight includes the following elements:

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

Weather minima

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

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

Pre-Test Presentation procedure for Candidate and Examiner

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

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

Documentation Verification

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

- Valid ID or passport;
- License as required according FCL Subpart J Instructors;
- Valid CR and/or TR and valid IR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- EASA compliant logbook
- Form 60.722 or 60.723 (all pages)
- For the revalidation(s) the following form(s):
  - 60.732 FI, 60.709 CRI, 60.712 IRI, 60.745 TRI SP, 60.745 SFI SP; or
  - 60.745 TRI MP, 60.745 SFI.

Note: For a TRI revalidation application the SFI license entry could be applied at the same time.

All documents shall be completed and signed. The examiner shall verify that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the assessment.

Decision and Administration

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

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

If the theoretical knowledge and text lecture is passed but the practical part is failed, only the practical part may be repeated.

The candidate acknowledge the assessment result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.722 or 60.723.

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

«Assessment of Competence for …….. passed»
Class or type, variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.722 or 60.723
- For the revalidation(s) the following form(s):
  - 60.732 FI, 60.709 CRI, 60.712 IRI, 60.745 TRI SP, 60.745 SFI; or
  - 60.745 TRI MP, 60.745 SFI;

b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 60.722 or 60.723 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 60.722 or 60.723.

The examiner informs the candidate about his right of appeal.

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

The following document shall be sent to FOCA SBFP:

- Original FOCA form 60.722 or 60.723 assessment.

Repetition procedure after failed Assessment of Competence

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

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

8 Renewal Proficiency Check and AoC for Instructors

Ch. 8 ISS 1 / REV 0 / 31.01.2020

Class or Type Ratings Renewal Refresher Training Requirements

When a class rating, type rating or instrument rating is expired, the holder must go through an ATO, DTO, or a flight instructor, as applicable, to undertake refresher training. The objective of the refresher training is for the pilot to reach again the level of proficiency necessary to safely operate the relevant type or class of aeroplane. The ATO, DTO or instructor, as applicable, shall issue the candidate a training completion certificate. If the ATO, DTO or the instructor determines that no training is necessary, the certificate shall contain a respective signed statement, including sufficient reasoning.

Should an examiner be involved in the refresher training of an applicant and subsequently be tasked with his proficiency check, he must be clear that the training shall be successfully completed, including all the administrative aspect, such as training records, before the proficiency check administrative part may be started. Between the end of the training debriefing and the start of the examination, the candidate shall have sufficient time to adequately rest and prepare for the examination flight.

8.1 SPA CR or TR Renewal Proficiency Check (except HPA-Complex)

Ch. 8.1 ISS 3 / REV 6 / 01.11.2025

Crew complement:	SPO and/or MPO
Flight rules:	VFR or VFR/IFR
Equipment:	Aeroplane or FSTD
Applicable class or type:	TMG, SE, ME
Required examiner certificate:	FE/CRE; IRE privilege or FE/CRE with IR privilege shall also be held if the proficiency check is combined with an IR proficiency check

Application

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

- Candidate's full name and FOCA license number
- Type of proficiency check required
- Class/type of aeroplane and registration
- Meeting place and proposed date

ATO/DTO or Instructor Responsibilities

The ATO/DTO or instructor, as applicable, guarantees that the candidate has received the necessary training to reach again the level of proficiency necessary to safely operate the relevant type or class of aeroplane and that the candidate is ready for the proficiency check; the proficiency check recommendation is signed by the Head of Training or instructor, as applicable, and the training completion is endorsed in candidate's logbook as follow:

«Refresher training (enter specific CR/TR) SPO VFR is completed», or alternatively
«Refresher training (enter specific CR/TR) SPO with IR is completed», or alternatively
«Refresher training (enter specific CR/TR) MPO VFR is completed», or alternatively
«Refresher training (enter specific CR/TR) MPO with IR is completed»
Place and date
ATO/DTO or Instructor name and approval, declaration or license number (as applicable)
HT or Instructor name, license number and signature

Proficiency Check Test Program

The proficiency check program must cover all the applicable sections, and include at least all the Mandatory items, laid down in Appendix 9 and FOCA form 60.525.

The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check. If combined with an IR proficiency check, the program should include a route sector; the first part of the examination should consist of normal IFR operation, with the general handling and abnormal operation under VFR left for the second part of the proficiency check.

Weather minima

The weather conditions shall be suitable for a safe and legal VFR, respectively IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- LAPL(A) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, with IR if relevant
- EASA compliant logbook
- FOCA form 60.525 filled and signed

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website: https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

The CR/TR proficiency check result shall be either Pass, Partial Pass, or Fail.

If combined with an IR proficiency check, the IR part could be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 60.525 and then debrief the candidate. The candidate acknowledges the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.525.

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

«Proficiency Check (enter specific CR/TR) SPO VFR passed», or alternatively *«Proficiency Check (enter specific CR/TR) SPO with IR passed»,* or alternatively *«Proficiency Check (enter specific CR/TR) MPO VFR passed»,* or alternatively *«Proficiency Check (enter specific CR/TR) MPO with IR passed»* Place and Date Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.525
- Copy of the relevant pages of logbook showing: confirmation of completed training, proficiency check endorsement
- Renewal training completion certificate
- Copy of ATO/DTO certificate or Instructor license (not required for Swiss ATO/DTO/Instructor certificate)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate, if applicable (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.525.

The examiner informs the candidate about his right of appeal.

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

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

- Original FOCA form 60.525.

Repetition procedure after partial passed or failed CR/TR proficiency check

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

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

Application procedure for the first repetition stays the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

8.2 SPA HPA-Complex TR Renewal Proficiency Check

Ch. 8.2 ISS 3 / REV 0 / 27.04.2021

Crew complement:	SPO and/or MPO
Flight rules:	IFR
Equipment:	FFS or a combination of FSTD and aircraft shall be used. If no FFS or FSTD is available or accessible irrespective of any time consideration, an aeroplane may be used. If no FFS or FSTD is available or accessible, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned proficiency check to seek the necessary approval.
Applicable type:	SP High-Performance Complex
Required examiner certificate:	SFE or TRE

Application

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

- Candidate's full name and FOCA license number
- Type of proficiency check required
- Type of aeroplane or FSTD and registration
- Meeting place and proposed date

ATO Responsibilities

The ATO guarantees that the candidate has received the necessary training to reach again the level of proficiency necessary to safely operate the relevant type of aeroplane and that the candidate is ready for the proficiency check. The proficiency check recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«Refresher training (enter specific TR)/IR SPO is completed», or alternatively
«Refresher training (enter specific TR)/IR MPO is completed»
Place and date
ATO name and approval number
HT name, license number and signature

Proficiency Check Program

The proficiency check program must cover all the applicable sections, and include at least all the mandatory items, laid down in Appendix 9 and FOCA form 60.526.

The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check, it is intended to simulate a practical flight, thus the program should include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the proficiency check.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- PPL(A) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- FOCA form 60.526 filled and signed
- FSTD certificate validity and limitations, if relevant

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 60.526 and then debrief the candidate. The candidate acknowledges the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of the first page of FOCA form 60.526

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

«Proficiency Check (enter specific CR/TR)/IR SPO passed», or alternatively *«Proficiency Check (enter specific CR/TR)/IR MPO passed»* Place and Date Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.526
- ATO certificate with scope of approval (not required for FOCA certified ATO's)
- Copy of the relevant pages of logbook showing: confirmation of completed training, proficiency check endorsement (if applicable according to Chapter 1.12)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.526.

The examiner informs the candidate about his right of appeal.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight, if applicable according to Chapter 1.12.

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

- Original FOCA form 60.526

Repetition procedure after partial passed or failed TR proficiency check

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

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

Application procedure for the first repetition stays the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

8.3 MPA TR Renewal Proficiency Check

Ch. 8.3 ISS 3 / REV 5 / 01.07.2024

Crew complement:	MPO
Flight rules:	IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned proficiency check to seek the necessary approval.
Applicable type:	MPA
Requirements for the FSTD:	FFS
Required examiner certificate:	SFE or TRE

Application

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

- Candidate's full name and FOCA license number
- Type of proficiency check required
- Type of aeroplane or FSTD, and registration
- Meeting place and proposed date

ATO Responsibilities

The ATO guarantees that the candidate meets all the applicable requirements, that the training is completed, and complies with the applicable OSD; the HT certifies that the applicant has successfully completed the training.

Proficiency Check Program

The proficiency check has to include all required items in accordance with Appendix 9 to Part-FCL and FOCA form 60.530.

Procedure before the Practical Check

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

A: Documentation Verification

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

- Valid ID or passport
- Medical certificate class 1 or 2, with IR
- EASA compliant Logbook (if applicable according to Chapter 1.12)
- PPL(A) or higher
- Valid language proficiency in English
- Type Rating renewal training completion certificate
- FOCA form 60.530 filled and signed

The ATO shall make available the training records for verification by the examiner, if requested. All documents shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

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

C: Oral Examination

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

Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 60.530 and then debrief the candidate. The candidate acknowledge the proficiency check result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.530.

The examiner makes the following entry in the candidate's logbook, if applicable according to Chapter 1.12

Proficiency Check (enter specific TR) passed *- Place and Date* *- Examiner name, license number and signature*

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.530
- Type rating renewal training completion certificate
- Copy of ATO certificate with scope of approval (not required for Swiss ATO's)
- Copy of the relevant pages of logbook showing: confirmation of completed training, proficiency check endorsement (if applicable according to Chapter 1.12)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilotif applicable

b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 60.530.

The examiner informs the candidate about his right of appeal.

The examiner makes no entry in the candidate's logbook.

The examiner send the following document to FOCA SBFP:

- Original FOCA form 60.530.

Repetition procedure after partial passed or failed TR proficiency check

The examiner provides a feedback to the ATO regarding the cause of failure. Application and presentation procedure for the repetition is the same as for the first proficiency check.

Special Remarks

Another applicant or another type rated qualified pilot may function as second pilot. If an aircraft is used, the second pilot shall be the examiner or an instructor.

8.4 MPA TR EBT Renewal for Operators with a Base Line EBT Approval

Crew complement:	MPO
Flight rules:	IFR
Equipment:	Normally a FFS; if approved under the Operator EBT programme, some elements may be done with a FNPT
Applicable type:	MPA
Requirements for the FSTD:	As per Operator EBT programme, including contingencies for FSTD degradations
Required examiner certificate:	Respective EBT Manager or a delegated TRE upon prior agreement

Application

- The respective EBT Manager collects the required internal operator data and prepares FOCA form 60.538 and the required attachments.
- The respective EBT Manager verifies the validity of the candidates's license, medical class 1 with IR privilege, English language proficiency requirement.
- The respective EBT Manager may agree to delegate his signature on form 60.538 to another TRE with prior agreement with the FOCA SBFP MPA Inspector.

Note 1: complete applications will be processed by FOCA within 10 working days of receipt; it is therefore advisable to submit the request sufficiently ahead of expiry. The scanned document suite shall be submitted by email to pel-qc@bazl.admin.ch.

Note 2: In case of a renewal according EBT, no rating extension whatsoever shall be performed by hand writing in a FOCA issued license; the license will be reissued by FOCA SBFP upon receipt of the complete revalidation documents.

Note 3: According to AMC2 ORO.FC.231(a)(2), the validity period will be counted from the end of the month when the module was completed. When the module is undertaken within the last 3 months of the validity period, the new validity period will be counted from the original expiry date.

Note 4: if unforeseen circumstances have affected the delivery of the modules for an individual pilot and contingency procedures as per AMC1 ORO.FC.231(a)(5) have been applied, a brief explanation shall be given by the respective EBT Manager in the remark box of form 60.538**.**

Applicability of Regulations

- The terminology used in FOCA material, including form 60.538 is defined in EASA ORO.FC.231/232, the corresponding AMCs and GMs;
- EASA ORO.FC.231/232 AMC's are applicable; and
- EASA ORO.FC.231/232 GM's shall be closely followed by the operator, unless specifically agreed differently with the Competent Authority. In this case, the respective EBT Manager shall contact the FOCA SBFP MPA Inspector for advice.

Definitions & Abbreviations

- FOCA assumes a grading scale of 1 to 5 as per AMC1 ORO.FC.231(d)(1)(b).
- Respective EBT Manager means the EBT Manager assigned to the respective aircraft type of the operator.
- One EBT module in the context of form 60.538 means the completion of one event consisting of the EBT evaluation phase, the maneuver training phase and the scenario based training phase.
- A minimum of two EBT modules shall be reported within the validity period of the type rating, separated by a period of not less than 3 months. The EBT module is completed when the content

of the EBT programme is completed for that EBT module and an acceptable level of performance is achieved.

- If, due to planning constraints, a third module is conducted, it shall be reported as well.
- FOCA form 60.538 requires a report of level 0 metrics (competent/not competent) for each phase of the individual module; in case of ITT or AFT, level 1 metrics (i.e. each competency with a grade) are required (refer to AMC1 ORO.FC.231(c) (d) for details).
- ITT: `"Individual tailored training" refers to a simulator session tailored to the pilot's individual training needs, which may require a different programme or syllabus. It may be done during the SBT. Refer to AMC4 ORO.FC.231(d)(1) for details.
- AFT: "Additional FSTD training" refers to the fact that in addition to the requirements of tailored training, there is an increase of FSTD volume (extra simulator session). Refer to AMC4 ORO.FC.231(d)(1) for details.

Renewal Training

The renewal training requirements are laid out in AMC1 ORO.FC.231(a)(5). Depending on the length of time since expiry, two possibilities exist:

Case 1: Rating lapsed since less than one year

- AMC1 ORO.FC.231(a)(5)(c)(1 to 5) applies;
- The pilot remains enrolled. For renewal, the respective EBT Manager defines the required training and certifies completion on a course certificate;
- The EVAL phase must be conducted by a TRE/SFE;
- Renewal requires submission of FOCA form 60.538.

Submission

The following documents shall be submitted as scanned documents to the email address above:

- FOCA form 60.538 fully completed and signed, including details of the rating applied for, IR category and PBN requirements; and details of any ITT/AFT;
- Renewal training completion certificate issued by the respective EBT Manager;
- Copy of the license of the candidate;
- Copy of the medical class 1 with IR of the candidate;
- Copy of the valid license of all TRI/SFI involved in each listed module;
- Copy of the valid license of all TRE/SFE involved in the EVAL phase of the module;
- Operator EBT Standardization form of all TRI/SFI involved in each listed module;
- Copy of the Respective EBT Manager Approval form of the Competent Authority;
- Copy of the valid TRE license of the respective EBT Manager (or, if the respective EBT Manager agrees to delegate his signature on the form to another TRE, copy of his license); and
- Copy of all listed FSTD certificates

Case 2: Rating lapsed since more than one year

- AMC1 ORO.FC.231(a)(5)(c)(6) applies;
- The pilot is de-enrolled. Renewal requires an ATO that will define the amount of training needed and certify completion on a course certificate;
- AMC1 FCL.625(c) 'IR — Validity, revalidation and renewal' and AMC1 FCL.740(b)'Validity and renewal of class and type ratings' apply;
- A license proficiency check as per Appendix 9 of Part FCL is needed; FOCA form 60.530 shall be used (refer to Chapter 8.4); and
- The pilot must then be re-enrolled in the Operator EBT programme.

Submission

Refer to Chapter 8.4 MPA TR Renewal

8.5 MOU Renewal

Ch. 8.5 ISS 1 / REV 0 / 31.01.2020

If the MOU rating has lapsed, the candidate has to pass a proficiency check that complies with the MOU Skill Test.

8.6 Instructor Renewal

Ch. 8.6 ISS 3 / REV 6 / 01.11.2025

Crew complement:	SPO / MPO	
Flight rules:	VFR / IFR	
Equipment for:	FI	SPA, except HPA-complex
	CRI SE / IR	SPA SE, except HPA-complex, FSTD
	CRI ME / IR	SPA ME, except HPA-complex, FSTD
	IRI	SPA, except HPA-complex, FSTD
	TRI SP	SP HPA-complex, FFS
	TRI MP	MPA TR, FFS
	SFI SP	SP HPA-complex, FFS
	SFI MP	MPA TR, FFS
Applicable class or type:	see above	
Required examiner certificate:	FIE	VFR
	FIE with IRI	VFR and IFR
	TRE*	IFR
	SFE*	IFR

* provided that the TRE or SFE has 3 years of experience as TRE or SFE and has undergone specific training for this task

Application

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

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

ATO Responsibilities

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

«Renewal Training for ……. is completed»
Class or type, variant(s)
Place and date
ATO name and approval number
HT name, license number and signature

Note: The logbook endorsement is only applicable if the candidate need training in the aeroplane or FSTD. For renewal only instructor refresher is mandatory, flight training is not.

Program of the Assessment of Competence AoC

The Assessment of Competence must include all applicable items laid down in FOCA form 60.722 for SPA or 60.723 MPA.

The assessment for a SFI consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.

FSTDs should not be used to pass an assessment of competence for FI on the class or type of aircraft.

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

General procedure:

1. Test lecture (long briefing for CRI, FI, IRI);
2. Theoretical knowledge oral test (for CRI, FI, IRI); and
3. Instruction flight.

Choice of topic

In an AoC for instructors, the focus is on checking the ability to teach. Therefore, a topic should be selected for the AoC from the qualifications of the corresponding instructor licence.

1. Test lecture (long briefing for FI, CRI, IRI)

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

2. Theoretical knowledge oral test

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

3. Instruction flight

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

The instruction flight includes the following elements:

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

Weather minima

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

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

Pre-Test Presentation procedure for Candidate and Examiner

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

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

Documentation Verification

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

- Valid ID or passport;
- License as required according FCL Subpart J Instructors;
- Valid CR and/or TR and valid IR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- EASA compliant logbook
- Form 60.722 or 60.723 (all pages)
- For the renewal(s) the following form(s):
  - 60.732 FI, 60.709 CRI, 60.712 IRI, 60.745 TRI SP, 60.745 SFI SP; or
  - 60.745 TRI MP, 60.745 SFI, (60.770 MPLI).

Note: For a TRI renewal application the SFI license entry could be applied at the same time.

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

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:
https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licenses/training-organisations/flight-school.html

Decision and Administration

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

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

If the theoretical knowledge and text lecture is passed but the practical part is failed, only the practical part may be repeated.

The candidate acknowledge the assessment result by signing the form.

a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 60.722 or 60.723.

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

«Assessment of Competence for …….. passed»
Class or type, variant(s)
Place and Date
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 60.722 or 60.723
- For the renewal(s) the following form(s):
  - 60.732 FI, 60.709 CRI, 60.712 IRI, 60.745 TRI SP, 60.745 SFI SP; or
  - 60.745 TRI MP, 60.745 SFI, (60.770 MPLI);
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates, not required for SFI)

b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 60.722 or 60.723 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 60.722 or 60.723.

The examiner informs the candidate about his right of appeal.

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

The following document shall be sent to FOCA SBFP:

- Original FOCA form 60.722 or 60.723 assessment.

Repetition procedure after failed Assessment of Competence

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

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

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

9 Instructor Class and Type Extensions

Ch. 9 ISS 3 / REV 0 / 27.04.2021

For any Instructor Class or Type Extension the general prerequisites and requirements according Part FCL.915 “General prerequisites and requirements for instructors” (b)(3), (c)(1), (d) and (e) apply.

For the following 6 instructor categories the respective paragraphs of Part FCL as well as the respective FOCA form have to be observed and applied to:

- **FI**

  The FCL.905.FI “FI – Privileges and conditions” (a) to (k) apply and FOCA form 60.707 shall be used.

- **TRI**

  The FCL.910.TRI “TRI – Restricted privileges” (b)(1) to (3) apply or the privileges shall be extended to further variants in accordance with the OSD if TRIs have completed the relevant parts of the technical training and flight instruction parts of the applicable TRI course. For TRI SPA the FOCA form 60.704 and for TRI MPA the FOCA form 60.747 shall be used.

- **CRI**

  The FCL.905.CRI “CRI – Privileges and conditions” (a) to (c) apply and FOCA form 60.710 shall be used.

- **SFI**

  The FCL.910.SFI “SFI – Restricted privileges” (a) to (c) apply or the privileges shall be extended to further variants in accordance with the OSD if the SFI has completed the type relevant parts of the technical training and the FSTD content of the flight instruction syllabus of the applicable TRI/SFI course. For SFI SPA and SFI MPA the FOCA form 60.757 shall be used.

- **MCCI**

  The FCL.910.MCCI “MCCI – Restricted privileges” may be extended to other FSTDs representing further types of aircraft when the holder has completed the practical training of the MCCI course on that type of FNPT II MCC, FTD 2 or FFS. The FOCA form 60.762 shall be used.

- **STI**

  The FCL.910.STI “STI – Restricted privileges” may be extended to other FSTDs representing further types of aircraft if in the period of 12 months immediately preceding the application the holders have (a) to (c) applied.

10 Appendices

Ch. 10 ISS 3 / REV 0 / 27.04.2021

Refer to next pages.

10.1 Appendix 1 «Generic Single Pilot (A) Examiner Test Preparation Checklist»

Ch. 10.1 ISS 3 / REV 0 / 27.04.2021

- ❑ **Task Acceptance**
  - Expected exam (type, legal basis, aircraft or FSTD)
  - Candidate details
  - Location
  - Compliance with national requirement or guidance (Examination Guide, EDD, safety rules etc.)

Accept or refuse task

- ❑ **Examiner preparation:**
  - Exam notification in Flexco
- ❑ **Introduction:**
  - Gives a positive first impression
  - Welcome / Presentation
  - Feel the „pulse-rate“ of candidate
- ❑ **General information:**
  - Show your Examiner Authorisation
  - Ask for candidate’s ID
  - Legal basis
  - Give candidate maximum credit
- ❑ **Documentation: Paper check:**
  - According Guide for Skill Test
    - License
    - Medical
    - English LP validity
    - Logbook
    - FOCA Form(s)
    - …
- ❑ **Aircraft / FSTD:**
  - Certified and equipped as required for the task, ops rules, and NAA requirements
  - Documents (valid ARC and insurance), respectively FSTD certificate

Decision 1

- Go ahead? What’s missing?

- ❑ **Examination program:**
  - Task received / understood
  - Program of Test or Check
  - Rules - repetition failed item(s)
  - Time schedule
  - Safety briefing: traffic lookout, real emergencies handling etc.
- ❑ **Candidate’s briefing:**
  - Listen / no questions during briefing
    - WX, Fuel, Performance, Flight plan etc.
    - NOTAM, DABS, MEL etc.
- ❑ **Oral examination:**
  - 5-10 prepared theoretical questions
    - Aeroplane Systems etc.
    - Operational Questions etc.

Decision 2

- Go / no Go

- ❑ **Short Break:**
  - Start without pressure
  - Provide time for a WX update
  - Set time and meeting point
- ❑ **Practical part:**
  - Safety first
  - No instruction
  - Passive behaviour
  - No interference in pilot’s decisions
  - Realistic and fair scenario and timing
  - Know the purpose of the item assessed (what, why, when and how)
  - Verify doubtful observations
  - Observe minimum required **M**-items
- ❑ **Facts for decision:**
  - Only facts count
  - Accurate documentation during session
    - on a personal note sheet
    - directly on FOCA Form(s)
  - Communicate result only after reaching a facts-based decision
- ❑ **During flight:**
  - No instruction
  - Passive behaviour → no command
  - No interference in pilot’s decisions
  - Follow flight progress, take notes
  - No debriefing
- ❑ **Emergency:**
  - Safety First
  - Do not pull any circuit breakers
  - Observe minimum required M-items
  - Conservative on double or triple failures
- ❑ **Facts for decision:**
  - Only facts might count
  - Accurate documentation during session
    - On a personal note sheet, or
    - Directly on the form

Decision 3 result

- Pass, Fail

- ❑ **Preparation debriefing:**
  - Take the time to prepare it
  - Define time and location
  - Factual and concise
- ❑ **Administration:**
  - Complete paperwork:
    - Logbook, license, forms
- ❑ **Debriefing:**
  - Short, concise
  - No bullet point debriefing
  - No instruction
  - Positive perspective
  - Candidate’s de-briefing
- ❑ **Completion of test:**
  - Hints & Tips
  - Hand over Check Forms
- ❑ **Communication:**
  - Feedback of candidate
  - Feedback to the ATO/DTO

10.2 Appendix 2 «Generic Multi Pilot (A) Examiner Test Preparation Checklist»

Ch. 10.2 ISS 3 / REV 0 / 27.04.2021

- ❑ **Task Acceptance:**
  - Expected exam (type, legal basis, aircraft or FSTD)
  - Candidate details
  - Crew set-up / crew complement
  - Compliance with national requirement or guidance (Examination Guide, EDD, safety rules)

Accept or refuse task

- ❑ **Examiner preparation:**
  - Exam notification in Flexco
- ❑ **Introduction:**
  - Gives a positive first impression
  - Welcome / Presentation
  - Feel the „pulse-rate“ of the candidate
- ❑ **General information:**
  - Show your Examiner Authorisation
  - Ask for candidate’s ID
  - Legal basis
  - Give candidate maximum credit
- ❑ **Documentation: Paper check:**
  - According Guide for Skill Test
    - License
    - Medical
    - English LP validity
    - Logbook
    - FOCA Form(s)
    - …
- ❑ **Aircraft / FSTD:**
  - Certified and equipped as required for the task, ops rules, and NAA requirements
  - Documents (valid ARC and insurance), respectively FSTD certificate

Decision 1

- Go ahead? What’s missing?

- ❑ **Examination program:**
  - Task received / understood
  - Course of Test or Check
  - Rules - repetition failed item(s)
  - Time schedule
- ❑ **Crew briefing:**
  - Listen / no questions during briefing
    - WX, Fuel, Performance
    - NOTAM, MEL
    - …
- ❑ **Oral examination:**
  - 5-10 prepared theoretical questions
    - Aeroplane Systems
    - Operational Questions (OM A, OM B)

Decision 2

- Go / no Go?

- ❑ **Short Break:**
  - Start without pressure
- ❑ **Practical part:**
  - Safety briefing
  - No instruction
  - Passive behaviour
  - No interference in pilot’s decisions
  - No bullet point debriefing
  - Realistic and fair scenario and timing
  - Know the purpose of the item assessed (what, why, when and how)
  - Verify doubtful observations
  - Observe minimum required M-items
- ❑ **Facts for decision:**
  - Only facts count
  - Accurate documentation during session
    - on a personal note sheet
    - directly on FOCA Form(s)
  - Communicate result only after reaching a facts-based decision

Decision 3 result

- Pass, Fail?

- ❑ **Preparation debriefing:**
  - Take the time to prepare it
  - Define time and location
  - Factual and concise
- ❑ **Administration:**
  - Complete paperwork
    - Logbook, license, forms
- ❑ **Debriefing:**
  - Short, concise
  - No instruction
  - Positive perspective
  - Candidate’s de-briefing
- ❑ **Completion of test:**
  - Hints & Tips
  - Hand over Check Forms
- ❑ **Communication:**
  - Feedback of candidate
  - Feedback to the ATO/DTO