

PROCEDURES FOR EXAMINERS

Revision January 2017

DSAC/PN



 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 2</p>
---	--	--	---------------------

TABLE OF CONTENT

TABLE OF CONTENT	3
INTRODUCTION	5
Concerned personnel and goal	5
Applicable regulation and enforcement.....	5
DGAC (french CAA) and DSAC.....	6
Useful definitions and abbreviations used in the document.....	7
REQUIREMENTS AND PROCEDURE FOR NON-FRENCH EXAMINERS TO ACT ON FRENCH LICENCE HOLDERS	7
Regulatory sources	7
Means of compliance	8
Procedures for Registration of non-French Examiners (only for the conduct of skills test).....	8
GENERAL PROCEDURES FOR NON-FRENCH EXAMINERS	9
Privileges of non-French Examiners when they act on French licence holders	9
Skill Test notification procedure	10
Examiner acceptance procedure	10
Oversight rights of DGAC	13
Procedures for paperwork.....	14
LIABILITY, INSURANCE AND FEES	15
Overview of French law system.....	15
Liability – testing standards	16
Change of Examiners’ data	17
Fees	17
Insurance.....	17
Protection of personal data.....	17
HOW TO ASK QUESTIONS? TO SEND REMARKS?	18
Questions	18


Remarks and suggestions..... 18

ANNEXES..... 19

Annex 1: Email format to be used..... 20

Annex 2: List of test-check forms to be used..... 23

Annex 3: Example of test/check form 25

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 5</p>
---	--	--	---------------------

INTRODUCTION

DGAC, the French Civil Aviation Authority is pleased to welcome you on this document which contains the relevant national administrative procedures and requirements for protection of personal data, liability and fees for non-french examiners acting on French licence holders.

CONCERNED PERSONNEL AND GOAL

This procedure addresses to examiners holding a combination (one or more) of FE, CRE, IRE, SFE, TRE and FIE authorisation(s):

- Issued by another-than-France EASA member state, and
- Compliant with Annex I to the Commission Regulation (EU) N°1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (called "Aircrew").

In this document:

- Those examiners are designated as "non-French Examiners";
- "French licence holders" means individuals holding a Part FCL pilot licence issued by France;

The primary goal of this document is to fulfil requirements of FCL.1015 (c) when non-French Examiners wish to exercise their Examiner's privileges on French licence holders for FCL tests.

Note that there is no specific requirement for non-French Examiners to conduct non-FCL tests on French licence holders (examination within the scope of OPS regulation, for example an OPC).

Caution: this document must be studied in conjunction with the applicable regulation (Annex I to the Commission Regulation (EU) N°1178/2011 quoted above, called "Aircrew regulation").


APPLICABLE REGULATION AND ENFORCEMENT

This document is based on Commission Regulation (EU) n°1178/2011 (EASA Aircrew regulation, amended by regulation (EU) n°290/2012, (EU) n°70/2014, (EU) n°245/2014, (EU) n°2015/445 and (UE) n°2016/539) which is applicable in France since 8 April 2013. It mainly includes, as required by Aircrew regulation, the French additional national requirements and procedures.

Nothing in this document is intended to conflict with the European law and every effort is made to ensure the entire document is compliant with the applicable regulation.

When a revision is necessary (corrections of identified errors or omissions, changes in European regulation or national policies) an amended document is compiled and published through DGAC website.

It is the personal responsibility of each Examiner to stay knowledgeable and current with the latest information available for download (for access, enter "Non-French

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 6</p>
---	--	--	---------------------

Examiners" in an internet browser to access the generic dedicated webpage or click on this [link](#)).

DGAC (FRENCH CAA) AND DSAC

DGAC - The General Directorate for Civil Aviation (Direction générale de l'aviation civile) is the French Civil Aviation Authority. It is headquartered 50, rue Henry-Farman in 15th arrondissement of Paris. It is subordinated to the Ministry of Ecology, Sustainable Development and Energy.

DGAC is responsible for ensuring the safety and security of French air transport. On one hand it is a regulatory authority, but it also supervises security and safety, provides air navigation services and training, develops regulation and it is a partner of key players in the aeronautics industry.

DSAC, The Civil Aviation Safety Directorate is the department of DGAC in charge of safety. Its task is to ensure safety for everyone involved in air transport. It is in charge of monitoring the application of the regulations, which are primarily developed by the European Aviation Safety Agency (EASA).

Among many different tasks, the DSAC certifies and supervises training bodies. It approves their training programmes and organises exams. It also issues flight crew licences and ratings.

Therefore, DSAC is the directorate of DGAC in charge of administrating, supervising and monitoring Examiners (sub-department DSAC/PN/EXA for examiners' administration and DSAC/PN/EPN for examiners' oversight).

Contact details to DGAC are given in subchapter "How to ask questions, to send remarks".

USEFUL DEFINITIONS AND ABBREVIATIONS USED IN THE DOCUMENT


DGAC	Direction Générale de l'Aviation Civile (French CAA)
OPC	Operator Proficiency Check
Revalidation	The administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
Renewal	The administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
Proficiency check (LPC)	The demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.
AoC	Assessment of competences
Skill test (LST)	The demonstration of skill for a licence or rating issue, including such oral examination as may be required.
A/C	Aircraft
BPP	French national licence for sailplanes (« Brevet de pilote planeur »)

REQUIREMENTS AND PROCEDURE FOR NON-FRENCH EXAMINERS TO ACT ON FRENCH LICENCE HOLDERS

REGULATORY SOURCES

FCL.1015 (c): Examiner standardisation

Holders of an examiner certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 8</p>
--	---	--	---------------------

ARA.FCL.205 (b) and (c): Monitoring of examiners

(b) The competent authority shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the competent authority.

(c) The competent authority shall develop procedures to designate examiners for the conduct of skill tests.

MEANS OF COMPLIANCE

Before and when exercising their Examiners' privileges on French licence holders, DGAC requires, for the conduct of skill tests, non-French Examiners:

- To make sure they are registered by DGAC (refer to "Procedure for Registration of non-French Examiners");
- To inform DGAC, without delay, of any change affecting their Examiner's privileges during the entire period of validity of the DGAC registration (refer to "Change of Examiner data's");
- To comply with the "Test notification procedure" each time they intend to conduct a skill test on a French licence holder;
- To comply with restrictions of Examiners' privileges applied by France to non-French Examiners when they act on French licence holders (refer to "Privileges of non-French Examiners when they act on French licence holders").


PROCEDURES FOR REGISTRATION OF NON-FRENCH EXAMINERS (ONLY FOR THE CONDUCT OF SKILLS TEST)

1- Pre-requirements for conducting skill tests

The applicant must hold a valid Examiner authorisation issued by an EASA member state. The Examiner certificate must be recognised as compliant with Annex I to the Commission regulation (EU) N°1178/2011 by the competent Authority which delivered its authorisation.

2 - Obtaining the French procedures

The latest version of the procedures is accessible through a link located on the "Non-French Examiner" webpage* and must be comprehensively self-studied. A review of the french procedures is also available via the Examiner Differences Document available on the EASA website. For a complete understanding of the procedures, both documents must be reviewed.

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 9</p>
--	---	--	---------------------

3 - Registration on the French list of Examiners

The application process to be registered on the French list of Examiners is described in the downloadable registration folder accessible through a second link located on the "Non-French Examiner" webpage, [here](#).

4 - Entitlement

The registration process can take up to 1 month after the application has been sent.

Should an application be rejected, the applicant is informed by email. No information is given by phone.

The entitlement of an Examiner is confirmed by his name appearing on the list posted on the DGAC website (no individual confirmation is provided). Only once he/she is effectively listed on the French list of Examiners, the applicant can start exercising his/her Examiner's privileges to conduct skill tests for French licence holders.

The list is available through a link located on the "Non-French Examiner" webpage.

Caution: On the list and for each Examiner authorisation (FE, CRE, IRE, SFE, TRE, FIE), the DGAC registration has a defined validity period (start and end dates). From 8 April 2013, any FCL test conducted by an Examiner out of the validity period of DGAC registration will be invalidated.


Caution: The DGAC registration of a non-French Examiner is valid until the expiry date of his/her Examiner authorisation. To extend this registration (upon completion of the revalidation process of the Examiner authorisation), the Examiner must follow the "Change of Examiner's data" procedure. Upon completion, the Examiner must wait for the extension of validity to effectively appear on the list of registered Examiners before acting on French licence holder.

GENERAL PROCEDURES FOR NON-FRENCH EXAMINERS

PRIVILEGES OF NON-FRENCH EXAMINERS WHEN THEY ACT ON FRENCH LICENCE HOLDERS

Examiners may exercise all the privileges of their Examiner authorisation on French licence holders with the following restrictions:

- For any skill-tests, initial instructor assessment of competences and assessment of competences for an extension of instructor privileges, they must be accepted for each test by DGAC (refer to "Test notification procedure" and "Examiner acceptance procedure");
- Any examiners who intend to perform a CPL and IR skill-test must be aware that those two flight tests must be conducted **separately, by two different examiners.**

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 10</p>
--	---	--	----------------------

- Non-French examiners are not entitled to conduct any Examiner assessment of competence on French licence holders (reserved to DGAC Inspectors or Senior Examiners holding a French authorisation).

SKILL TEST NOTIFICATION PROCEDURE

According to ARA.FCL.205(c), DGAC has developed procedures to designate examiners for the conduct of skill tests. As a result, non-French Examiners must inform DGAC, on each occasion, of their intention to conduct a skill-test (it is no more the case for proficiency check or assessment of competence –**except initial instructor AoC and AoC for an extension of instructor privileges-**) on a pilot holding a French Part-FCL or JAR-FCL licence.

By convention, the corresponding process is designated “test-notification procedure”. According to the type of event, the procedure is as follows:


- For any FCL skill test organised by an ATO holding a French approval: the notification and acceptance (if applicable) of the Examiner is managed through the ATO. There is no additional requirement in terms of test-notification for a non-French Examiner acting in this context;
- For any skill-tests , initial instructor AoC and AoC for an extension of instructor privileges organised outside a French approved ATO, an Examiner cannot conduct the test unless he/she has been accepted to do so by DGAC for this particular test (refer to “Examiner acceptance procedure”);

EXAMINER ACCEPTANCE PROCEDURE

A- This part of the procedure concerns CPL, IR, ATPL skill-tests, initial instructor AoC and AoC for an extension of instructor privileges conducted out of a French-approved ATO.

The process is as follows:

- The Examiner sends a notification for the planned skill-test at least 15 calendar days before the event to dsac-test-notification-bf@aviation-civile.gouv.fr. Only non-French Examiners who are listed on the French list of Examiners can be proposed..
- The examiner will receive an automated acknowledgement of his/her notification (by mail).
- Any change in the organisation of the test (e.g. change of Examiner, date, time or place of the event) must be precisely notified, coordinated and agreed by DGAC or the test will be invalidated.
- The French candidate must abide by the French national procedures to be registered for CPL, IR and ATPL skill-tests and the examiner or the ATO must make sure that the candidate has received her/his letter of acceptance for these kinds of test. The registration procedure for the candidate is independent from DGAC requirements for the examiner. **Therefore, the test can not be conducted unless the candidate is registered for the skill-**


 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 11</p>
--	---	--	----------------------

test and has received his letter of acceptance sent by the relevant administrators of the examinations office.

Then, two options are possible:

- the test can be conducted by the proposed Examiner if no other email is sent by DGAC before the test. As long as the test is conducted in accordance with the terms of the notification (especially no change of date, time or place of the event), there is no additional requirement for the Examiner in terms of notification procedure.
- Or DGAC decides to substitute the proposed Examiner with an Inspector or a designated Examiner. In this case an email will be sent to the examiner no later than 5 days before the test. In case of substitution, travel and accommodation fees of an Inspector are at the expense of the candidate or the ATO.

Caution: a « designated » Examiner is the examiner requested to conduct the test on behalf of DGAC. An « accepted » Examiner is the examiner proposed to DGAC and accepted to conduct the test.

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 12</p>
--	---	--	----------------------

B- This part of the procedure concerns class-rating, type-rating, LAPL, PPL, SPL(or BPP) skill-tests conducted out of a French-approved ATO.


The process is as follow:

- The Examiner sends a notification for the skill-test at least 5 calendar days before the event. Only non-French Examiners who are listed on the French list of Examiners can be proposed. All propositions must be sent to dsac-test-notification-bf@aviation-civile.gouv.fr.
- The examiner will receive an automated acknowledgement of his/her notification (by mail).
- Any change in the organisation of the test (e.g. change of Examiner, date, time, place of the event) must be precisely coordinated and agreed by DGAC or the test will be invalidated.
- The French candidate must abide by the French national procedures to be registered for LAPL, PPL or BPP skill-test and the examiner or the ATO must make sure that the candidate has received her/his letter of acceptance for this kind of test. The registration procedure for the candidate is independent from DGAC requirements for the examiner. **Therefore, the test can not be conducted unless the candidate is registered for the skill-test and has received his letter of acceptance sent by the relevant administrators of the licensing office.**

Then, two options are possible:

- the test can be conducted by the proposed Examiner if no other email is sent by DGAC before the test, As long as the test is conducted in accordance with the terms of the notification (especially no change of date, time or place of the event), there is no additional requirement for the Examiner in terms of notification procedure.
- Or DGAC decides to substitute the proposed Examiner with an Inspector or a designated Examiner. In this case an email will be sent to the examiner no later than 24 hours after the notification. In case of substitution, travel and accommodation fees of an Inspector are at the expense of the candidate or the ATO.


Caution: a « designated » Examiner is an examiner requested to conduct the test on behalf of DGAC. An « accepted » Examiner is an examiner proposed to DGAC and accepted to conduct the test.

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 13</p>
--	---	--	----------------------

OVERSIGHT RIGHTS OF DGAC

In accordance with ARA.FCL.205 GAC:

- Runs a continuous oversight program including:
 - Sampling of FCL checks on French licence holders conducted by French and non-French certified examiners;
 - Monitoring of Examiners' performances through the organisation of sessions under supervision of CAA Inspectors
- Can anytime and without notice allocate another Examiner or an Inspector for the conduct or the monitoring of a FCL test on a French licence holder.

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 14</p>
--	---	--	----------------------

PROCEDURES FOR PAPERWORK

Entry and Signature in licences

Non-French Examiners are **not allowed** to make any entry or a signature in a licence issued by France.

Caution: French national procedures do not allow an Examiner to make an entry in a licence unless he gets a computerized code (different for each entry). This code, recorded in the licence, validates the manual entry. Non-French Examiner have no access to the system. Thus, and even if suggested to do so by the candidate, non-French Examiners must refuse to make any entry in a licence issued by France.

Recording Test/check

Tests/Checks must be recorded on the proper paper form downloadable on DGAC website. Any non-French form will be rejected.

The form to be used depends on the type of test/check. When a form is available in both French and English versions, non-French Examiners must use the English version.

All available forms for Examiners are listed in annex 2. It is the Examiner's responsibility to provide and use the convenient record form.

Forms are self-explanatory and very similar to the samples given in Part FCL AMC/GM to which Examiners can refer.


An example of form and filing information is given in annex 3.

As per FCL.1030 (b) (3) and FCL.1030 (c), Examiners shall:

- Give the original form to the candidate once the test/check event is fully completed *, a copy of his/her examiner's licence and a copy of his/her examiner's certificate mentioning his/her privileges.
- Forward a copy (good quality PDF) to DGAC according the procedure described in annex 1.
- If applicable by national procedures of their state, forward a copy to the competent Authority they refer to;
- Keep a full record of the test in their personal archives for a period of 5 years (copy of the entire filed test report form).

After tests/checks, **Examiners shall remind candidates:**

- That a test/check and the corresponding privileges will only be validated by getting the corresponding entries in their licence;
- That it is the candidate's responsibility to obtain the entries in his/her licence by presenting the test/check record form, a copy of the examiner's licence and a copy of the examiner's certificate in a DGAC licensing office.
- Concerning LAPL, PPL and BPP skill-tests, in addition to the forwarded copy of the report sent by the examiner at dsac-test-notification-bf@aviation-civile.gouv.fr, it is the candidate's responsibility to send the original test/check record form, a copy of the examiner's licence and a copy of the examiner's certificate to his **licensing office** to have his licence issued.

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 15</p>
--	---	--	----------------------

- Concerning ATPL, CPL and IR skill-tests, in addition to the forwarded copy of the test form to DGAC according to procedure described in annex 1, it is the candidate's responsibility to send the original test/check record form, a copy of the examiner's licence and a copy of the examiner's certificate to the concerned administrators in the examination office.

*Partial pass:

The same form is used to record 1st and 2nd attempts.

If there is a change of Examiner for the 2nd attempt, the form should be forwarded to the second Examiner for completion and then given to the candidate.

LIABILITY, INSURANCE AND FEES

OVERVIEW OF FRENCH LAW SYSTEM

French law can be divided into two main categories: private or judicial law ("droit privé") and public law ("droit public").


- Judicial law includes:
 - Civil Law ("droit civil");
 - Criminal Law ("droit pénal").
- Public law includes:
 - Administrative law ("droit administratif");
 - Constitutional law ("droit constitutionnel").

Basic principles concerning responsibilities of individuals in the area of Civil Law

The body of statutes and laws governing civil law and procedure are set out in the "Civil Code of France". Civil Law deals with relationships between individuals, such as the law of contracts or torts and the law of obligations.

About intentional and Unintentional Wrongs [Of Torts] it is stated:

- Art. 1382: any act whatever of man, which causes damage to another, obliges the one by whose fault it occurred, to compensate it.
- Art. 1383: everyone is liable for the damage he causes not only by his intentional act, but also by his negligent conduct or by his imprudence.
- Art. 1384: a person is liable not only for the damages he causes by his own act, but also for that which is caused by the acts of persons for whom he is responsible, or by things which are in his custody.

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 16</p>
--	---	--	----------------------

As a general rule, in this area of responsibilities, an individual can be covered by insurances contracts.

Basic principles concerning responsibilities of individuals in the area of Penal Law

Criminal law is governed first and foremost by the “Code penal”, or Criminal Code which deals with offences and provides general punishment guidelines (fines and prison sentence).


Responsibilities in the area of Penal Law cannot be covered by insurance.

LIABILITY – TESTING STANDARDS

DGAC assumes that any Examiner authorised by any EASA member state has been properly standardised and is consequently on the required professional level to conduct any test within his/her examiner’s privileges.

It is especially important that:

- Before accepting a test/check, examiners carefully check:
 - That the scope of their examiners’ privileges is relevant and sufficient for the type of event they intend to conduct (check with the competent Authority in case of doubt);
 - That the context is compliant with FCL.1005 (limitation of privileges in case of vested interests).
- When exercising their privileges, Examiners strictly comply with the entire provision of the following parts of Annex I of Aircrew regulation:
 - FCL.1030 – Conduct of skill tests, proficiency checks and assessment of competence;
 - AMC1 FCL.1020 (d) – Briefing;
 - AMC1 FCL.1020 (f) – Assessment;
 - AMC1 FCL.1020 (g) – Debriefing;
 - AMC2 FCL.1015 – Examiner standardisation;
 - Appendice 9 to Annex I of Aircrew regulation.
- When documenting the event, Examiners carefully apply French national administrative procedures for paperwork as depicted in this document;
- Examiners show a good management of human factors during examination sessions (set up of professional environment, relaxed but respectful atmosphere, fair and realistic management of the demand and workload during the test, use of facilitation methods during debriefing).

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 17</p>
--	---	--	----------------------

CHANGE OF EXAMINERS' DATA

It is mandatory for Examiners to notify without delay DGAC:

- Of changes to their contact details (email address, phone, etc.);
- Of any change affecting their Examiner privileges (e.g. A/C type, limitation affecting licence or medical, ceasing of examiner activities) or when the authorisation has expired;
- To notify DGAC of such changes, non-French Examiners shall use the email format and instruction given in annex 1.

FEES

Reserved

INSURANCE

Examiners shall consider insuring against any direct or indirect involvement in an incident or accident that might result in losses or injuries (affecting themselves or third parties).

In case they rely on a third party liability provided through an operator (refer to EC N°785/2004 regulation), they shall take all necessary precaution to get a comprehensive understanding of the contract provided.

Note: in case an Examiner has been expressively requested by DGAC to conduct an examination (designation), losses and injuries that might happen during the event are covered by French state. However, this does not apply to an implicit designation (see "Examiner acceptance procedure") when the Examiner is proposed by the candidate and accepted by DGAC to conduct the test.

PROTECTION OF PERSONAL DATA


Introduction

According to French Law, personal data means any information relating to an identified or identifiable individual. An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number (e.g. social security number) or one or more factors specific to his physical, physiological, mental, economic, cultural or social identity (e.g. name and first name, date of birth, biometrics data, fingerprints, DNA...). Personal data's can also be expressions of opinion about the individual (i.e.: test/check reports).

Articles 226-21 and 226-20 of the Criminal Code states that using personal data for purposes other than those that justified their collection, or storing them beyond a date justified by the purpose of the processing is punished, respectively, by 5 years' imprisonment and a 300 000 € fine and 3 years' imprisonment and a 45 000 € fine.

Note: For additional information, refer to the Decree No 2005-1309 of 20 October 2005 enacted for the application of Act No 78-17 of 6 January 1978 on Data Processing, Files and Individual Liberties (Amended by several decrees). The English translation is available on:

https://www.cnil.fr/sites/default/files/typo/document/Decree_20_October_2005_English_version.pdf

 <p>DIRECTION GENERALE DE L'AVIATION CIVILE</p>	<p>DSAC – PN PROCEDURES FOR EXAMINERS</p>	<p>Rév : 6 12 January 2017</p>	<p>Page : 18</p>
--	---	--	----------------------

(French version here :

<https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=LEGITEXT000006052581&dateTexte=20090319>)

Examiners' responsibilities in the field of protection of personal data

When performing their duties, Examiners have access to personal data. Thus they shall exercise special care when processing such data. Especially, the following basic principles must always be carefully applied:

- Processing of personal data should be adequate, relevant, not excessive and strictly limited to the purpose of the examination (records);
- Personal data must not be disseminated and should be kept securely and not longer than necessary*;
- Personal data should only be communicated or transferred to authorized persons. Such transfer should be reasonably secured*.

*As per FCL.1030 (b), (c) and (d), Examiners shall:

- Keep records of tests/checks details for 5 years and then destroy them.
- Disclose examination details only to the Head of the training organisation and authorised members of the CAA (DGAC and Competent Authority of the Examiner).
- When applicable, details of an incomplete examination can be transferred to a new examiner (case of partial pass).

HOW TO ASK QUESTIONS? TO SEND REMARKS?

QUESTIONS

In case you need additional information/explanation:

1. make sure you cannot find the answer in the present document
2. send your question to dsac-ex-questions-bf@aviation-civile.gouv.fr

The email must be formatted as described in annex 1.

Note: all questions are processed. However, it may take up to 1 month to get an answer.

REMARKS AND SUGGESTIONS

DGAC encourage all Examiners to send useful remarks and suggestions by email to dsac-ex-questions-bf@aviation-civile.gouv.fr

The email must be formatted as described in annex 1.

Note: all remarks are processed (lower priority versus questions). Normally, no individual reply is provided to the sender.

ANNEXES

Annex 1	Email format to be used
Annex 2	List of test-check forms to be used
Annex 3	Example of test/check form

ANNEX 1: EMAIL FORMAT TO BE USED

IMPORTANT FORENOTE

In order to allow a smooth, quick and efficient treatment of information, Examiners are invited to strictly respect the different Email formats.

- Normal (black) text must be copied without change in the Email;
- Italic (red) text must be replaced by personal data's;
- Small (grey) text are comments and should not be copied in the Email;
- Do not forget attachment(s). All attachments must be exclusively good quality PDF copies.

A – CHANGE OF EXAMINER'S DATA'S

To	Examineurs.pro@aviation-civile.gouv.fr Your address (for archive)
Email TITLE	NFE - Change of data's <i>Surname, forename</i>
TEXT	<p>Surname, forename, licence number I forward to you the changes in my personal data listed below:</p> <ul style="list-style-type: none"> - <i>identify change</i> (i.e.: email address) - <i>identify change</i> (i.e.: revalidation of TRE and FE Authorisation) -
ATTACHMENTS	<p><i>APPLICATION FORM (page 3 of the application folder)</i> ALWAYS <i>UPDATED EXAMINER AUTHORIZATION WHEN APPLICABLE</i></p>

Notes:

- The reason of the "identify change" list is to underline what kind of changes you forward and not the details. Details are included in the attachments.
- An updated application form must always be attached (the form is available from the "Application folder" on non-French Examiners webpage).
- An updated Examiner authorisation must be attached only in case of change(s) in the document (revalidation, change of type, etc.).

B – TEST NOTIFICATION

To	dsac-test-notification-bf@aviation-civile.gouv.fr Your address (for archive)
Email TITLE	NFE – TEST NOTIFICATION – LST – CR,TR,initial instructor AoC, extension for instructor privileges AoC, ATPL,CPL,IR,PPL,SPL(or BPP),LAPL Surname, name (of Examiner)
TEXT	<ol style="list-style-type: none"> 1) Examiner: Surname – forename(s) – Initials -Certificate number – Country of certification number - 2) Candidate: Surname – forename(s) – initials -Licence number 3) Type of aircraft – type of skills test 4) Date – Time – Full address of location (of the exam) 5) Specify Test in aircraft or FSTD - <i>Simulator/aircraft (registration) - Name of FSTD operator (if applicable)</i> 6) International Cell phone NBR – email contact (Examiner)
ATTACHMENT	<i>FSTD Approval Certificate (if applicable)</i>

Notes:


- LST = skill-test
- AoC = assessment of competences
- Please ensure that you send good quality scanned pdf copies when sending the information via e-mail

C - FORWARDING TEST/CHECK FORMS TO DGAC

To	dsac-test-notification-bf@aviation-civile.gouv.fr Your address (for archive)
Email TITLE	NFE - TEST REPORT – <i>Surname, name</i> (of Examiner)
TEXT	<p>Please find attached the test report concerning :</p> <ol style="list-style-type: none"> 1) Examiner: Surname - forename – Licence number 2) Candidate: Surname - forename – Licence number 3) Date – Time – Full address of location (of the exam) 4) International Cell phone NBR – email contact (Examiner) 5) Any additional information the Examiner wish to forward concerning the event
ATTACHMENT	<i>TEST FORM</i>

Notes:

- The email must be send no later than 5 full days after the event





 DIRECTION GENERALE DE L'AVIATION CIVILE	DSAC – PN PROCEDURES FOR EXAMINERS	Rév : 6 12 January 2017	Page : 22
--	---------------------------------------	-------------------------------	--------------






































- The entire report form must be attached (exclusively PDF)
- Examiners are encouraged to forward any useful information/feedback about the event.

D - QUESTIONS OR SUGGESTION

To	dsac-ex-questions-bf@aviation-civile.gouv.fr Your address (for archive)
Email TITLE	NFE – QUESTION/SUGGESTION – <i>Surname, name</i>
TEXT	1) Surname - Name – Licence number 2) Question and/or suggestion (free-text) 3) International Cell phone NB – email contact (Examiner)
ATTACHMENT	<i>Any useful document</i>

ANNEX 2: LIST OF TEST-CHECK FORMS TO BE USED

 Available in English
 Available in French
 Aeroplanes
 Helicopters

Concerns	Reference	Title of the form	Valid from	Language	
	01Formexa	TRAINING AND REPORT FORM ATPL, MPL, MPI/HPA COMPLEX TYPE RATING, SKILL TEST AND PROFICIENCY CHECK AEROPLANES (A)	08-04-2013		
	02Formexa	REPORT FORM CPL(A) SKILL TEST	08-04-2013		
	03Formexa	REPORT FORM IR(A) SKILL TEST	08-04-2013		
	04Formexa	TRAINING AND REPORT FORM SINGLE PILOTE AEROPLANES EXCEPT FOR HIGH PERFORMANCE COMPLEX SKILL TEST AND PROFICIENCY CHECK	08-04-2013		
	05Formexa	REPORT FORM LAPL-A SKILL TEST	08-04-2013		
	06Formexa	REPORT FORM PPL(A) SKILL TEST	08-04-2013		
	07Formexa	REPORT FORM PPL(H) SKILL TEST	08-04-2013		
	08Formexa	REPORT FORM CPL(H) SKILL TEST	08-04-2013		
	09Formexa	REPORT FORM LAPL(H) SKILL TEST	08-04-2013		
	10Formexa	REPORT FORM IR(H) SKILL TEST	08-04-2013		
	11Formexa	TRAINING, SKILL TEST AND PROFICIENCY CHECK FOR ATPL, TYPE RATING, SINGLE/MULTI-PILOTE HELICOPTERS AND PROFICIENCY CHECK FOR IRs	08-04-2013		
	12Formexa	COMPTE RENDU DE FORMATION AVION MONOPILOTE POUR LA QUALIFICATION DE CLASSE -MER	08-04-2013		
 	13Formexa	REPORT FORMS FOR INSTRUCTOR CERTIFICATES Assessment of competence form for the FI, IRI and CRI certificates (FCL935)	08-04-2013		
	14Formexa	COMPTE RENDU POUR LA DÉLIVRANCE DE LA LICENCE LAPL-AVION	08-04-2013		
	15Formexa	COMPTE RENDU POUR LA DÉLIVRANCE DE LA LICENCE PPL-AVION	08-04-2013		
	16Formexa	COMPTE RENDU POUR LA DÉLIVRANCE DE LA LICENCE CPL-AVION	08-04-2013		
	17Formexa	COMPTE RENDU POUR LA DÉLIVRANCE DE LA QUALIFICATION IR-AVION	08-04-2013		
	18Formexa	ENTRAINEMENT ET COMPTE RENDU ATPL, MPL, MPI/QUALIFICATION HPA COMPLEX, DELIVRANCE ET CONTROLE DE COMPETENCE AVION (A)	08-04-2013		


To find a form, please visit our dedicated web-pages:

➤ For Aeroplanes :

<http://www.developpement-durable.gouv.fr/Formulaires-de-compte-rendu-d.html>

➤ For Helicopters :

<http://www.developpement-durable.gouv.fr/Formulaires-de-compte-rendu-d,32078.html>

 DIRECTION GENERALE DE L'AVIATION CIVILE	DSAC – PN PROCEDURES FOR EXAMINERS	Rév : 6 12 January 2017	Page : 24
--	---------------------------------------	-------------------------------	--------------

- For Sailplanes (**forms available in french only**):

BPP : http://www.developpement-durable.gouv.fr/IMG/pdf/planeur_CR_epreuve_pratique.pdf

LAPL(S), SPL and FI(S) : <http://www.developpement-durable.gouv.fr/Formulaires-de-compte-rendu-d,44638.html>

ANNEX 3: EXAMPLE OF TEST/CHECK FORM

Training and Report Form (TRF) ATPL, MPL, MP/HPA COMPLEX type rating, Skill Test and Proficiency check Aeroplanes (A)

The form reference is 01Formexa (available on DGAC website)

Upper part of the form

TRAINING AND REPORT FORM ATPL, MPL, MP/HPA COMPLEX TYPE RATING, SKILL TEST AND PROFICIENCY CHECK AEROPLANES (A)					
Applicant	Last name(s)*:		Type of licence held:		
	First name(s)*:		Licence number:		
	Date of birth:		State of licence issue:		
Skill test Proficiency check:	Type rating: _____	Type of A/C: _____	Operations:	IR	Licence Skill test
	Skill test: <input type="checkbox"/>	SE-SP(A) <input type="checkbox"/>	SP <input type="checkbox"/>	Revalidation <input type="checkbox"/>	ATPL(A) <input type="checkbox"/>
	Revalidation <input type="checkbox"/>	ME-SP(A) <input type="checkbox"/>	MP <input type="checkbox"/>	Renewal <input type="checkbox"/>	MPL(A) <input type="checkbox"/>
	Renewal <input type="checkbox"/>	ME-MP(A) <input type="checkbox"/>		CAT-II/III <input type="checkbox"/>	

Type rating: enter the type as it appears in licence endorsement in EASA list

Type of A/C: enter the exact variant used for the test

SE-SPA / ME-SPA / ME-MPA refer to the aircraft certification

SP / MP refer to single/multi pilot type of operation

CAT II/III must be ticked in case section 6 is covered during the test

Sections 1, 2, 3 and 4 of the form

Frame 1 and 2: to be filled by the ATO

Frame 3: reserved to the record of base training or ZFTT training

Sections 5 of the form

5 Skill test and proficiency check details:	
Revalidation of TR only: 10 route sectors <input type="checkbox"/> Or 1 route sector with an examiner <input type="checkbox"/> Or combined LPC/OPC acc. to FCL 740.A (a)(3) <input type="checkbox"/>	
Date of exam first attempt:	Date of exam second attempt:
Aerodrome or site:	Aerodrome or site:
SIM or aircraft registration:	SIM or aircraft registration:
Take-off time: _____ Landing time: _____ Total flight time: _____	Total flight time: _____
TR <input type="checkbox"/> IR <input type="checkbox"/> Pass <input type="checkbox"/> Partial Pass** <input type="checkbox"/> Fail** <input type="checkbox"/>	TR <input type="checkbox"/> IR <input type="checkbox"/> Pass <input type="checkbox"/> Fail** <input type="checkbox"/>
ATPL(A) <input type="checkbox"/> MPL(A) <input type="checkbox"/> Pass <input type="checkbox"/> Partial Pass** <input type="checkbox"/> Fail** <input type="checkbox"/>	ATPL(A) <input type="checkbox"/> MPL(A) <input type="checkbox"/> Pass <input type="checkbox"/> Fail** <input type="checkbox"/>
CAT-II/III <input type="checkbox"/> Pass <input type="checkbox"/> Fail** <input type="checkbox"/>	CAT-II/III <input type="checkbox"/> Pass <input type="checkbox"/> Fail** <input type="checkbox"/>
Examiner's certificate number:	Examiner's certificate number:
Type and licence number :	Type and licence number :
<input type="checkbox"/> I have received information from the applicant regarding his/her experience and instruction and found that experience and instruction complying with the applicable requirements in Part FCL. <input type="checkbox"/> I confirm that all the required manoeuvres and exercises have been completed as well as information on the verbal theoretical knowledge examination when applicable. Examiner's name(s)* and signature:	<input type="checkbox"/> I have received information from the applicant regarding his/her experience and instruction and found that experience and instruction complying with the applicable requirements in Part FCL. <input type="checkbox"/> I confirm that all the required manoeuvres and exercises have been completed as well as information on the verbal theoretical knowledge examination when applicable. Examiner's name(s)* and signature:
In case of Partial Pass or Fail <input type="checkbox"/> I confirm that in the event of a partial pass or fail I must not exercise the privileges of the rating until a full pass has been obtained. Applicant name(s)* and signature:	

The left part concerns the 1st attempt and the right part the 2nd attempt (following a partial pass)

By signing the form, the Examiner confirms that:

1. He/she received information from the candidate that he/she fulfils all pre-requirements to undergo the test
2. He/she conducted the test in accordance with the provision of Part FCL and especially that all required manoeuvres and exercises have been completed
3. The applicant's theoretical knowledge has been checked by verbal examination (where applicable).

In case of partial pass or fail, the Examiner is responsible for reminding the candidate the applicable loss/restriction in privileges and having the form signed by the candidate

Sections 6 of the form

To be filled by the Examiner in case of fail or partial pass and should include:

Summary of reason(s) for failure

Minimum re-training recommended by the Examiner

Page 4 to 14 of the form

Detail of the test (according appendix 9 to Annex I of Aircrew regulation)

Manoeuvres/Procedures	PRACTICAL TRAINING					ATPL/MPL/TYPE RATING SKILL TEST OR PROF. CHECK				
	OTD	FTD	FFS	A	Instructor initials when training completed	Chkd in	1 attempt		2 attempt	
						FFS A	Pass	Fail	Pass	Fail

①

3.9.1* Adherence to departure and arrival routes and ATC instructions		P→→→	→→→	→→→	FD	M FFS					
---	--	------	-----	-----	----	----------	--	--	--	--	--

②

3.9.1* Adherence to departure and arrival routes and ATC instructions		P→→→	→→→	→→→	FD	M FFS	MR				
---	--	------	-----	-----	----	----------	----	--	--	--	--

③

3.9.1* Adherence to departure and arrival routes and ATC instructions		P→→→	→→→	→→→	FD	M FFS		MR			
---	--	------	-----	-----	----	----------	--	----	--	--	--

④

3.9.1* Adherence to departure and arrival routes and ATC instructions		P→→→	→→→	→→→	FD	M FFS		MR	PF		
---	--	------	-----	-----	----	----------	--	----	----	--	--

⑤

3.9.1* Adherence to departure and arrival routes and ATC instructions		P→→→	→→→	→→→	FD	M FFS		MR		MR	
---	--	------	-----	-----	----	----------	--	----	--	----	--

① Initial of instructor, certifies that the corresponding item has been covered during training phase

② The item is passed at first attempt

③ The item is failed at first attempt

④ The item was failed at first attempt and passed during second attempt (procedure partial pass)

⑤ The item was failed at first attempt and is failed at second attempt (procedure partial pass)

Direction Générale de l'Aviation civile
Direction de la sécurité de l'Aviation civile
50, rue Henry Farman
75720 Paris cedex 15
Tél. : 33 (0)1 58 09 43 21
Fax. : 33 (0)1 58 09 43 38

