


Irish Aviation Authority The Times Building 11–12 D'Olier Street Dublin 2, Ireland www.iaa.ie	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D'Olier Baile Átha Cliath 2, Éire	No. PLAM 004 Revision 02 Area ACW Date 04.09.2025	
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IRISH AVIATION AUTHORITY (IAA) PILOT EXAMINER STANDARDISATION BRIEFING DOCUMENT

1. Introduction:

Pilot examiners are required to notify the IAA in advance of conducting a test, check or assessment on the holder of an IAA issued pilot licence. Examiners are also required to declare that they have reviewed the latest IAA procedures and information for the conduct of such tests, checks and assessments.

This Examiner Standardisation Briefing Document describes the IAA's procedures and conditions for the notification and conduct of tests, checks and assessments on IAA licensed pilots.

The contents of this document must be included as part of the initial standardisation and refresher standardisation training of IAA certified examiners (FCL.1015 – Examiner Standardisation). This document must also be reviewed in conjunction with EASA's **Examiner Differences Document**, ([IAA link to EDD](#)) which outlines the different administrative procedures in each EASA Member State.


2. Requirement and Scope of this document:

The procedures in this document apply to any Examiner who intends to conduct a test/check for the purpose of an IAA licence issue, or the revalidation or renewal of a rating or certificate endorsed or attached to an IAA issued licence.

3. Examiner Test Notification Periods:

- 3.1. All Test notifications must be submitted via the IAA website.
Link: [Flight Examiner Notification of Test Form](#)
- 3.2. A test/check notification shall remain valid for 30 days from the notified planned date of test/check, without the need to notify any unforeseen changes to dates/times of planned event within that period.
- 3.3. The IAA may request information about a notified test / check prior to the conduct of the event and may send an inspector either announced or unannounced to observe the conduct of a notified test / check.

Type of Test or Check	Minimum Notification Period	
Licence Skill Test (LST) - <i>(i.e. LAPL, PPL, CPL, MPL, ATPL, IR, Mountain, Class or Type Rating)</i>	Inside European Economic Area (EEA) and United Kingdom	Outside EEA
	5 Days	15 Days
Licence Proficiency Check (LPC)	Three Hours (mandatory)	
Assessment of Competence		
Initial issue of an Instructor Certificate	15 Days	
Revalidation, Renewal or Extension of Privileges of an Instructor Certificate	5 Days	
Initial issue of an Examiner Certificate	Prior Approval Required	
Revalidation, Renewal or Extension of Privileges of an Examiner Certificate	Prior Approval Required	

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4. Prior Approval

- 4.1. Prior approval is required for all Examiner Assessment of Competence (AoC) for an IAA-issued Examiner Certificate (incl. initial issue, revalidation, renewal, or extension of privileges);
- 4.2. The prior approval request must be submitted at least 30 days in advance of the planned event;
- 4.3. A dedicated email address (examiners@iaa.ie) is provided for requesting an Examiner AoC.

Please Note: *This dedicated email address should not be used for any other purpose as correspondence relating to other matters shall not be answered or forwarded to another section within the IAA.*

- 4.4. When requesting Prior Approval, the request must include the following:
 - a) A copy of the Examiner applicant's licence (incl. valid class/type rating and medical certificate);
 - b) A copy of completed IAA form ECON.ACW.F.399E (Initial Issue only) (LINK: [Personnel Licensing Forms](#));
 - c) The name of the IAA approved ATO where the examiner standardisation course was conducted (Initial Issue only);
 - d) The proposed date, time and location of the Examiner AoC.
- 4.5. When a Senior Examiner is proposed, the request must include the following:
 - a) A copy of proposed Senior Examiner's Authorisation;
 - b) Licence (incl. valid class/type rating and medical certificate);
 - c) Instructor and Examiner Certificate.

Please note: *A Senior Examiner must be specifically tasked in writing by the IAA before the conduct of an Examiner AoC)*


5. Test/Check Crew Configuration and Qualification requirements

5.1. Medical Requirements

Except for SFI & SFE, candidates for a Test, Check, or Assessment of Competence shall hold a valid EU Part-MED Medical Certificate appropriate to the grade of licence unless specifically authorised otherwise in writing by the IAA.

5.2. Flight Crew Configuration during Tests, Checks and Assessment of Competence

- a) In general, Examiners are expected to follow the applicable regulations, procedures and guidance in the Aircrew Regulation ((EU) 1178/2011) and the applicable module of the EASA Flight Examiner Manual (FEM).
- b) During a Test, Check or Assessment of Competence (AoC) in a single pilot aircraft the Examiner shall be qualified to act as Pilot in Command and shall occupy the appropriate crew seat.
- c) For the Skill Test and Proficiency Check for Type Ratings in Multi-pilot operations another applicant or another EASA qualified pilot may function as the second pilot.
- d) For MPA/MPH Instructor AoCs (TRI or SFI) in a FSTD or FFS, the Examiner should not act as a member of the flight crew under instruction. The Examiner should occupy a non-crew member observers position where the Instructor candidate may be observed demonstrating the Instructor Competencies in FCL.920 in a multi-crew environment including effective use of the Instructor Operating Panel (IOS) and the inclusion of Threat and Error Management (TEM) and Crew Resource Management (CRM) principles. Similarly, the Instructor under check should not act as a member of the flight crew under instruction, except when necessary to demonstrate a particular exercise.

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6. Use of an aircraft for Tests, Checks & Assessments of Competence

- 6.1 Appendix 9, Part A, para. 1b and 1c detail the device(s) that shall be used for the conduct of Tests & Checks. In general, an FFS shall be used, where one exists, and is 'available and accessible' (both terms are defined in FCL.010), regardless of location. For SPA & all helicopters, further flexibility is provided in para. 1c to permit the use of a combination of FFS, FSTD and or aircraft in the event of FFS unavailability.
- For non-complex aircraft, para. 1(d) provides a derogation to allow the combined use of an FSTD and aircraft, even if a FFS is available. A further derogation at para. 1(e) provides for specified non-complex aircraft to be used irrespective of the availability and accessibility of FFS or FSTD.
- 6.2 Similarly, for the conduct of a TRI AoC, FCL.935.TRI details the device(s) that shall be used.
- 6.3 In exceptional circumstances, where an FFS and/or FSTD is not available or accessible, and the use of an aircraft for a Test, Check or AoC is not otherwise provided for by derogation as detailed above, mitigating measures to ensure the required level of safety should be agreed with the IAA before testing or checking the applicant in an aircraft.
- 6.4 An Examiner proposing to conduct a Test, Check or AoC in an aircraft must contact the IAA at least 45 days in advance at examiners@iaa.ie detailing the intended test/check scenarios and safety mitigations.

7. Fees

Where the IAA is required to send an Inspector to conduct an Examiner AoC, certain fees shall be applicable which may include:

- The costs of flights / hotels (where applicable);
- Daily Fee(s) for inspector time (according to the applicable [IAA Schedule of Charges](#));
- Other costs may be applicable to a specific situation (e.g. car hire etc.).

Please Note: When a request for an Examiner AoC involves fees to be paid to the IAA, the general amounts and scope of the costs shall be agreed with the Examiner candidate in advance.

END

NATIONAL ADMINISTRATIVE PROCEDURES

1. ALL Examiners who intend to conduct a Test/Check/AoC 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 who intend to conduct a Test/Check/AoC on an IAA-licence holder must use the notification facility on the IAA website, **Link: [Flight Examiner Notification of Test Form](#)**
3. The notification of test facility on the IAA website includes a confirmation box (tick box ☒) which will allow an Examiner to declare that the IAA's National Administrative Procedures have been reviewed before conducting a Test/Check/AoC on an IAA licence holder.
4. Notwithstanding the requirement at paragraph 2, Examiners conducting a Test/Check/AoC at an ATO which has a specific written arrangement with the IAA for the administration of a Test/Check/AoC, may follow the procedures in that arrangement.
5. Any Test/Check/AoC notified to the IAA or conducted under a specific arrangement with an ATO may be subject to announced or unannounced oversight by an IAA Inspector. An Examiner AoC requires prior approval from the IAA. Any other Test/Check/AoC, e.g. an initial CPL or IR Test, is subject to minimum notice periods.
6. Any Test/Check/AoC conducted outside an Examiner's privileges shall not be accepted for the issue, revalidation, or renewal of a licence, rating, or certificate.
7. Except in the case of a specific arrangement mentioned at paragraph 4, the required designation of a specific Test/Check/AoC shall be included in the instructions/conditions automatically received after an Examiner uses the Test/Check/AoC notification process on the IAA website. These instructions/conditions 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 18 below.
8. Examiners conducting a Test/Check/AoC on candidates in an aircraft or appropriate FSTD 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/Check/AoC, the IAA may decide to send a qualified Inspector or nominate a different examiner to conduct the Test/Check/AoC for oversight, standardisation or safety reasons.
10. Non-IAA Examiners conducting a Test/Check/AoC **in Ireland** are subject to the same oversight programme as IAA certified Examiners.
11. An Examiner certified in accordance with EU Part-FCL is authorised by the IAA for the purpose of revalidating a Type, Class, or Instrument rating in an IAA-issued Part-FCL license according to the Examiner's privileges.
12. Except where an Examiner is specifically authorised by the IAA, the renewal of an expired Type, Class, or Instrument rating must be endorsed by the IAA.

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. Link here: [PLAM 017](#)
15. After completion of the Test/Check/AoC, the Examiner shall inform the applicant of the result of the Test/Check/AoC. 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.
16. The Examiner shall detail any re-training requirements and the candidates right of appeal. All Examiners must brief IAA Test/Check/AoC 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/Check/AoC.
17. After completion of the Test/Check/AoC, the Examiner shall provide the applicant with a signed report of the Test/Check/AoC and submit without delay copies of the report to the Irish Aviation Authority, and to the Competent Authority that issued the Examiner certificate.
18. All Examiners who conduct a Test/Check/AoC on the holder of an IAA licence **must submit all** of the following FCL documentation to the IAA within 14 days of the test/check :
 - a) A copy of the appropriate Test/Check/AoC Report Form in English;
 - b) A copy of the Examiners valid licence and Examiner Certificate
 - c) A copy of the signed licence insert page (if applicable);
 - d) A report from the Examiner detailing the reasons for any failure, partial pass or any other special circumstances (if applicable);
 - e) A copy of the FSTD qualification certificate (if applicable);
 - f) A signed copy of the Notification of test (automatic email reply from IAA website)

Examiners should send the required FCL report documentation by email to

licensing@iaa.ie

Data Protection / Fees / Liability / Insurance

- 1. Data Protection:** Examiners must acknowledge and accept that a person's personal data is 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:

- a) Held on a computer;
- b) Held on paper or other manual form as part of a filing system;
- c) 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 information stored about a person is:

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

1.3. Irish Data Protection Information is available at: www.dataprotection.ie

- 2. Examiner Liability:** The conditions and circumstances of a Test/Check/AoC conducted on an IAA licence holder varies 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/Check/AoC 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/Check/AoC 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/Check/AoC either inside or outside of Ireland for the purpose of oversight, fees may be levied in accordance with the Schedule of Charges in force at the time of the test.

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