


Irish Aviation Authority The Times Building 11-12 D'Olier Street Dublin 2, Ireland www.iaa.ie Safety Regulation Division	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11-12 Sráid D'Olier Baile Átha Cliath 2, Éire Rannán na Rialachán Sábháilteachta	No. PLAM 004 Revision 00 Area ACW Date 15.05.2020	
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TITLE: PILOT EXAMINER STANDARDISATION BRIEFING DOCUMENT

1 Introduction:

This Examiner Standardisation Briefing Document sets out the methods for Examiners to declare that they have reviewed the IAA procedures and information as per FCL.1015, Examiner Standardisation. The contents of this document must be included as part of the initial standardisation or refresher standardisation of IAA certified Examiners.

This document must be reviewed in conjunction with the EASA "**Examiner Differences Document**" which outlines the differences in National Procedures in each Member State.

Link: [EASA Differences Document](#)

2 Requirement and Scope of this document:

The procedures in this document apply to:

- Any Examiner who intends to conduct a test for the purpose of the issue of an IAA licence or the revalidation or renewal of a rating or certificate endorsed or attached to an IAA issued licence.

3 Examiner Test Notification Periods:

All Test notifications must be submitted via the IAA website under the **Flight Examiner Notification of Test** link [here](#). A Test notification shall remain valid for 30 days from the notified planned date of Test.

Type of Test or Check	Minimum Notification Period	
Licence Skill Test (LST) - i.e. LAPL,PPL, CPL,ATPL, IR, Class Rating or Type Rating	EEA	Outside EEA
	5 Days	15 Days
Licence Proficiency Check (LPC)	Three Hours (mandatory)	
Assessment of Competence		
Initial Instructor	15 Days	
Revalidation or Renewal of an Instructor Certificate	5 Days	
Initial Examiner	Prior Approval with the IAA required	
Revalidation or Renewal of Examiner Certificate	Prior Approval with the IAA required	

Note: Where Prior Approval is required for an Assessment of Competence, the Applicant or the proposed Examiner should contact the IAA at licensing@iaa.ie at least 15 days in advance of the proposed Assessment Date.

NATIONAL ADMINISTRATIVE PROCEDURES

1. ALL Examiners who intend to conduct a Test on an IAA licence holder must read this briefing document from the IAA website. This document is considered to be part of the standardisation and refresher training required by FCL.1015 & AMC1.FCL.1015 & AMC2.FCL.1015
2. All Examiners conducting a Test on an IAA-licence holder must use the notification facility on the IAA website, **Flight Examiner Notification of Test** link [here](#).
3. The notification facility on the IAA website includes a confirmation box (tick box ✓) which will allow an Examiner to declare that he/she has reviewed the latest available information from the IAA regarding the National Administrative Procedures before conducting a test on an IAA licence holder.
4. Notwithstanding the requirement at 2, Examiners conducting Tests at an ATO which has a specific written arrangement with the IAA for the administration of Tests, may follow the procedures in that arrangement.
5. All Tests notified to the IAA or conducted under a specific arrangement with an ATO may be subject to an announced or unannounced oversight by an IAA Inspector. Assessment of Competence for an Examiner requires prior approval with the IAA. Other Tests, for example initial CPL or IR Tests are subject to minimum notice periods.
6. Any Test conducted outside the scope of an Examiner's privileges will not be accepted by the IAA for the issue, revalidation or renewal of a licence, rating or certificate.
7. Except in the case of a specific arrangement mentioned at paragraph 5 above, designation of Tests shall be effected by instructions automatically received after an Examiner uses the test notification process on the IAA website. These instructions may change from time to time, but shall always include a declaration to be signed by the Examiner that he/she has reviewed the latest IAA National Administrative Procedures. A signed copy of this email must be returned to the IAA along with items 1 to 6 at paragraph 17 below.
8. Examiners conducting Tests on candidates in aircraft or appropriate FSTDs are responsible for ensuring their suitability including, but not limited, to the airworthiness of the aircraft or qualification of the FSTD and particularly the validity of insurance cover as appropriate.
9. Regardless of the notification of a specific Examiner to conduct a certain Test, the IAA may decide to send a qualified Inspector or nominate a different Examiner to conduct the Test for oversight, standardisation or safety reasons.
10. Non-IAA Examiners conducting tests **in Ireland** are subject to the same oversight programme as IAA certified Examiners.
11. An Examiner certified in accordance with PART-FCL is authorised by the IAA for the purposes of revalidating a Type, Class or Instrument ratings in an IAA-issued PART-FCL Licence according to the Examiner's privileges.
12. The renewal of an expired Type, Class or Instrument rating, must be endorsed by the IAA, except where an Examiner is **specifically authorised** by the IAA to do so.
13. The Revalidation or Renewal of an Instructor or Examiner certificate shall always be endorsed by the IAA.

14. Full details of Examiner authorisations to endorse the revalidation or renewal of a rating page in an IAA issued licence are detailed in [PLAM No. 017](#) found on the IAA website
15. After completion of the Test, the examiner shall inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal. All Examiners must brief IAA test candidates on the procedures of their certifying competent authority or the approved procedures in their ATO for investigating any complaint about the conduct of a test.
16. After completion of the Test, the examiner shall provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the Irish Aviation Authority, and to the competent authority that issued the examiner certificate.
17. All Examiners, who conduct a Test on the holder of an IAA licence, **must submit all** of the following documentation to the IAA within **14 days** of the test :
 1. A copy of the Test Report Form in English.
 2. A copy of the Examiners valid Licence & Examiner Certificate.
 3. A copy of the signed licence insert page (if applicable).
 4. A report from the Examiner detailing the reasons for any failure, partial pass or any other special circumstances (if applicable).
 5. A copy of the simulator qualification certificate (if applicable)
 6. A signed copy of the Notification of Test (automatic email reply from IAA website – **Flight Examiner Notification of Test** link [here](#))

Examiners should send the required documentation by email to licensing@iaa.ie.

Alternatively, Examiners may send the required documentation by post to:

**The Irish Aviation Authority,
Flight Crew Licensing Department,
The Times Building,
11-12 D'Olier Street,
Dublin 2,
Ireland.**

18. Any queries from Examiners on this briefing document should be referred by email to licensing@iaa.ie.

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Data Protection / Fees / Liability / Insurance

- 1. Data Protection:** Examiners acknowledge and accept that a test candidate's personal details are protected by the Irish Data Protection Acts as well as the laws concerning data protection of the Member State where the test takes place or the laws applicable if the test is conducted outside a Member State. In general, the Examiner must not communicate any of the candidate's personal details to unauthorised persons.

1.1 When do these rights apply?

A person has the right to data protection when his/her details are:

- Held on a computer;
- Held on paper or other manual form as part of a filing system; and
- Made up of photographs or video recordings of the person's image or recordings of the person's voice.

1.2 What is the aim of these rights?

Data protection rights will help to make sure that the information stored about a person is:

- Factually correct;
- Only available to those who should have it;
- Only used for stated purposes.

1.3 More information on the Irish Data Protection Act is available at:

www.dataprotection.ie

- 2. Examiner Liability:** The conditions and circumstances of Tests conducted on IAA licence holders vary considerably according to the jurisdiction and/or the Type or Class of aircraft used or the FSTD used. All Examiners who intend to conduct a test on the holder of an IAA issued licence are strongly advised to familiarise themselves with any personal liabilities that may be associated with their Examiner responsibilities.
- 3. Aircraft Insurance:** When conducting a test in an aircraft, the Examiner is normally designated as the Pilot in Command (PIC). In this case, the Examiner must ensure that the aircraft is covered by the minimum insurance required by EU regulations or in the case of a 'Third Country' the minimum legal insurance required in that jurisdiction.

Where a test is conducted in an FSTD, the Examiner must be familiar with the insurance and liability requirements of the State in which the test is taking place and the organisation which operates the FSTD.

4. Examiner Fees:

- 4.1** The IAA does not provide financial remuneration for expenses or services rendered. The Examiner shall arrange those with the training organisation or the candidate as appropriate.
- 4.2** In circumstances where an IAA Inspector is required to observe the conduct of a Test either inside or outside Ireland for the purpose of oversight, fees may be levied in accordance with the Statutory Fees Order in force at the time of the test.

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