

United Kingdom Overseas Territories Aviation Circular

OTAC 61- 5
119-11
121-11
135-11

Flight Examiner Authorisations for Commercial Air Transport Operations

Issue 2
June 2020

Effective on issue

GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

PURPOSE

This Circular provides information regarding the process for the issue, renewal and amendment of an Overseas Territories Flight Examiner Authorisation.

RELATED REQUIREMENTS

This Circular relates to OTAR Parts 61, 119, 121 and 135.

CHANGE INFORMATION

Second issue.

ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website www.airsafety.aero or to the appropriate Overseas Territory Aviation Authority.

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1 Introduction

- 1.1 The operator of every aircraft registered in the Territory and flying for the purpose of commercial air transport is required to establish a training programme and competency assessment programme, approved by the OTAA, to ensure that flight and cabin crew members are adequately trained and competent to perform their duties.
- 1.2 Flight examinations are required to be carried out by an appropriately qualified Flight Examiner (FE).
- 1.3 For larger AOC holders, the FE is usually an employee of the operator, who flies as PIC during company flight operations and who maintains a high degree of proficiency in the aircraft and operations for which he will be engaged in performing flight examinations. It is the responsibility of the operator to ensure that employee FEs are appropriately qualified in accordance with the OTARs (Parts 121/135); however, any FE who does not hold a licence issued under OTAR Part 61 will require a FE Authorisation from the OTAA, in addition to any licence validation that has been issued.
- 1.4 For small AOC holders, where the direct employment of a FE is not practicable, flight examinations may be conducted by a suitably qualified person, who holds a FE Authorisation. It is permitted for a FE Authorisation to be granted to a suitably qualified person who does not hold a licence validation for the Overseas Territory issuing the authorisation.
- 1.5 A FE Authorisation alone does not entitle the holder to act as a member of the flight crew of an aircraft registered in the Territory when conducting flight examinations: an appropriate OTAR Part 61 validation must be held.

2 Requirements

- 2.1 To be eligible for the issue of a Flight Examiner Authorisation, a person shall satisfy the requirements of OTAR Parts 135.1145 and 121.1145 and the requirements of the State of licence issue; the Certificate of Validation (if issued) and the Flight Examiner Authorisation.
- 2.2 Operators, in discussion with their Flight Operations Inspector, will identify a potential candidate to fulfil the requirements of a flight examiner.
- 2.3 The scope of the flight examiner authorisation will differ depending on the current licensing documentation held:

Type of Operation	Validation Holder	Non-Validation Holder	
	OT Registered Aircraft	OT Registered Aircraft	Non-OT Registered Aircraft
Single Pilot Operations	✓	✓	Licence Dependent
Multi pilot Operations not as crew member	✓	✓	Licence Dependent
Multi pilot Operations as crew member	✓	x	Licence Dependent

3 Application for FE authorisation

3.1 An application for the grant of a Flight Examiner Authorisation should be made either by the individual concerned or, more usually, the operator or company employing them. The application should have been made on the appropriate form. A sample ASSI Form PEL-FRM-014 is shown at Appendix A and can be found on the ASSI website.

3.2 The application should be accompanied by appropriate documentation as follows:

For applications from holders of a current OTAR Certificate of Validation:

- Copies of the flight crew licence; and
- A copy of the relevant Class or Type ratings; and
- A copy of their examiner qualification from another Authority if applicable; and
- A copy of their medical certificate; and
- Logbook evidence of flight instructor or examiner experience; and
- Copies of some supporting personal identification (eg full passport); and
- Other appropriate supporting documentation.

4 FE Examiner Assessment of Competence (EAoC)

When required, an OTAA FOI will carry out an EAoC of the candidate conducting a flight check in the aircraft or simulator type for which the authorisation is sought. This includes the renewal of authorisations.

5 Privileges and limitations

To be eligible to exercise the privileges of a Flight Examiner Authorisation, a person shall satisfy the requirements of OTAR Parts 135.1145 and 121.1145. The privileges and limitations will be those of the State of licence issue, the Certificate of Validation (if issued) and the Flight Examiner Authorisation.

6 Currency

For the FE Authorisation to remain current, the holder must satisfy the following conditions:

- (a) the FE shall familiarise themselves with the Standard Operating Procedures of the operator; and
- (b) log at least three take offs and landings in the type or class of aircraft the Authorisation is to be issued for in the last three months; and
- (c) the FE must conduct a minimum of 1 OPC per year. The FE must retain a record of checks which have been conducted for future scrutiny by the FOI.

7 Renewal

- 7.1 Prior to the expiry of the current authorisation the holder may apply for a renewal by submitting ASSI form PEL-FRM-014, which is shown at Appendix A and can be found on the ASSI website.
- 7.2 If a FE has not met the currency requirements of paragraph 6, the Authorisation becomes invalid. To revalidate, the FE must complete the items in paragraph 6, which may require an EAoC by an OTAA FOI, if out of currency under 6(c).

8 Validity period

- a) The authorisation validity period is normally for a period of 36 months from the date of issue, plus the remainder of the month of issue. Should an authorisation be renewed during the last 12 months of validity the new authorisation will be valid for 36 months from the previous expiry date.
- b) Should the authorisation be based on an examiner qualification issued by another state; the validity period of the Flight Examiner Authorisation will match that of the foreign qualification but not exceed 36 months.

9 Operator's records

An operator shall maintain records that show:

- (a) the validity of the FE's Authorisation; and
- (b) a copy of each flight check conducted by the FE.

10 Operator's notification responsibilities

- 10.1 The operator shall submit to the OTAA a schedule of proposed flight checks to be conducted by the authorised FE when a EAoC by an FOI is required. This should be submitted no later than two months prior to the proposed flight checks.
- 10.2 The operator shall advise the OTAA when an authorised FE is no longer utilised by the company.

Appendix A – Flight Examiner Authorisation Application Form

**AIR SAFETY SUPPORT
INTERNATIONAL**

Flight Crew Licence

Flight Examiner Authorisation (Issue/Renewal)

for ASSI use only		
OT:		
App received:		
Checked	Date	Initials



Please annotate with a cross to indicate if your application is an initial issue or a renewal for a flight examiner authorisation and if you are the holder of an Overseas Territories Certificate of Validation or Non-Overseas Territories Licence Holder.

Initial Issue	<input type="checkbox"/>	Renewal	<input type="checkbox"/>
Overseas Territories Validation Holder	<input type="checkbox"/>	Non-Overseas Territories Licence Holder	<input type="checkbox"/>

Instructions on the completion of the form can be found at section 8.

1 PERSONAL DETAILS	
Surname	<.....>
Forename(s)	<.....>
Telephone number	<.....>
Cell Phone number	<.....>
E-mail	<.....>

2 CURRENT LICENCE HELD	
<input checked="" type="checkbox"/>	<i>Please tick as appropriate</i>
<input type="checkbox"/>	Airline Transport Pilot licence (aeroplane)
<input type="checkbox"/>	Airline Transport Pilot licence (helicopter)
<input type="checkbox"/>	Commercial Pilot licence (aeroplane)
<input type="checkbox"/>	Commercial Pilot licence (helicopter)

3 CURRENT LICENCE DETAIL	
Licence issuing State	<.....>
Full licence number	<.....>
Date of licence issue (dd/mm/yyyy)	<.....>
Ratings listed on licence (Use additional sheets if necessary)	<.....> <.....>
Restrictions listed on licence (if applicable)	<.....> <.....>

4 MEDICAL CERTIFICATE	
Medical certificate issuing State	<.....>
Class of Medical	<.....>
Date of last Medical (dd/mm/yyyy)	<.....>
Date next Medical due (dd/mm/yyyy)	<.....>

5 AIRCRAFT FOR WHICH AUTHORISATION IS REQUIRED

Aircraft Type	<.....>
Aircraft Operator Name	<.....>

Note: For the initial issue of an authorisation a letter of recommendation, from an appropriate Overseas Territories operator, is required to support your application.

6 FLIGHT TIME

Flight instructor/examiner time in previous 12 months	Total time	<.....>
Number of flight examinations conducted in previous 12 months	Number	<.....>

7 DECLARATION BY APPLICANT

Article 173 of the Air Navigation (Overseas Territories) Order 2013 (as amended) provides that a person shall not make any false representation for procuring for himself or any other person, the grant, issue, renewal or re-certification of any certificate or licence.

I hereby declare that the statements made are to the best of my belief correct

Signature: Date:

8 INSTRUCTIONS FOR COMPLETION OF FORM

Complete the form in BLOCK CAPITALS unless otherwise indicated.

Sections 3, 4 & 6 require supporting documentation detailed in section 9 of this form.

9 DOCUMENTATION REQUIRED FOR THIS APPLICATION

The form must be accompanied by **ALL** of the following documentation:

Copy of Licence	<input type="checkbox"/>
Copy of Class or Type Ratings	<input type="checkbox"/>
Copy of Examiner/Instructor Qualifications	<input type="checkbox"/>
Copy of Medical certificate (<i>only required if validation not held</i>)	<input type="checkbox"/>
Copy of logbook showing Flight Examiner experience	<input type="checkbox"/>
Copy of supporting personal identification (<i>only required if validation not held</i>)	<input type="checkbox"/>

10 SUBMISSION INSTRUCTIONS

The completed form and documentation requested at Section 9 should be sent to:

Personnel Licensing (FCL)
Air Safety Support International
Floor 2, The Portland Building, 25 High Street
Crawley, West Sussex RH10 1BG
UNITED KINGDOM

Licensing enquiries licensing@airsafety.aero

General email enquiries@airsafety.aero

Website www.airsafety.aero

If you are not the holder of an Overseas Territories validation we may verify with the original licence issuing State. A decision on whether to issue the authorisation will be delayed until the verification process is complete.

Regulatory Response Times for Personnel Licensing activities can be found on the ASSI website at www.airsafety.aero

11 FORM IDENTIFICATION

Form Number	PEL-FRM-014
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