



**EASA Part FCL**

**Examiner – Guide**

**Aeroplane**

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## General instruction for use of this guide

This guide should be used by Swiss EASA Part.FCL (aeroplane) examiners for skill tests and proficiency checks. In case of irregularities or misleading explanations, the original text in EASA Part.FCL is legally binding.

## Information / Amendments

List of changes covered by edition		1 Aug 2015:
Item	Description	Page
Editorials	Various editorial changes	various

## Definitions (FCL.010)

**'Aerobatic flight'** means an intentional maneuver involving an abrupt change in an aircraft's attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal flight or for instruction for licences or ratings other than the aerobatic rating.

**'Aeroplane'** means an engine-driven fixed-wing aircraft heavier than air which is supported in flight by the dynamic reaction of the air against its wings.

**'Aeroplane required to be operated with a co-pilot'** means a type of aeroplane which is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

**'Aircraft'** means any machine which can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**'Airmanship'** means the consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

**'Airship'** means a power-driven lighter-than-air aircraft, with the exception of hot-air airships, which, for the purposes of this Part, are included in the definition of balloon.

**'Balloon'** means a lighter-than-air aircraft which is not engine-driven and sustains flight through the use of either gas or an airborne heater. For the purposes of this Part, a hot-air airship, although engine-driven, is also considered a balloon.

**'Basic Instrument Training Device' (BITD)** means a ground-based training device which represents the student pilot's station of a class of aeroplanes. It may use screen-based instrument panels and spring-loaded flight controls, providing a training platform for at least the procedural aspects of instrument flight.

**'Category of aircraft'** means a categorisation of aircraft according to specified basic characteristics, for example aeroplane, powered-lift, helicopter, airship, sailplane, free balloon.

**'Class of aeroplane'** means a categorisation of single-pilot aeroplanes not requiring a type rating.

**'Class of balloon'** means a categorisation of balloons taking into account the lifting means used to sustain flight.

**'Commercial air transport'** means the transport of passengers, cargo or mail for remuneration or hire.

**'Competency'** means a combination of skills, knowledge and attitude required to perform a task to the prescribed standard.

**'Competency element'** means an action which constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

**'Competency unit'** means a discrete function consisting of a number of competency elements. EN 25.11.2011 Official Journal of the European Union L 311/7

**'Co-pilot'** means a pilot operating other than as pilot-in-command, on an aircraft for which more than one pilot is required, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a licence or rating.

**'Cross-country'** means a flight between a point of departure and a point of arrival following a pre-planned route, using standard navigation procedures.

**'Cruise relief co-pilot'** means a pilot who relieves the co-pilot of his/her duties at the controls during the cruise phase of a flight in multi-pilot operations above FL 200.

**'Dual instruction time'** means flight time or instrument ground time during which a person is receiving flight instruction from a properly authorised instructor.

**'Error'** means an action or inaction taken by the flight crew which leads to deviations from organisational or flight intentions or expectations.

**'Error management'** means the process of detecting and responding to errors with countermeasures which reduce or eliminate the consequences of errors, and mitigate the probability of errors or undesired aircraft states.

**'Full Flight Simulator' (FFS)** means a full size replica of a specific type or make, model and series aircraft flight deck, including the assemblage of all equipment and computer programs necessary to represent the aircraft in ground and flight operations, a visual system providing an out-of-the-flight deck view, and a force cueing motion system.



**‘Flight time’:**

**for aeroplanes, touring motor gliders and powered-lift**, it means the total time from the moment an aircraft first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight;

**for airships**, it means the total time from the moment an airship is released from the mast for the purpose of taking off until the moment the airship finally comes to rest at the end of the flight, and is secured on the mast;

**for sailplanes**, it means the total time from the moment the sailplane commences the ground run in the process of taking off until the moment the sailplane finally comes to a rest at the end of flight;

**for balloons**, it means the total time from the moment the basket leaves the ground for the purpose of taking off until the moment it finally comes to a rest at the end of the flight.

**‘Flight time under Instrument Flight Rules’ (IFR)** means all flight time during which the aircraft is being operated under the Instrument Flight Rules.

**‘Flight Training Device’ (FTD)** means a full size replica of a specific aircraft type’s instruments, equipment, panels and controls in an open flight deck area or an enclosed aircraft flight deck, including the assemblage of equipment and computer software programs necessary to represent the aircraft in ground and flight conditions to the extent of the systems installed in the device. It does not require a force cueing motion or visual system, except in the case of helicopter FTD levels 2 and 3, where visual systems are required.

**‘Flight and Navigation Procedures Trainer’ (FNPT)** means a training device which represents the flight deck or cockpit environment, including the assemblage of equipment and computer programs necessary to represent an aircraft type or class in flight operations to the extent that the systems appear to function as in an aircraft.

**‘Group of balloons’** means a categorization of balloons, taking into account the size or capacity of the envelope.

**‘Instrument flight time’** means the time during which a pilot is controlling an aircraft in flight solely by reference to instruments.

**‘Instrument ground time’** means the time during which a pilot is receiving instruction in simulated instrument flight, in flight simulation training devices (FSTD).EN L 311/8 Official Journal of the European Union 25.11.2011

**‘Instrument time’** means instrument flight time or instrument ground time.

**‘Multi-pilot operation’** means an operation requiring at least 2 pilots using multi-crew cooperation in either multi-pilot or single-pilot aeroplanes;

**‘Multi-crew cooperation’ (MCC)** means the functioning of the flight crew as a team of cooperating members led by the pilot-in-command.

**‘Multi-pilot aircraft’** means aeroplanes certificated for operation with a minimum crew of at least two pilots;

**‘Night’** means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority, as defined by the Member State.

**‘Other training devices’ (OTD)** means training aids other than flight simulators, flight training devices or flight and navigation procedures trainers which provide means for training where a complete flight deck environment is not necessary.

**‘Performance criteria’** means a simple, evaluative statement on the required outcome of the competency element and a description of the criteria used to judge if the required level of performance has been achieved.

**‘Pilot-in-command’ (PIC)** means the pilot designated as being in command and charged with the safe conduct of the flight.

**‘Pilot-in-command under supervision’ (PICUS)** means a co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command.

**‘Powered-lift aircraft’** means any aircraft deriving vertical lift and in flight propulsion/lift from variable geometry rotors or engines/propulsive devices attached to or contained within the fuselage or wings.

**‘Powered sailplane’** means an aircraft equipped with one or more engines having, with engines inoperative, the characteristics of a sailplane.

**‘Private pilot’** means a pilot who holds a licence which prohibits the piloting of aircraft in operations for which remuneration is given, with the exclusion of instruction or examination activities, as established in this Part.

**‘Proficiency check’** means the demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.



**'Renewal'** (of, e.g. a rating or certificate) means 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 fulfillment of specified requirements.

**'Revalidation'** (of, e.g. a rating or certificate) means 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 fulfillment of specified requirements.

**'Route sector'** means a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.

**'Sailplane'** means a heavier-than-air aircraft which is supported in flight by the dynamic reaction of the air against its fixed lifting surfaces, the free flight of which does not depend on an engine.

**'Single-pilot aircraft'** means an aircraft certificated for operation by one pilot.

**'Skill test'** means the demonstration of skill for a licence or rating issue, including such oral examination as may be required.

**'Solo flight time'** means flight time during which a student pilot is the sole occupant of an aircraft.

**'Student pilot-in-command' (SPIC)** means a student pilot acting as pilot-in-command on a flight with an instructor where the latter will only observe the student pilot and shall not influence or control the flight of the aircraft.

**'Threat'** means events or errors which occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

**'Threat management'** means the process of detecting and responding to the threats with countermeasures which reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired aircraft states.

**'Touring Motor Glider' (TMG)** means a specific class of powered sailplane having an integrally mounted, non-retractable engine and a non-retractable propeller. It shall be capable of taking off and climbing under its own power according to its flight manual.

**'Type of aircraft'** means a categorisation of aircraft requiring a type rating as determined in the operational suitability data established in accordance with Part-21, and which include all aircraft of the same basic design including all modifications thereto except those which result in a change in handling or flight characteristics.



## Skill Test PPL (A)

## SP

Flight rules

VFR

Not to be combined with any other Skill test / Proficiency check.

Class / type of aeroplane used:

TMG, SEP, SET, SEJ, MEP, MET, MEJ

Min. requirements for aeroplane:

FOCA approved for this purpose

**Examiner authorisation grade**

**FE**

### Application

ATO applies direct to Examiner at least 14 days prior expected date of skill test, stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

### ATO recommends Candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate fulfils the conditions before recommendation is given to the examiner for the skill test:

Pre-requisite requirements and training is completed; the candidate is fully ready to perform the skill test.

- Time/date restrictions (theoretical and practical training) fulfilled.
- Flying training is signed in the candidate's logbook as completed:

*"Training PPL (A) is completed*

*Location and date*

*Stamp of ATO with NAA EASA-authorisation number*

*Full name, licence number and signature of CFI"*

The following documents are checked for correctness:

- Medical certificate class 1 or 2
- Confirmation of PPL(A) theory exam passed
- Confirmation of RT exam or RT extension (UIT or national language)
- If applicable: valid proof of language proficiency (at least Level 4) in the language/s used in RT communications

The FOCA form is completed and signed by the candidate, FI and CFI of the ATO

- Form 60.220 skill test pages 1 to 3

## Skill Test PPL (A)

SP

cont. 1

### Skill test program

A skill test must include **all items** according FOCA form 60.220

Program to be given to candidate by the Examiner at least 2 days before the skill test.

FOCA recommends 2 different flights for skill test:

The first flight is mainly normal operation and with a normal landing on an airport other than the airport normally used for training.

The second flight (returning to the original airport) 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, at least a full stop landing to allow time for new cockpit set up and flight preparation for the second part of the skill test.

**There is no minimum flight time for the skill test, but the navigational section (first flight) should have a duration that allows to follow a route with at least three identified waypoints.**

### Pre-Test presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- Medical certificate class I or 2
- Logbook
- Confirmation of PPL (A) theory exam passed
- Confirmation of RT (UIT or national language)
- If applicable: Valid language proficiency endorsement
- Form 60.220 skill test, all pages

**FOCA requirement:** Prior to briefing (point B of this section) all documents must be completed, signed off by CFI of the ATO and approved by the Examiner.

#### B: Briefing for skill test flight

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculation
- ATC flight plan (only when necessary)
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight







## Skill Test PPL (A)

## SP

cont. 3

### B: partial passed

- **Examiner completes form 60.220 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive a copy of at least page 1 of the completed form 60.220
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.220 skill test, all pages  
Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.220 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive a copy of at least page 1 of the completed form 60.220
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.220 skill test, all pages  
Form 22.03 Examiner's invoice

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

Before repeating the skill test, the CFI decides if special training or instruction is needed.

Application and presentation procedure remain the same as for the first skill test.

### Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for the safe and correct fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination airport

Visibility min. 5 km, Ceiling min.1500 ft / AGL.



## Skill Test LAPL (A)

## SP

Flight rules

VFR

Not to be combined with any other Skill test / Proficiency check.

Class of aeroplane used:

TMG, SEP

Min. requirements for the aeroplane:

FOCA approved for this purpose

**Examiner authorisation grade**

**FE**

### Application

ATO applies direct to Examiner at least 14 days prior expected date of skill test, stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

### The ATO recommends candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate meets the conditions before recommendation is given to the examiner for the skill test

Pre-requisite requirements and training are completed; the candidate is fully ready to perform the skill test.

- Time/Date restrictions (theoretical and practical training) fulfilled.
- Flying training is signed up as completed in the candidate's logbook as follows:
- *"Training LAPL (A) is completed  
Location and date  
Stamp of ATO with NAA EASA-registration number  
Name, licence number and signature of CFI"*

The following documents are checked for correctness:

- Medical certificate class 1 or 2 or LAPL
- Confirmation of PPL(A) theory exam passed
- If applicable:
  - a) Confirmation of RT exam or RT privileges in English or official language **and**
  - b) Valid proof of language proficiency (at least Level 4) in the language/s used in RT communications
- 

The form below is fully completed and signed by candidate, FI and CFI of the ATO

- Form 60.120

## Skill Test LAPL (A)

SP

cont. 1

### Skill test program

A skill test must include **all items** according FOCA form 60.120 skill test.

Program to be given to candidate by the Examiner at least 2 days before the skill test.

FOCA recommends 2 different flights for skill test:

The first flight is mainly normal operation elements and is finishing with a normal landing.

The second flight includes, in addition to normal operation, airwork exercises, abnormal and emergency items.

A break has to be planned between the first and the second flight, at least a full stop landing in order to allow time for the new cockpit set up and flight preparation for the second part of the skill test.

**There is no minimum flight time for the skill test, but the navigational section (first flight) should have a duration of min. 30' and allow to follow a route with at least two identified waypoints.**

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- Medical certificate class 1 or 2 or LAPL
- Logbook
- Confirmation of PPL(A) theory exam passed
- Form 60.120 skill test, all pages

**FOCA requirement:** Prior to briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

#### B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculation
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight





## Skill Test LAPL (A)

## SP

## cont. 3

### B: partial passed

- **Examiner completes form 60.120 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and candidate receive each a copy of at least page 1 of the completed form 60.120
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence.**
- **Examiner sends following forms to FOCA**  
Form 60.120 skill test, all pages  
Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.120 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and candidate receive each a copy of at least page 1 of the completed form 60.120
- **Examiner makes no entry in candidate's licence or logbook.**
- **Examiner sends following forms to FOCA**  
Form 60.120 skill test, all pages  
Form 22.03 Examiner's invoice

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

Before repeating the skill test, the CFI has to decide if special training or instruction is needed.

Application and presentation procedure remain the same as for the original skill test.

### Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for the safe and correct fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination airport

Visibility min. 5 km, Ceiling min. 1500 ft / AGL.



## Skill Test CPL (A)

## SP

Flight rules

VFR

May be combined with CR / TR Skill test or Proficiency check.

**Not to be combined with IR Skill test.**

Class / type of aeroplane used:

SEP, SET, MEP, MET

Min. requirements for the aeroplane:

FOCA approval for this purpose (min. 4 seats, VP, RU)

**Examiner authorisation grade**

**FE**

### Application

ATO applies direct to Examiner at least 14 days before the expected date of the skill test, with following information (no forms required):

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

### The ATO recommends Candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate fulfils the conditions before recommendation is given to the examiner for the skill test:

Pre- requisite requirements and training is completed; the candidate is fully ready to perform the skill test.

- Time/Date restrictions (theoretical & practical training) fulfilled.
- The flying training is signed up as completed in the candidate's logbook as follows:

*"Training CPL (A) is completed  
Location and date  
Stamp of ATO with NAA-EASA registration number  
Name, licence number and signature of CFI"*

The following documents are checked for correctness:

- PPL(A) licence with RT endorsement in English
- Valid English language proficiency endorsement
- Medical certificate class 1
- Confirmation of CPL(A) EASA Part FCL theory exam passed

The form below is fully completed and signed by candidate, FI and CFI of the ATO

- Form 60.320 skill test page 1 and 2

## Skill Test CPL (A)

## SP

## cont. 1

### Skill test program

The skill test has to include **all items** according FOCA form 60.320

Program to be given to candidate by the Examiner at least 2 days before the test.

FOCA recommends 2 different flights for skill test:

The first flight is mainly normal operation and comprises the following items:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, line up and take-off, climb, departure route, navigational flight, descent procedures, arrival route, finishing with a normal landing on an airport other than the normally used airport for training.

The second flight, returning to the original airport includes, in addition to normal operation, airwork exercises, abnormal and emergency items.

A break has to be planned between the first and the second flight, at least a full stop landing to allow time for the new cockpit set up and flight preparation for the second part of the skill test.

At least 1 airport, departure or destination, must be an airport with ATC.

Minimum flight time for the skill test is 1:30 hrs.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence with RT endorsement in English
- Valid English language proficiency endorsement
- Medical certificate class 1
- Logbook
- Confirmation of CPL(A) theory exam passed
- Form 60.320 skill test, all pages

**FOCA requirement:** Prior to briefing, (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

#### B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan (only when necessary)
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight





## Skill Test CPL (A)

## SP

## cont. 2

### Paperwork after the skill test

The Examiner decides if the skill test is:   A: passed  
  B: partial passed  
  C: failed

#### A: passed

- **Examiner completes form 60.320 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate are to have a copy of at least page 1 of the completed form 60.320.
- **Examiner makes an entry in the candidate's logbook** as follows:  
*"Skill test CPL SP(A) passed  
Class / type ..... Variant(s).....  
Location ..... date.....  
Examiner data and signature"*
- **Examiner makes no entry in the candidate's licence**
- **Examiner issues the confirmation form below to the candidate:**  
Form 69.060 Temporary Permission to act as pilot
- The candidate now has permission to fly as Pilot **within EASA territory on the class/type of aeroplane having been used for the skill test**. FOCA will issue a CPL (A) licence later.
- **Examiner sends following forms to FOCA**  
Form 60.320 skill test, all pages  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Copy of Form 69.060 Temporary Permission to act as pilot, if applicable  
Form 22.03 Examiner's invoice



## Skill Test CPL (A)

SP

cont. 3

### B: partial passed

- **Examiner completes form 60.320 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.320.
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.320 skill test, all pages  
Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.320 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.320.
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.320 skill test, all pages  
Form 22.03 Examiner's invoice

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

Before repeating the skill test, the CFI has to decide if special training or instruction is needed.

Application and presentation procedure remain the same as for the original skill test.

### Weather Minima

NAA minimum weather conditions for VFR test / check must be suitable for the safe and correct fulfilment:  
Departure airport, departure route, enroute, air work, arrival route and destination airport

Visibility min. 5 km, Ceiling min. 1500 ft / AGL.



## Skill Test MPL (A)

## MP(A) FCL 415.A

Flight rules	IFR
Type of simulator used:	<b>MP(A)</b>
Min. requirements for simulator:	EASA certified FSTD - FFS Level C or D all others require specific FOCA approval

**Examiner authorisation grade**      **TRE/SFE delegated by FOCA**

### Application

The ATO/candidate applies to FOCA (SBFP) at least 4 weeks before the expected date of the skill test, stating following information and enclosing the following documents:

- Full name and Swiss licence number of candidate
- Type of skill test
- Examiner licence and authorisation - attach for non-Swiss examiner
- Type of aeroplane or simulator – attach certificate if non-Swiss FSTD is used
  
- Form 60.530 skill test page 1+2
- Copy of the relevant pages of the logbook

The CFI/HT of the ATO is responsible that the candidate meets all MPL(A) prerequisites before recommendation is given for the skill test:

- Time/Date restrictions (theoretical & practical training) are respected
- The flying training / experience is completed and signed off in the candidate's logbook as follows:  
*"Training for MPL (A) Licence is completed  
Location and date  
Stamp of ATO with NAA - EASA registration number  
Name, licence number and signature of CFI/HT"*

The following documents have been checked:

- Pilot licence (if applicable)
- Form 60.325 MPL(A) integrated course
- Medical certificate class 1 with IR
- Confirmation of passed ATPL(A) theory exam
- Confirmation of passed RT VFR / IFR exam
- Confirmation of completed Type Rating instruction
- Confirmation of valid English language proficiency endorsement

The following form is duly completed and signed by candidate, TRI or SFI and ATO

- Form 60.530 skill test page 1+2

**The skill test may only be conducted, if a delegation from FOCA has been obtained**

## Skill Test MPL (A)

## MP(A)

cont. 1

### Skill Test Program

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

### Test procedure:

#### A: Documentation

- Valid ID or passport
  - Pilot licence (if applicable)
  - Form 60.325 MPL(A) integrated course
  - Medical certificate class I incl. IR
  - Logbook
  - MCC-course confirmation
  - Confirmation of passed ATPL(A) theory exam
  - Confirmation of passed RT VFR / IFR exam passed
  - Confirmation of completed Type Rating instruction
  - Confirmation of valid English language proficiency endorsement
- 
- Form 60.530 skill test, all pages

#### B: Conduct of MPL ATPL (A) Skill Test

- refer to MP(A) Examiner test preparation checklist (page 82)

#### C: Paperwork after skill test

##### C1: passed

- **Examiner completes form 60.530 skill test, all pages including:**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicant's signatures on page 1
- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530
- **Examiner makes an hand entry into the candidate's logbook as follows:**  
*"Skill test ATPL(A) / TR passed  
Function ..... type .....  
Location ..... date.....  
Examiner data and signature"*
- **Examiner makes no hand entry into candidate's licence**



## Skill Test MPL (A)

## MP(A)

## cont. 2

- **Examiner / Operator sends following forms/documents to FOCA**

Form 60.530 skill test, all pages  
Form 60.325 MPL(A) integrated course  
Training records / training certificate  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Form 22.03 Examiner's invoice (if applicable)

Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence

If simulator is **not** certified by FOCA:  
Copy of EASA simulator certificate

### C2: failed

- **Examiner completes form 60.530 skill test, all pages**

Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicant's signatures on page 1

- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530

- **Examiner makes no entry into the candidate's logbook**

- **Examiner makes no entry into the candidate's licence**

Swiss Examiner: confiscates candidate's licence and contacts FOCA-SBFP (via Company Chief Examiner, CCE, if applicable)  
Foreign Examiner: informs FOCA via e-mail ([SB\\_Lizenzen@bazl.admin.ch](mailto:SB_Lizenzen@bazl.admin.ch)). FOCA will then initiate appropriate action

- **Examiner / Operator sends following forms/documents to FOCA**

Form 60.530 skill test, all pages  
Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence

If simulator is **not** certified by FOCA :  
Copy of EASA simulator certificate



## Skill Test MPL (A)

## MP(A)

cont. 3

### Repetition procedure after failed MPL (A) skill test

Before repeating the skill test, the CFI / HT decides if and how much additional training is needed.

Application procedure remains the same as for the original 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.

Section 6 is not part of the MPL skill test.

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



## Skill Test ATPL (A)

**MP(A) FCL.520(A), AMC1 FCL.520(A), FCL App.9 A+B**

Flight rules

IFR

May be combined with TR MP(A) skill test or proficiency check.

Type of aeroplane / simulator used:

**MP(A)**

Min. requirements for the aeroplane:

FOCA approval required - refer to OD O-012E

Min. requirements for simulator:

EASA certified FSTD - FFS Level C or D  
all others require specific FOCA approval

**Examiner authorisation grade**

**TRE/SFE delegated by FOCA**

### Application

The candidate applies to FOCA (SBFP) at least 4 weeks before the expected date of the skill test, stating the following information and enclosing the following documents:

- Full name and Swiss licence number of candidate
- Type of skill test
- Examiner licence and authorisation - attach for non-Swiss examiner
- Type of aeroplane or simulator – attach certificate if non-Swiss FSTD is used
- Form 60.530 skill test page 1+2
- Copy of the relevant pages of the logbook
- PICUS log (if applicable)

Prerequisites are fulfilled and training (if applicable) is completed:

- Time/Date restrictions (theoretical & practical training) are respected.
- The flying training / experience is signed off in the candidate's logbook as follows:  
*"Training / Experience ATPL (A) / TR Training completed  
Location and date  
Stamp of ATO with NAA-ATO registration number  
Name, licence number and signature of CFI/HT"*

The following documents have been checked:

- PPL(A), CPL(A) or MPL(A) licence
- IR(A) on ME aeroplane
- Medical certificate class 1 incl. IR
- Confirmation of passed ATPL(A) theory exam
- Confirmation of completed MCC-course
- Confirmation of valid English language proficiency endorsement

If applicable:

- Confirmation of completed Type Rating instruction

The following form is duly completed and signed by candidate, SFI/TRI and ATO (if applicable)

- Form 60.530 skill test, page 1+2

**The skill test may only be conducted, if a delegation from FOCA has been obtained!**

## Skill Test ATPL (A)

## MP(A)

cont. 1

### Skill Test Program

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

### Test procedure:

#### A: Documentation

- Valid ID or passport
- CPL(A) or MPL(A) licence incl. IR
- Confirmation of passed ATPL(A) theory exam or copy of licence attachment with the respective entry
- Confirmation of completed MCC-course
- Confirmation of valid English language proficiency (at least LPR level 4)
- Medical certificate class I incl. IR
- Logbook
- Confirmation of passed ATPL(A) theory exam or copy of attachment to licence with inscription: ATPL (A) Theory)
- Confirmation of completed Type Rating instruction (if applicable)
  
- Form 60.530 skill test, all pages
- Form 60.540 IR cross credit request (if applicable)

#### B: Conduct of ATPL (A) Skill Test

- refer to MP(A) Examiner test preparation checklist (page 82)

#### C: Paperwork after skill test

##### C1: passed

- **Examiner completes form 60.530 skill test, all pages including:**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicant's signatures on page 1+2
- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530
  
- **Examiner makes an entry into the candidate's logbook as follows:**  
*"Skill test ATPL(A) / TR passed  
Function ..... type .....  
Location ..... date.....  
Examiner data and signature"*
  
- **Examiner makes no entry into candidate's licence**





## Skill Test ATPL (A)

## MP(A)

## cont. 2

- **Examiner / Operator sends following forms to FOCA**

- Form 60.530 skill test, all pages
- Training records / training certificate (if applicable)
- Copy of the relevant pages of the logbook
- Copy of the Medical certificate
- Form 60.540 IR cross credit requests (if applicable)
- Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence

If simulators is **not** certified by FOCA :  
Copy of EASA simulator certificate

### C2: failed

- **Examiner completes form 60.530 skill test, all pages including:**

- Details of flight
- Test result
- Remarks
- Examiner data and signature
- Applicant's signatures on page 1

- The ATO / Operator and the candidate receive each a copy of at least page 1 of the completed form 60.530

- **Examiner makes no entry into candidate's logbook**

- **Examiner makes no entry into candidate's licence**

- Swiss Examiner: confiscates candidates licence and contacts FOCA-SBFP (via Company Chief Examiner, CCE, if applicable)
- Foreign Examiner: informs FOCA via e-mail ([SB\\_Lizenzen@bazl.admin.ch](mailto:SB_Lizenzen@bazl.admin.ch)). FOCA will then initiate appropriate action

- **Examiner/Operator sends following forms/documents to FOCA**

- Candidates licence (Swiss Examiners only)
- Form 60.530 skill test, all pages
- Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence

If simulators is **not** certified by FOCA :  
Copy of EASA simulator certificate

### Repetition procedure after failed ATPL (A) skill test

Before repeating the skill test, the CFI/HT/PHT decides if and how much additional training is needed.

Application procedure remains the same as for the original skill test.



**Skill Test ATPL (A)**

**MP(A)**

**cont. 3**

**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.

Section 6 is not part of the ATPL or MPL skill test.

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



## Skill Test IR (A)

## SP

(For Skill Test IR (A) **restricted to MP only** see page 30 of this guide.)

**May be combined with a SP CR / TR Skill Test / Proficiency check.**

Flight Rules	IFR CAT I
Class / type of aeroplane used:	SEP, SET, SEJ, MEP, MET, MEJ
STD / FNPT II used of	FOCA approved for this purpose and only for approved parts Skill test program (see next page).
Min. requirements for the aeroplane:	FOCA approved for this purpose

**Examiner authorisation grade IRE**

### Application

ATO apply direct to Examiner at least 14 days prior expected date of skill test, stating the following information (no forms required)

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

### ATO recommends candidate for examination according the following conditions:

CFI of the ATO is responsible to guarantee that the candidate fulfils all conditions before recommendation is given to the examiner for the skill test:

Pre- requisites and training is completed; the candidate is fully ready to perform the skill test.

- **Attention! As from 1 FEB 2015 the NIT endorsement is applicable for both VFR and IFR, hence without NIT no IFR by night!**
- Time/Date restrictions (theoretical & practical training) fulfilled.
- Flying training is signed off as completed in the candidate's logbook as follows:

*"Training IR (A) is completed  
Location and date  
Stamp of ATO with NAA-JAR registration number  
Name, licence number and signature of CFI"*

The following documents have been checked for correctness:

- PPL(A) or CPL(A) licence
- Medical certificate class 1 or class 2 **with IR**
- Confirmation of IR(A) theory exam passed
- Confirmation of RT VFR / IFR exam passed
- Confirmation of valid English language proficiency endorsement

The FOCA form is completed and signed by the candidate, FI and CFI of the ATO

- Form 60.420 skill test page 1 and 2

## Skill Test IR (A)

SP

cont. 1

### Skill Test program

A skill test must include **all items** according FOCA form 60.420

Program to be given to candidate by the Examiner at least 2 days before the test.

FOCA procedure is 1 flight with 2 different approaches:

The first flight section is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, Nav Setting, line up and take-off, climb, departure route, en route navigation, descent procedures, arrival route, holding procedure, normal approach with GA, missed approach procedure, second approach finishing with a full stop landing.

The second flight section includes, in addition to normal operation, airwork exercises, abnormal and emergency items.

For ME aeroplane only, the FNPT II can be included for the Skill test for section 2 d.

Minimum flight time for skill test: 1 hr.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
  - PPL(A) licence at least
  - Medical certificate class 1 or class 2 with IR
  - Logbook
  - Confirmation of IR(A) theory exam passed
  - Confirmation of RT VFR / IFR exam passed
  - Confirmation of valid English language proficiency endorsement
  - Form 60.420 skill test, all pages
- If applicable: Confirmation of Type-rating theoretical instruction passed

**FOCA Requirement:** Prior to the briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

#### B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan AFP
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight



## Skill Test IR (A)

## SP

## cont. 2

### Paperwork after skill test

The Examiner decides if the skill test is:   A: passed  
  B: partial passed  
  C: failed

#### A: passed

- **Examiner completes form 60.420 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.420

- **Examiner makes an entry in the candidate's logbook** as follows:

*"Skill test IR SP(A) passed  
Class / type ..... Variant(s).....  
Location ..... date.....  
Examiner data and signature"*

- **Examiner makes no entry in the candidate's licence**

**FOCA Examiners only** may issue:  
Form 69.060 Temporary Permission to act as pilot

The candidate may now fly according to his licence under IFR CAT I conditions within EASA territory on the class/type of aeroplane used in the skill test.

- **Examiner sends following forms to FOCA**  
Form 60.420 skill test, all pages  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Copy of Form 69.060 Temporary Permission to act as pilot  
Form 22.03 Examiner's invoice



## Skill Test IR (A)

## SP

## cont. 3

### B: partial passed

- **Examiner completes form 60.420 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.420
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.420 skill test, all pages  
Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.420 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.420
- **No entries in candidate's logbook or licence**
- **Examiner sends following forms to FOCA**  
Form 60.420 skill test, all pages  
Form 22.03 Examiner's invoice

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

Before repeating the skill test, the CFI has to decide if special training or instruction is needed.

Application and presentation procedure remain the same as for the original skill test.

### Weather Minima

FOCA minimum weather conditions: IR skill test with **SE** aeroplanes - No ceiling below 1000 ft AGL along the planned route.



## Skill Test IR (A) on SP aeroplane, restricted to MP operation

This skill test is not to be mixed up **with MP aeroplanes**

**May be combined with a SP CR / TR Skill Test / Proficiency check**

Flight Rules	IFR Cat I
Class / type of aeroplane used:	<b>SPA</b>
STD / FNPT II used of	FOCA approved for this purpose and only for approved parts Skill test see next page.
Min. requirements for the aeroplane:	FOCA approved for this purpose

**Examiner authorisation grade**                      **IRE with Special Authorisation FOCA for MP Application**

To be confirmed with "FOCA, SBFP, Practical Examinations" at least 4 weeks prior skill test.

ATO applies direct to Examiner at least 14 days prior the expected date of the skill test, stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

**ATO recommends candidate for examination according the following conditions:**

The CFI of the ATO is responsible to guarantee that the candidate fulfils all conditions before recommendation is given to the examiner for the skill test:

Pre-requisites and training is completed; the candidate is fully ready to perform the skill test.

- **Attention! As from 1 FEB 2015 the NIT endorsement is applicable for both VFR and IFR, hence without NIT no IFR by night!**
- Time/Date restrictions (theoretical & practical training) fulfilled.
- Flying training is signed off in the candidate's logbook as follows:

*"Training IR(A) restricted to MP is completed  
Location and date  
Stamp of ATO with NAA registration number  
Name, licence number and signature of CFI"*

The following official papers are checked for correctness:

- PPL(A) or CPL(A) licence
- Medical certificate class 1 or class 2 with IR
- Confirmation of IR(A) theory exam passed
- Confirmation of RT VFR / IFR exam passed
- Confirmation of valid English language proficiency endorsement

The FOCA form is completed and signed by the candidate, FI and CFI

- Form 60.420 skill test page 1 and 2

## Skill Test IR (A) on SP aeroplane, restricted to MP operation

cont. 1

### Skill test program

The skill test has to include **all items** according FOCA form 60.420

Program to be given to candidate by the Examiner at least 2 days before the test.

FOCA recommends 1 flight with 2 different approaches. The first part of the flight is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, Nav Setting, line up and take-off, climb, departure route, en route navigation, descent procedures, arrival route, holding procedure, normal approach with GA, missed approach procedure, second approach finishing with a full stop landing

The second part of the flight includes, in addition to normal operation, air work exercises, abnormal and emergency items.

For ME aeroplane only, the FNPT II can be included for the skill test for section 2 d.

Minimum flight time for skill test: 1 hr.

The skill test includes the correct practical application of the written procedures under multi pilot conditions before, during- and after the flight.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the examiner:

#### A: Documentation

- Valid ID or passport
- The written procedures for the application of the MP concept
- PPL(A) licence at least
- Medical certificate class 1 or class 2 with IR
- Logbook
- Confirmation of IR(A) theory exam passed
- Confirmation of RT VFR / IFR exam passed
- Confirmation of valid English language proficiency endorsement
- Form 60.420 skill test, all pages
- If applicable: Confirmation of Type-rating theoretical instruction passed

**FOCA Requirement:** Prior to briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.







## Skill Test IR (A) on SP aeroplane, restricted to MP operation

cont. 3

- **Examiner sends following forms to FOCA**  
Form 60.420 skill test, all pages  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Copy of Form 69.060 Temporary Permission to act as pilot  
Form 22.03 Examiner's invoice

### B: partial passed

- **Examiner completes form 60.420 skill test, all pages**  
Details of flight  
Test result  
Remarks - *restricted to MP operation on .....seat.*  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and candidate receive each a copy of at least page 1 of the completed form 60.420
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.420 skill test, all pages  
Form 22.03 Examiner's invoice  
Copy of pilot logbook entry

### C: failed

- **Examiner completes form 60.420 skill test, all pages**  
Details of flight  
Test result  
Remarks - **restricted to MP operation on .....seat.**  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and candidate receive each a copy of at least page 1 of the completed form 60.420
- **No entries in candidate's logbook or licence**
- **Examiner sends following forms to FOCA**  
Form 60.420 skill test, all pages  
Form 22.03 Examiner's invoice

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

Before repeating the skill test, the CFI has to decide if special training or instruction is needed.

Application and presentation procedure remain the same as for the original skill test.

### Weather Minima

FOCA minimum weather conditions - IR skill test with **SE** aeroplanes: No ceiling below 1000 ft AGL along the planned route.



## Skill Test IR (A) Competency based SP

May be combined with a SP CR / TR Skill Test / Proficiency check.

Flight Rules	IFR CAT I
Class / type of aeroplane used:	SEP, MEP
STD / FNPT II used	Not approved
Min. requirements for the aeroplane:	FOCA approved for this purpose

**Examiner authorisation grade IRE**

### Application for Skilltest AFTER TRAINING in ATO

ATO applies to Examiner at least 14 days before expected date of skill test, stating the following information (no forms required)

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

**ATO recommends candidate for examination according the following conditions:**

CFI of the ATO is responsible to guarantee that the candidate fulfils all conditions before recommendation is given to the examiner for the skill test:

Pre- requisites and training is completed; the candidate is fully ready to perform the skill test.

- **Attention! As from 1 FEB 2015 the NIT endorsement is applicable for both VFR and IFR, hence without NIT no IFR by night!**
- Time/Date restrictions (theoretical & practical training) fulfilled.
- Flying training is signed off as completed in the candidate's logbook as follows:  
*"Training IR (A) is completed  
Location and date  
Stamp of ATO with NAA-JAR registration number  
Name, licence number and signature of CFI"*

The following documents have been checked for correctness:

- PPL(A) or CPL(A) licence
- Medical certificate class 1 or class 2 **with IR**
- Confirmation of IR(A) CB or EIR theory exam passed
- Confirmation of RT VFR / IFR exam passed
- Confirmation of valid English language proficiency endorsement

The FOCA form is completed and signed by the candidate, FI and CFI of the ATO

- Form 60.421 skill test page 1 and 2



## Skill Test IR (A) Competency based

SP

cont. 1

### Application for Skill Test for CONVERSION of 3rd country IR

Candidate applies to Examiner at least 7 days before requested date of skill test, stating the following information

- **Attention! As from 1 FEB 2015 the NIT endorsement is applicable for both VFR and IFR, hence without NIT no IFR by night!**
- Form 60.421 pages 1 and 2 (part conversion)
- Copies of foreign license/logbook **proofing a valid/current IR(A) and 50h experience as PIC IR**
- Class / type of aeroplane
- Meeting point and time

### Skill Test Flight Program

A skill test must include **all items** according FOCA form 60.421

Program to be given to candidate by the Examiner at least 2 days before the test.

FOCA procedure is 1 flight with 2 different approaches:

The first part of the flight is mainly normal operation

The second part of the flight includes, in addition to normal operation, airwork exercises, abnormal and emergency items.

For ME aeroplane only, the FNPT II can be included for the Skill test for section 2 d.

Minimum flight time for skill test: 1 hr.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and has to present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- For conversion only: Valid/current 3<sup>rd</sup> country ICAO IR
- Medical certificate class 1 or class 2 with IR
- Logbook, (**in case of conversion:** proof of required minimum 50h Experience as PIC under IR since initial issue.)
- Confirmation of valid English language proficiency endorsement
- Form 60.421 skill test, all pages





## Skill Test IR (A) Competency based

SP

cont. 3

**FOCA Examiners only** may issue:

Form 69.060 Temporary Permission to act as pilot

On the basis of a Temporary permission, the candidate may now fly according to his licence under IFR CAT I conditions within EASA territory on the class/type of aeroplane used in the skill test.

- **Examiner sends following forms to FOCA**

Form 60.421 skill test, all pages

Copy of the relevant pages of the logbook

Copy of the Medical certificate

Copy of Form 69.060 Temporary Permission to act as pilot

Form 22.03 Examiner's invoice

### B: partial passed

- **Examiner completes form 60.421 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

- The candidate receives a copy of at least page 1 of the completed form 60.421

- **Examiner makes no entry in the candidate's logbook**

- **Examiner makes no entry in the candidate's licence**

- **Examiner sends following forms to FOCA**

Form 60.421 skill test, all pages

Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.421 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

- The candidate receives a copy of at least page 1 of the completed form 60.421

- **No entries in candidate's logbook or licence**

- **Examiner sends following forms to FOCA**

Form 60.421 skill test, all pages

Form 22.03 Examiner's invoice

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

Before repeating the skill test, the CFI has to decide if special training or instruction is needed. Application and presentation procedure remain the same as for the original skill test.

### Weather Minima

FOCA minimum weather conditions: IR skill test with **SE** aeroplanes - No ceiling below 1000 ft AGL along the planned route.



## Skill Test / Prof-Check EIR (A) SP

Flight Rules	VFR, en route IFR
Class / type of aeroplane used:	SEP, MEP
STD / FNPT II used	Not approved
Min. requirements for the aeroplane:	FOCA approved for this purpose
<b>Examiner authorisation grade</b>	<b>IRE</b>

### Application for Skilltest AFTER TRAINING in ATO

ATO applies to Examiner at least 14 days before expected date of skill test, stating the following information (no forms required)

- Full Name and Swiss licence number of candidate
- Type of skill test required
- Class / type of aeroplane
- Meeting point and time

#### ATO recommends candidate for examination according the following conditions:

CFI of the ATO is responsible to guarantee that the candidate fulfils all conditions before recommendation is given to the examiner for the skill test:

Pre- requisites and training is completed; the candidate is fully ready to perform the skill test.

- **Attention! As from 1 FEB 2015 the NIT endorsement is applicable for both VFR and IFR, hence without NIT no IFR by night!**
- Time/Date restrictions (theoretical & practical training) fulfilled.
- Flying training is signed off as completed in the candidate's logbook as follows:  
*"Training EIR (A) is completed  
Location and date  
Stamp of ATO with NAA-JAR registration number  
Name, licence number and signature of CFI"*

The following documents have been checked for correctness:

- EASA PPL(A) or CPL(A) licence
- Medical certificate class 1 or class 2 **with IR**
- Confirmation of IR(A) CB or EIR theory exam passed
- Confirmation of RT VFR / IFR exam passed
- Confirmation of valid English language proficiency endorsement

The FOCA form is completed and signed by the candidate, FI and CFI of the ATO

- Form 60.422 skill test page 1 and 2



## Skill Test / Prof-Check EIR (A)

SP

cont. 1

### Application for Skill Test for CONVERSION of 3rd country IR

Candidate applies to Examiner at least 7 days before requested date of skill test, stating the following information

- **Attention! As from 1 FEB 2015 the NIT endorsement is applicable for both VFR and IFR, hence without NIT no IFR by night!**
- Form 60.422 pages 1 and 2 (part conversion)
- Copies of foreign license/logbook **proving a valid/current IR(A) and 25h experience as PIC IR**
- Class / type of aeroplane
- Meeting point and time

### Skill Test Flight Program

A skill test/proficiency check must include **all items** according FOCA form 60.422

Program to be given to candidate by the Examiner at least 2 days before the test.

FOCA procedure is 2 flights with landing on an airport different from the airport of departure:

The first flight is mainly normal operation

The second flight includes, in addition to normal operation, airwork exercises, abnormal and emergency items.

Minimum flight time for skill test: 1 hr.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the test and has to present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- For conversion only: Valid/current 3<sup>rd</sup> country ICAO IR
- Medical certificate class 1 or class 2 with IR
- Logbook, (**in case of conversion:** proof of required minimum 25h Experience as PIC under IR since initial issue.)
- Confirmation of valid English language proficiency endorsement
- Form 60.422 all pages





## Skill Test / Prof-Check EIR (A)

SP

cont. 2

### B: Briefing for skill test flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan NFP
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan AFP
- Aircraft status and documents
- Maintenance release

### C: Candidate now takes the regular oral examination (before flight)

#### **In case of a Conversion, a more extensive oral examination has to be passed:**

- Oral Examination of Theoretical Knowledge according **page 3 of form 60.422** and the “**CB-IR and EIR Oral Examination Guidance Material**”
- The mandatory minimum number of Questions **or more** per subject have to be asked
- Questions shall be covered by the Learning Objectives as published in the “**CB-IR and EIR Oral Examination Guidance Material**”
- Questions shall be adapted at best to the actual flight
- EIR candidates have to meet the same theoretical knowledge level as CB-IR candidate and hence need to have the background knowledge for departure-, arrival- and approach-procedures as well.

### Paperwork after skill test

The Examiner decides if the skill test is:     A: passed  
  B: partial passed  
  C: failed

#### **A: passed**

- **Examiner completes form 60.422 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The candidate receives a copy of at least page 1 of the completed form 60.422
- **Examiner makes an entry in the candidate’s logbook** as follows:  
*“Skill test/Profcheck EIR SP(A) competency based passed  
Class / type ..... Variant(s).....  
Location ..... date.....  
Examiner data and signature”*
- **Examiner makes no entry in the candidate’s licence**

**FOCA Examiners only** may issue:

In case of Skill test or Renewal: Form 69.060 Temporary Permission to act as pilot



## Skill Test / Prof-Check EIR (A)

SP

cont. 3

On the basis of a Temporary permission, the candidate may now fly **en route** according to his licence under IFR conditions within EASA territory on the class/type of aeroplane used in the skill test.

or in case of Revalidation: Licence Entry for Revalidation of the EIR

- **Examiner sends following forms to FOCA**

Form 60.422 skill test, all pages

Copy of the relevant pages of the logbook

Copy of the Medical certificate

Copy of Form 69.060 Temporary Permission to act as pilot

Form 22.03 Examiner's invoice

### B: partial passed

- **Examiner completes form 60.422 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

- The candidate receives a copy of at least page 1 of the completed form 60.422

- **Examiner makes no entry in the candidate's logbook**

- **Examiner makes no entry in the candidate's licence**

- **Examiner sends following forms to FOCA**

Form 60.422 skill test, all pages

Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.422 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

- The candidate receives a copy of at least page 1 of the completed form 60.422

- **No entries in candidate's logbook or licence**

- **Examiner sends following forms to FOCA**

Form 60.422 skill test, all pages

Form 22.03 Examiner's invoice

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

Application and presentation procedure remain the same as for the original skill test.

### Weather Minima

FOCA minimum weather conditions:

EIR skill test with **SE** aeroplanes - No ceiling below 1000 ft AGL along the part of the route planned under IFR/IMC.



## Skill Test CR

## SP

May be combined with a proficiency check IR, if applicable

Flight rules

VFR / IFR

Class of aeroplane used:

**SPA TMG**, SEP, SET, MEP

Min. requirements for the aeroplane:

FOCA approved for this purpose

### Examiner authorisation grade

CR

VFR only

**FE, CRE**

CR

VFR and IFR

**IRE** or special authorised FE or CRE by FOCA

CR

restricted to MP

**IRE** with special authorisation by FOCA

### Application

ATO or, if applicable, for single engine CR only, FI or CRI apply direct to Examiner min. 14 days prior the expected date of the skill test stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Class of aeroplane
- Meeting point and time

For skill test restricted to MP operation: confirm with FOCA, "SBFP", CH- 3003 Bern, at least 4 weeks prior the skill test.

### The ATO, FI or CRI recommend candidate for examination according the following conditions:

CFI of the ATO, Flight Instructor or Class rating Instructor confirm that the candidate fulfils the conditions before recommendation is given to the Examiner.

Pre-requisites and training is completed; the candidate is fully ready to perform the skill test.

- The flight training is signed off in the candidate's logbook as follows:

*"Training CR / IR SPA is completed*

*Location and date*

*Responsible ATO stamp and NAA-number.*

*Responsible FI or CRI's Name, licence number and signature"*

The following documents are checked for correctness:

- PPL(A) licence at least
- Medical certificate class 1 or class 2 with IR, if applicable
- Confirmation of HPA theoretical instruction passed, if applicable

FOCA form is fully completed and signed by the candidate, FI, CRI or IRI, and, if applicable, by ATO

- Form 60.525 skill test page 1 to 2

## Skill Test CR

## SP

## cont. 1

### Skill test program

The skill test has to include all items according App 3 to JAR-FCL 1.240 and when combined with the initial IR all items according App 1 to JAR-FCL 1.210 and FOCA form 60.525

Program to be given to candidate by the Examiner at least 2 days before the skill test.

**IFR / VFR:** FOCA recommends 2 separate flights:

The first flight (IFR) is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach finishing with a full stop landing.

The second flight (VFR) includes, in addition to normal operation, VFR departure and arrival routes, VFR-airwork, abnormal and emergency items.

A break has to be planned between the first and the second flight, at least a full stop landing to allow time for the new cockpit set up and flight preparation for the second part of the skill test.

When initial IR or renewal of IR is included in the test, the minimum flight time for skill test is: 1 hr.

**VFR only** - FOCA recommends the following procedure:

The Examiner decides the program taking into account the pilot's current training and experience, the complexity of the aeroplane, its systems and the operating environment.

**Skill test MP operation on SP aeroplanes (restricted to MP operation):**

The skill test includes the correct practical application under multi pilot conditions of the written procedures before, during- and after the flight.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Medical certificate class I or 2, with IR, if applicable
- Logbook
- Form 60.525 skill test, all pages

If applicable:

- Confirmation of HPA theoretical instruction passed
- Confirmation of IR(A) theory exam passed
- Confirmation of RT / IFR exam passed
- Written procedures for the MP concept, if applicable

**FOCA Requirement:** Prior to the briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.



## Skill Test CR

## SP

## cont. 2

### B: Briefing for skill test flights

- Time program (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan, if required
- Aircraft status and documents
- Maintenance release

### C: Candidate now takes oral examination before flight

#### Paperwork after skill test

The Examiner decides if the skill test is:     A: passed  
  B: partial passed  
  C: failed

#### A: passed

- **Examiner completes form 60.525 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2  
If applicable: **restricted to MP operation on .....seat**
- The ATO or FI/CRI and the candidate each receive a copy of at least page 1 of the completed form 60.525
- **Examiner makes an entry in the candidate's logbook as follows:**

*"Skill test CR SP (A) with IR / VFR only, passed  
Class / type ..... Variant(s).....  
Location ..... date.....  
Examiner data and signature"*

If applicable: *"Skill test CR / IR **restricted to MP operation** (A) passed  
Class / type ..... Variant(s).....  
Seat position .....(LH / RH)  
Location ..... date.....  
Examiner data and signature"*

- **Examiner makes no entry in the candidate's licence**

**FOCA Examiners only** may issue: Form 69.060 Temporary Permission to act as pilot

The candidate may now fly according to his licence within EASA territory on the class/type of aeroplane used in the skill test.



## Skill Test CR

## SP

cont. 3

- **Examiner sends following forms to FOCA**  
Form 60.525 skill test, all pages  
Copy of the HPA theoretical instruction, when applicable  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Copy of Form 69.060 Temporary Permission to act as pilot, if applicable  
Form 22.03 Examiner's invoice

### B: partial passed

- **Examiner completes form 60.525 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2  
  
If applicable: **restricted to MP operation on .....seat**
- The ATO or Instructor and the candidate each receive a copy of at least page 1 of the completed form 60.525.
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in the candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.525 skill test, all pages  
Form 22.03 Examiner's invoice  
Copy of pilot logbook entry

### C: failed

- **Examiner completes form 60.525 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2  
If applicable: - **restricted to MP operation on .....seat**
- The ATO or Instructor and the candidate each receive a copy of at least page 1 of the completed form 60.525
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.525 skill test, all pages  
Form 22.03 Examiner's invoice



## Skill Test CR

## SP

## cont. 4

### Repetition procedure after partial passed or failed CR skill test

Before repeating the skill test, the CFI, or, when applicable the FI or CRI has to decide if special training or instruction is needed.

Application and presentation remain the same procedure as for the original skill test.

### Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for the safe and correct fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination airport

Visibility min. 5 km, Ceiling min.1500 ft / AGL.

FOCA minimum weather conditions - IR skill test with **SE** aeroplanes: No ceiling below 1000 ft AGL along the planned route.

## Skill Test TR

## SP (NON complex HPA)

May be combined with renewal or revalidation of IR or IR restricted to MP

Flight rules VFR / IFR

Type of aeroplane/SIM used: **SPA** or equivalent **SIM Level C or D** accepted by FOCA

### SP-Types except any "Jets" and "HPA ME Turboprops"

Min. requirements for the aeroplane: FOCA approved for this purpose

#### Examiner authorisation grade

TR	VFR only	<b>FE, CRE</b>
TR	VFR and IFR	<b>IRE</b> or special authorised FE or CRE by FOCA
TR	restricted to MP	<b>IRE</b> with special authorisation by FOCA

#### Application

The ATO applies directly to Examiner min. 14 days prior the expected date of the skill test stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Type of aeroplane
- Meeting point and time

For Skill test restricted to MP operation: confirm with FOCA "SBFP" 3003 Bern, at least 4 weeks prior the skill test.

#### The ATO recommends candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate fulfils the conditions before recommendation is given to the Examiner for the skill test:

Pre-requisites and training is completed; the candidate is fully ready to perform the skill test.

Flying training is signed off in the candidate's logbook as follows:

*"Training TR/IR SPA is completed  
 Location and date  
 ATO stamp and EASA NAA-number.  
 Responsible FI's Name, licence number and signature"*

The following documents are checked for correctness:

- PPL(A) licence at least
- Medical certificate class 1 or class 2 with IR, if applicable
- Form 60.525 skill test page 1 to 2 is fully completed and signed by:  
Candidate, FI/CRI/IRI and ATO
- Confirmation of TR theoretical instruction passed
- Confirmation of HPA theoretical instruction passed, if applicable
- Confirmation of valid language proficiency endorsement in English





## Skill Test TR

## SP (NON complex HPA)

## cont. 1

### Skill test program

The skill test must include **all items** according FOCA form 60.525

Program to be given to candidate by the Examiner at least 2 days prior the test.

**IFR / VFR:** FOCA recommends 2 separate flights:

The first flight (IFR) is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach finishing with a full stop landing.

The second flight (VFR) includes, in addition to normal operation, VFR departure and arrival routes, VFR-air work, abnormal and emergency items.

A break has to be planned between the first and the second flight, at least a full stop landing to allow time for the new cockpit set up and flight preparation for the second part of the skill test.

When initial IR or renewal of IR is included in the test, the minimum flight time for skill test is: 1 hr.

**VFR only:** FOCA recommends the following procedure:

The Examiner decides the program taking into account the pilot's current training and experience, the complexity of the aeroplane, its systems and the operating environment.

### Skill test MP operation on SP aeroplanes (restricted to MP operation):

The skill test includes the correct practical application of the written procedures under multi pilot conditions before, during- and after the flight.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Medical certificate class I or 2, with IR, if applicable
- Logbook
- Form 60.525 skill test, all pages
- Confirmation of Type-rating theoretical instruction passed

If applicable:

- Confirmation of HPA theoretical instruction passed
- Confirmation of IR(A) theory exam passed
- Confirmation of RT / IFR exam passed
- Confirmation of valid English language proficiency endorsement
- Written procedures for the MP concept, if applicable



## Skill Test TR

## SP (NON complex HPA)

## cont. 2

**FOCA Requirement:** Prior to the briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

### B: Briefing for skill test flights TR

- Time program (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan, if required
- Aircraft status and documents
- Maintenance release

### C: Candidate now takes oral examination before flight

#### Paperwork after skill test

The Examiner decides if the skill test is:

- A: passed
- B: partial passed
- C: failed

#### A: passed

- **Examiner completes form 60.525 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

If applicable: **restricted to MP** operation on .....seat

- The ATO and candidate receive each a copy of at least page 1 of the completed form 60.525.

- **Examiner makes an entry in the candidate's logbook** as follows:

*"Skill test TR SP (A) with IR / VFR only, passed*

*Type .....*

*Location ..... date.....*

*Examiner data and signature"*

If applicable: **"Skill test TR / IR restricted to MP operation (A) passed**

*Type .....*

*Seat position .....(LH / RH)*

*Location ..... date.....*

*Examiner data and signature"*



## Skill Test TR

## SP (NON complex HPA)

## cont. 3

- **Examiner makes no entry in the candidate's licence**

**If the Check is performed on the aeroplane, FOCA Examiners only** may issue:  
Form 69.060 Temporary Permission to act as pilot

The candidate may now fly according to his licence within EASA territory on the class/type of aeroplane used in the skill test.

- **Examiner sends following forms to FOCA**

Form 60.525 skill test, all pages  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Copy of Form 69.060 Temporary Permission to act as pilot  
Form 22.03 Examiner's invoice  
Copy of Examiner's authorisation, non-Swiss examiners only  
Copy of simulator approval certificate, if applicable

- **If the check is performed on a Simulator, FOCA will issue the rating only after having received the Form 60.535 "Confirmation of Landing Training"**

### **B: partial passed**

- **Examiner completes form 60.525 skill test, all pages**

Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2

If applicable: - **restricted to MP** operation on .....seat

- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.525.

- **Examiner makes no entry in the candidate's logbook**

- **Examiner makes no entry in the candidate's licence**

- **Examiner sends following forms to FOCA**

Form 60.525 skill test, all pages  
Form 22.03 Examiner's invoice  
Copy of pilot logbook entry



## Skill Test TR

**SP (NON complex HPA)**

**cont. 4**

### C: failed

- **Examiner completes form 60.525 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

If applicable: - **restricted to MP operation on .....seat**

- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.525.
- **No entries in logbook or candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.525 skill test, all pages  
Form 22.03 Examiner's invoice

### Repetition procedure after partial passed or failed TR skill test

Before repeating the skill test, the CFI decides if special training or instruction is needed.

Application and presentation remain the same procedure as for the original skill test.

### Special Remarks

IR: When revalidation of IR or renewal of expired IR-rating is included in the skill test, the appropriate training, if applicable, must be carried out by an approved ATO. If the IR (A) has not been revalidated / renewed the preceding 7 years, the holder will be required to retake the IR (A) theoretical examination.

The IR on **SPA under restriction to MP** operation is not to be confused with the **TR on MPA**, which requires ATPL-Theory and MCC course. Confirm with FOCA, "SNFP" 3003 Bern at least 4 weeks prior the skill test. The written procedures for the applicable MP Operation for all phases, before, during and after flight must be made available.

### Weather Minima

FOCA minimum weather conditions for VFR test / check must be suitable for the correct and safe fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination Airport

Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

FOCA minimum weather conditions for IR skill test on **SE** aeroplanes: No ceiling below 1000 ft AGL along the planned route.



## Skill Test TR (complex HPA)

## SP

May be combined with renewal or revalidation of IR or IR restricted to MP

Flight rules

IFR

Type of aeroplane/SIM used:

**SPA** or equivalent **SIM Level C or D** accepted by FOCA

### "Complex HPA" means any "Jets" and "HPA ME Turboprops"

Min. requirements for the aeroplane:

FOCA approved for this purpose

### Examiner authorisation grade

TR

IFR

**TRE SP (A)**

TR

restricted to MP

**TRE SP (A)** with special authorisation by FOCA

### Application

The ATO applies directly to Examiner min. 14 days prior the expected date of the skill test stating the following information (no forms required):

- Full name and Swiss licence number of candidate
- Type of skill test required
- Type of aeroplane
- Meeting point and time

For Skill test restricted to MP operation: confirm with FOCA "SBFP" 3003 Bern, at least 4 weeks prior the skill test.

### The ATO recommends candidate for examination according the following conditions:

The CFI of the ATO is responsible to guarantee that the candidate fulfils the conditions before recommendation is given to the Examiner for the skill test:

Pre-requisites and training is completed; the candidate is fully ready to perform the skill test.

Flying training is signed off in the candidate's logbook as follows:

*"Training TR/IR SPA is completed  
Location and date  
ATO stamp and EASA NAA-number.  
Responsible TRI SP's Name, licence number and signature"*

The following documents are checked for correctness:

- PPL(A) licence at least
- Medical certificate class 1 or class 2 with IR, if applicable
- Form 60.526 skill test page 1 to 2 is fully completed and signed by:  
Candidate, TRI SP (A) and ATO
- Confirmation of TR theoretical instruction passed
- Confirmation of HPA theoretical instruction passed, or ATPL-theory passed
- Confirmation of valid language proficiency endorsement in English

## Skill Test TR (complex HPA)

SP

cont. 1

### Skill test program

The skill test must include **all items** according FOCA form 60.526

Program to be given to candidate by the Examiner at least 2 days prior the test.

### Skill test MP operation on SP aeroplanes (restricted to MP operation):

The skill test includes the correct practical application of the written procedures under multi pilot conditions before, during- and after the flight.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is ready for the skill test and must present the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Medical certificate class 1 or 2, with IR
- Logbook
- Form 60.526 skill test, all pages
- Confirmation of Type-rating theoretical instruction passed

If applicable:

- Confirmation of HPA theoretical instruction passed
- Confirmation of IR(A) theory exam passed
- Confirmation of RT / IFR exam passed
- Confirmation of valid English language proficiency endorsement
- Written procedures for the MP concept, if applicable

**FOCA Requirement:** Prior to the briefing (point B of this section) all documents have to be completed, signed off by CFI of ATO and approved by the Examiner.

#### B: Briefing for skill test flights TR

- Time program (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan, if required
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight



## Skill Test TR (complex HPA)

SP

cont. 2

### Paperwork after skill test

The Examiner decides if the skill test is:   A: passed  
  B: partial passed  
  C: failed

#### A: passed

- **Examiner completes form 60.526 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2

If applicable: **restricted to MP operation on .....seat**

- The ATO and candidate receive each a copy of at least page 1 of the completed form 60.526
- **Examiner makes an entry in the candidate's logbook** as follows:

*"Skill test TR SP (A) with IR / VFR only, passed  
Type .....  
Location ..... date.....  
Examiner data and signature"*

If applicable: **"Skill test TR / IR restricted to MP operation (A) passed**  
*Type .....  
Seat position .....(LH / RH)  
Location ..... date.....  
Examiner data and signature"*

- **Examiner makes no entry in the candidate's licence**

**If the Check is performed on the aeroplane, FOCA Examiners only** may issue:  
Form 69.060 Temporary Permission to act as pilot

The candidate may now fly according to his licence within EASA territory on the type of aeroplane used in the skill test.

- **Examiner sends following forms to FOCA**  
Form 60.526 skill test, all pages  
Copy of the relevant pages of the logbook  
Copy of the Medical certificate  
Copy of Form 69.060 Temporary Permission to act as pilot  
Form 22.03 Examiner's invoice  
Copy of simulator approval certificate, if applicable

- **If the check is performed on a Simulator, FOCA will issue the rating only after having received the Form 60.535 "Confirmation of Landing Training"**



## Skill Test TR (complex HPA)

SP

cont. 3

### B: partial passed

- **Examiner completes form 60.526 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

If applicable: - **restricted to MP** operation on .....seat

- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.526

- **Examiner makes no entry in the candidate's logbook**

- **Examiner makes no entry in the candidate's licence**

- **Examiner sends following forms to FOCA**

Form 60.526 skill test, all pages

Form 22.03 Examiner's invoice

Copy of pilot logbook entry

### C: failed

- **Examiner completes form 60.526 skill test, all pages**

Details of flight

Test result

Remarks

Examiner data and signature

Applicants signature on page 1 field 2

If applicable: - **restricted to MP** operation on .....seat

- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.526

- **No entries in logbook or candidate's licence**

- **Examiner sends following forms to FOCA**

Form 60.526 skill test, all pages

Form 22.03 Examiner's invoice





## Skill Test TR (complex HPA)

SP

cont. 4

### Repetition procedure after partial passed or failed TR skill test

Before repeating the skill test, the CFI decides if special training or instruction is needed.

Application and presentation remain the same procedure as for the original skill test.

### Special Remarks

IR: When revalidation of an IR or renewal of expired IR-rating is included in the skill test, the appropriate training, if applicable, must be carried out by an approved ATO. If the IR (A) has not been revalidated / renewed the preceding 7 years, the holder will be required to retake the IR (A) theoretical examination.

The IR on **SPA under restriction to MP** operation is not to be confused with the **TR on MPA**, which requires ATPL-Theory and MCC course. Confirm with FOCA, "SNFP" 3003 Bern at least 4 weeks prior the skill test. The written procedures for the applicable MP Operation for all phases, before, during and after flight must be made available.



## Skill Test TR

**MP(A) FCL.725.A**

Flight rules

IFR

Type of aeroplane used:

**MP(A)**

Min. requirements for the aeroplane:

FOCA approval required - refer to OD O-012E

Min. requirements for simulator:

EASA certified FSTD - FFS Level C or D  
all others require specific FOCA approval

**Examiner authorisation grade**

**TRE/SFE**

### Skill test on FFS level C or D, after type rating training course within an ATO

The CFI/HT of the ATO is responsible that the candidate meets all prerequisites before recommendation is given for the skill test:

- Time/date restrictions (theoretical & practical training) are respected - FCL.725(c)
- Training is completed and signed off in the candidate's logbook:  
Name, licence number and signature of CFI/HT "Prerequisites are fulfilled and training is completed". Stamp of ATO with NAA - EASA registration number

The following documents have been checked:

- Pilot licence: PPL(A), CPL(A), MPL(A) or ATPL(A)
- Medical certificate class 1 or 2, incl. IR
- Confirmation of completed Type Rating instruction
- Confirmation of completed MCC Course - if 1<sup>st</sup> MP(A) type rating
- Confirmation of passed ATPL(A) theory exam - if holding a PPL(A) or a CPL(A)
- Confirmation of valid English language proficiency endorsement

The following form is duly completed and signed by candidate, TRI or SFI and ATO

- Form 60.530 skill test, page 1+2

### Skill Test Program

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

### Test procedure:

#### A: Documentation

- Valid ID or passport
- Pilot licence
- Medical certificate class 1 or 2, incl. IR
- Logbook
- Confirmation of completed Type Rating instruction
- Confirmation of completed MCC Course - if 1<sup>st</sup> MP(A) type rating
- Confirmation of passed ATPL(A) theory exam - if holding a PPL(A) or a CPL(A)
- Confirmation of valid English language proficiency endorsement
- Form 60.530 skill test, all pages



## Skill Test TR

## MP(A) FCL.725.A

cont. 1

### B: Conduct of TR MP(A) Skill Test

- refer to MP(A) Examiner test preparation checklist (page 82)

### C: Paperwork after skill test

#### C1: passed

- **Examiner completes form 60.530 skill test, all pages including:**
  - Details of flight
  - Test result
  - Remarks
  - Examiner data and signature
  - Applicant's signatures on page 1
- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530
- **Examiner makes an hand entry into the candidate's logbook as follows:**
  - "Skill test (TR) MP(A) passed*
  - Function ..... type .....*
  - Location ..... date.....*
  - Examiner data and signature"*
- **Examiner makes no entry into candidate's licence**
- **Examiner / Operator sends following forms/documents to FOCA**
  - Form 60.530 skill test, all pages
  - Training records / training certificate
  - Copy of the relevant pages of the logbook
  - Copy of the Medical certificate
  - Form 60.540 IR cross credit requests (if applicable)
  - Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence

If simulators is **not** certified by FOCA:  
Copy of EASA simulator certificate



## Skill Test TR

**MP(A) FCL.725.A**

**cont. 2**

### C2: failed

- **Examiner completes form 60.530 skill test, all pages including:**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicant's signatures on page 1

The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60. 530

- **Examiner makes no entry into candidate's logbook**
- **Examiner makes no entry into candidate's licence**  
Swiss Examiner: confiscate candidates licence and contacts FOCA-SBFP (via Company Chief Examiner, CCE, if applicable)  
Foreign Examiner: inform FOCA via e-mail ([SB\\_Lizenzen@bazl.admin.ch](mailto:SB_Lizenzen@bazl.admin.ch)). FOCA will then initiate appropriate measures
- **Examiner sends following forms to FOCA**  
Candidates licence (Swiss Examiners only)  
Form 60.530 skill test, all pages  
Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence

If simulators is **not** certified by FOCA:  
**Copy of EASA simulator certificate**

### Repetition procedure after failed MPL(A) type rating skill test

Before repeating the skill test, the CFI / HT decides if and how much additional training is needed.

### 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.

Section 6 is not part of the skill test

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



## Assessment of Competence (AoC) All Instructor Certificates

Flight rules

VFR / IFR

**Shall not be combined with any other Skill test or Proficiency check.**

**For at least each alternate Revalidation of an Instructor Rating, an Assessment of Competence shall be passed.**

Class/type of aeroplane or simulator used:	for FI:	SEP TMG, MEP, SET, MET
	for CRI SE / IRI	TMG, SEP, SET, FSTD
	for CRI ME / IRI	MEP, FSTD
	for STI	FSTD
	for TRI SP(A)	MET HPA, any JET, FFS
	for TRI MP(A)	MP TR, FFS
	for SFI	MP TR, FFS

Min. requirements for aeroplane: FOCA approved for this purpose

Min. requirements for STD: FOCA approved for this purpose

**Examiner authorisation grade:** **FIE** VFR only **FIE / IRE** for VFR and IFR  
**TRE/SFE MP/SP** with min. 3 years of experience as TRE/SFE

### Application

#### A) For the initial issue of a FI/CRI/IRI instructor certificate:

ATO applies to FOCA, "SBFP" 3003 Bern at least 4 weeks prior expected date of assessment

- Full name and Swiss licence number of candidate
- Type of Assessment of Competence (AoC) required
- Class / type of aeroplane

Subsequently, FOCA will designate an examiner for the AoC

#### B) For revalidation or renewal, the candidate may contact the examiner directly

### Assessment of Competence (AoC) after instructor training course within an ATO:

The CFI/HT of the ATO is responsible that the candidate meets all prerequisites before recommendation is given for the AoC:

- The training is signed off in the candidate's logbook as follows:

*"Training for ..... completed  
Location and date  
Stamp of ATO with NAA registration number  
Name, licence number and signature of CFI"*

The following documents have been checked :

- Pilot licence
- Medical certificate class 1 or 2, incl. IR (if applicable)

The following form(s) is/are duly completed and signed by candidate, instructor and ATO

Form 60.705 FI, 60.708 CRI, 60.711 IRI, 60.713 STI, 60.701 TRI SP or

- Form 60.740 TRI MP, 60.750 SFI, 60.770 MPLI, as applicable
- Form 60.722

## Assessment of Competence (AoC) All initial Instructor Certificates cont. 1

### Assessment program

The Assessment of Competence has to include all applicable items in accordance with FOCA form 60.722  
Program should be given to candidate at least 2 days prior the assessment.

#### General procedure

- Assessment from instructor seat (right hand seat) – on aeroplane
- Assessment from IOS and instructor seat (right hand seat) – on FSTD/FFS
- Theoretical knowledge oral test
- Test lecture (Long briefing)
- Instruction flight
- Debriefing

#### 1. Assessment from instructor seat

This flight is mainly normal operation and comprises of: 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, holding procedure, normal approach with GA, missed approach procedure, second approach and full stop landing.

The flight is conducted under VFR and/or IFR, according the relevant Instructor certificate  
For ME Instructors, asymmetric procedures are to be included (Section 5).

#### 2. Theoretical knowledge oral test

Oral test during pre-flight briefing and post flight debriefing.

#### 3. Test lecture (Long briefing)

The candidate acting as instructor teaches a test lecture to one or more "flight students" (i.e.Examiner).  
The topic for this long briefing is selected by the Examiner from the corresponding AMC/GM to Part FCL

#### 4. Instruction flight

- a) Operational briefing (pilots briefing for the flight)
- b) Instructor briefing with reference to the air exercise according the given theme for the test lecture (Long briefing)
- c) Instruction flight VFR and / or IFR , if applicable
- d) Instructor debriefing
- e) For STI/SFI only, the test has to include both operation of the Instructor panel and flight as pilot at the controls of the STD.

**The Candidate acting as instructor** makes all briefings and the debriefings

For FI, the flight is conducted under VFR on SE aeroplane

For CRI, the flight is conducted under VFR on SE-, or, if applicable, on ME aeroplane

For IRI and FI with IR extension, the flight is conducted under IFR on SE-, or, if applicable, on ME aeroplane

For STI/SFI the flight is conducted in STD

For TRI SP/MP the flight is conducted under VFR/IFR on relevant STD/FFS or aeroplane



## Assessment of Competence (AoC) All initial Instructor Certificates cont. 2

### Pre-Test procedure for Candidate and Examiner:

The candidate presents the following documents to the Examiner:

#### Documentation

- Valid ID or passport
- Pilot License
- Valid TR/CR and IR (as applicable)
- Medical certificate class 1 or 2, incl. IR (as applicable)
- Logbook
- Form 60.705 FI, 60.708 CRI, 60.711 IRI, 60.713 STI, 60.701 TRI SP, or
- Form 60.740 TRI MP, 60.750 SFI, 60.770 MPLI (as applicable)
- Form 60.722, all pages

**FOCA Requirement:** Prior to an assessment from the instructor seat, all documents have to be completed, signed off and approved by the Examiner

### Paperwork after assessment:

The Examiner decides if the assessment is: A: passed

B: partial passed (Only if section 5 on Form 60.722 is failed  
on initial or removal of restriction AoC)

C: failed

#### A: passed

- **Examiner completes form 60.722, all pages including:**  
Details of flight  
Test result  
Remarks  
Examiner data and signatures  
Applicant's signatures on page 1
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.722
- **Examiner makes an entry in the candidate's logbook** as follows:  
*"Assessment of Competence for ..... passed  
Class / type ..... Variant(s).....  
Location ..... date.....  
Examiner data and signature"*
- **Examiner makes no entry into the candidate's licence**
- **Examiner / Operator sends following forms/documents to FOCA**  
Form 60.705 FI, 60.708 CRI, 60.711 IRI, 60.713 STI, 60.701 TRI SP, or  
Form 60.740 TRI MP, 60.750 SFI, 60.770 MPLI, as applicable  
Form 60.722, all pages  
Training records / training certificate (if applicable)  
Copy of the relevant pages of the logbook (if applicable)  
Form 22.03 Examiner's invoice (if applicable)  
For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization and licence  
If simulators is **not** certified by FOCA:  
Copy of EASA simulator certificate



## Assessment of Competence (AoC) All initial Instructor Certificates cont. 3

**B: partial passed** (Only if section 5 on Form 60.722 is failed on initial- or removal of restriction AoC)

- **Examiner completes form 60.722, all pages**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2
- The ATO and the candidate each receive a copy of at least page 1 of the completed form 60.722
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.722, all pages  
Copy of form 60.705 FI, 60.710 CRI, 60.715 IRI, 60.717 STI, if applicable  
Form 22.03 Examiner's invoice

**C: failed**

- **Examiner completes form 60.722 skill test, all pages**  
Copy of form 60.705 FI, 60.710 CRI, 60.715 IRI, 60.717 STI, if applicable  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicant's signatures on page 1
- The ATO and the candidate receive each a copy of at least page 1 of the completed form 60.720
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- **Examiner sends following forms to FOCA**  
Form 60.722, all pages  
Form 60.705 FI, 60.708 CRI, 60.711 IRI, 60.713 STI, 60.701 TRI SP, or  
Form 60.740 TRI MP, 60.750 SFI, 60.770 MPLI, as applicable  
Form 22.03 Examiner's invoice

### Procedure after failed/partial passed Assessment of Competence

Before repeating the assessment, the CFI/HT has to decide if additional training or instruction is needed. Application and notification procedure is the same as for the original assessment.

### Weather Minima

FOCA minimum weather conditions for VFR flights must be suitable for correct and safe operation:  
Departure airport, departure route, enroute, air work, arrival route and destination Airport - Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

FOCA minimum weather conditions - IFR flights with **SE** aeroplanes: No ceiling below 1000 ft AGL along the planned route.





## **Skill Test Mountain Landings / Landungen im Gebirge / Atterrissage en Montagne**

TO BE DEVELOPED

## Revalidation CR TMG / SEP with training flight

Flight Rules VFR

Not to be combined with any Skill test / Proficiency check.

Class of aeroplane used: **SPA** TMG, SEP

Min. requirements for the aeroplane: FOCA approved for this purpose

**Instructor rating** **FI, CRI**

**Application** Candidate applies to FI or CRI directly, giving:

- Full name and Swiss licence number of candidate
- Class of aeroplane
- Meeting point and time

### Minimum flight experience within the 12 months preceding the expiry date of the rating on aeroplane CR TMG or SEP

- 12 hrs. on relevant class including 6 hrs. as PIC
- 12 take-offs and 12 landings

### Training flight program

The FI or CRI plans this flight according to candidate's current training and experience.

Target of the training flight:

- Assessment of checklist compliance and airmanship, especially aeroplane handling and flight and communication procedures.
- The flight should be conducted in a relaxed manner.
- The training flight is **not to be mixed-up** with a skill test or a proficiency check.

FOCA recommends 2 separate flights:

The first flight is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, line up and take-off, climb, departure route, navigational flight, descent procedures and arrival route, finishing with a normal landing at an airport other than the normal training airport.

The second flight, back to the original airport, includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break is to be planned between the first and the second flight - at least a full stop landing to allow time for a short debriefing, briefing for the air work exercises, new cockpit set up and flight preparation for the second part of the training flight.

Flight time for this training flight is at least 1 hr.



## Revalidation EIR (A) with training flight

Flight Rules VFR / IFR

Not to be combined with any Skill test / Proficiency check.

Class of aeroplane used: **SPA, SE, ME**

Min. requirements for the aeroplane: FOCA approved for this purpose

**Instructor rating FI (with IR instruction privileges), IRI**

**Application** Candidate applies to FI or IRI directly, giving:

- Full name and Swiss licence number of candidate
- Class of aeroplane
- Meeting point and time

### Minimum flight experience within the 12 months preceding the expiry date of the rating on aeroplane CR/TR SE or ME

- 6 hrs Flight Time as PIC under IFR on relevant class/type within the validity period of the EIR

### Training flight program

The FI or IRI plans this flight according to candidate's current training and experience.

Target of the training flight:

- Assessment of checklist compliance and airmanship, especially aeroplane handling and flight and communication procedures.
- Assessment of the compliance with requirements of IFR and Communication
- The flight should be conducted in a relaxed manner.
- The training flight may be based on the EIR Skill Test Program as shown in form 60.422.

FOCA recommends 2 separate flights:

The first flight is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, line up and take-off, climb, departure route, navigational flight, descent procedures and arrival route, finishing with a normal landing at an airport other than the normal homebase airport.

The second flight, back to the original airport, includes, in addition to normal operation, air work exercises, abnormal and emergency items.

A break is to be planned between the first and the second flight - at least a full stop landing to allow time for a short debriefing, briefing for the air work exercises, new cockpit set up and flight preparation for the second part of the training flight.

Flight time for this training flight is at least 1 hr.





## Proficiency Check class rating **SP / SE / IR**

Flight Rules VFR, for rating VFR only  
VFR and IFR, for rating VFR and IFR

May be combined with initial IR Skill test.

Class / type of aeroplane used: **SPA TMG, SEP, SET**

Min. requirements for the aeroplane: FOCA approved for this purpose

### Examiner authorisation grade

CR	VFR only	<b>FE, CRE</b>
CR	VFR and IFR	<b>IRE</b> or special authorised FE or CRE by FOCA
CR	restricted to MP	<b>IRE</b> with special authorisation by FOCA

### Application

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required)

- Name and Swiss licence number of candidate
- Type of proficiency check required
- Class / type of aeroplane
- Meeting point and time

### Proficiency check program

The proficiency check has to include all items according FOCA form 60.525

#### Ratings including IR:

The revalidation of an IR should whenever possible be combined with the proficiency check. Program to be given to candidate by the Examiner at least 2 days prior the test.

#### VFR only

FOCA recommended procedure:

The Examiner decides the program taking into account the pilot's current training and experience, the complexity of the aeroplane, its systems and the operating environment.

#### VFR and IFR

FOCA recommends 2 separate flights:

The first flight (IFR) is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach with full stop landing.

The second flight (VFR) includes in addition to normal operation, VFR departure and arrival routes, VFR-air work, abnormal and emergency items.

A break is to be planned between the first and the second flight, at least a full stop landing to allow time for a new cockpit set up and flight preparation for the second part of the skill test.



## Proficiency Check class rating SP / SE / IR

cont. 1

**IFR only:** for CR SEP, if minimum training is achieved and confirmed on Form 60.521

FOCA recommended procedure is: 1 flight with 2 different approaches:

The first part of the flight is mainly normal operation & comprises:

Briefing, outside and cockpit check, engine starting procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, enroute navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach and full stop landing.

The second part of the flight, in addition to normal operation includes: air work exercises, abnormal and emergency items.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is fully ready for the proficiency check and presents the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Valid CR
- Confirmation of valid English language proficiency endorsement, if applicable
- Medical certificate class I or 2 with IR, if applicable
- Confirmation of IR(A) theory exam passed, if applicable for initial IR Skill test
- Confirmation of RT VFR / IFR exam passed, if applicable for initial IR Skill test
- Logbook
- Form 60.525 proficiency check

**FOCA Requirement:** Prior to briefing (point B of this section) all documents have to be completed, signed off and approved by the Examiner.

#### B: Briefing for proficiency check flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan (only when necessary)
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight







## Proficiency Check class rating SP / SE / IR

cont. 3

### B: partial passed

- **Examiner completes form 60.525 skill test, all pages**  
Details of flight  
Check result  
Remarks  
Confirmation that candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)  
Examiner data and signature  
Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The Candidate receives a copy of at least page 1 of the completed form 60.525
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**
- **Examiner sends following documents to FOCA**  
Form 60.525 proficiency check, all pages  
Form 22.03 Examiner's invoice

### C: failed

- **Examiner completes form 60.525 skill test, all pages**  
Details of flight  
Test result  
Remarks  
Confirmation candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)  
Examiner data and signature  
Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate receives a copy of at least page 1 of the completed form 60.525
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**
- **Examiner sends following documents to FOCA**  
Form 60.525 proficiency check, all pages  
Form 22.03 Examiner's invoice

### Repetition procedure after partial passed or failed proficiency check

Application and presentation procedure is the same as for the original proficiency check.



## Proficiency Check class rating SP / SE / IR

cont. 4

### Special Remarks:

#### FOCA minimum weather conditions

FOCA minimum weather conditions for VFR test / check must be suitable for the correct and safe fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination Airport - Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

**IR** proficiency check with **SE** aeroplanes: No ceiling below 1000 ft AGL along the planned route.

#### Proficiency check on single seat aeroplanes:

The Examiner decides the program taking into account the pilot's current training and experience, the complexity of the aeroplane, its systems and the operating environment.

The flight should comprise at least 3 circuits. On the 1<sup>st</sup> or 2<sup>nd</sup> circuit, the Examiner is to command a GA. There will be no touch and go landings. As far as possible, Examiner is to check abnormal and emergency items (relevant to the aeroplane used for the check flight) as per form 60.525



## Proficiency Check CR MEP / TR / IR

## SP (except complex HPA)

Flight Rules	VFR / IFR if applicable
Type of aeroplane/SIM used:	<b>SPA</b> or equivalent <b>SIM Level C or D</b> accepted by FOCA <b>Excluding any "Jets" and "HPA ME Turboprops"</b>
Min. requirements for the aeroplane:	FOCA approved for this purpose
Min. requirements for the FNPT II: of	FOCA approved for this purpose and only for approved parts proficiency check program see next page.

### Examiner authorisation grade

CR MEP / TR	VFR only	<b>FE, CRE</b>
CR MEP / TR	VFR and IFR	<b>IRE</b> or special authorised FE or CRE by FOCA
CR MEP / TR	restricted to MP	<b>IRE / TRE</b> with special authorisation by FOCA

### Application

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required)

- Full name and Swiss licence number of candidate
- Type of proficiency check required
- Class / type of aeroplane
- Meeting point and time

### Minimum flight training for revalidation of a CR MEP / TR SP:

At least ten route sectors as pilot of the relevant type/class of aeroplane, or one route sector as pilot of the relevant type/class of aeroplane flown with an examiner **during the period of the validity of the rating**.

The Examiner is to confirm on form 60.525, page 1 field 3, achievement of minimum experience on the relevant class- or type of aeroplane as follows:

*"Revalidation requirements of 10 route sectors or one flight with Examiner fulfilled: Yes or No".*

If minimum experience is not achieved, Examiner makes **no entry in the candidate's licence** following successful proficiency check. The candidate informs FOCA SBFP 3003 Bern directly, enclosing relevant logbook entries, as soon as achieving the required recent flights.

### Proficiency check program

The proficiency check must include all items according FOCA form 60.525 Program to be given to candidate by the Examiner at least 2 days prior the test.

### Ratings including IR:

Whenever a type or class rating is valid, revalidation of the IR (A) shall be combined with the proficiency check for revalidation of a type or class rating.

## Proficiency Check CR MEP / TR / IR

**SP** (except complex HPA)

**cont. 1**

### VFR only (proficiency check on aeroplane only)

FOCA recommended procedure:

The Examiner decides the program taking into account the pilot's current training and experience, the complexity of the aeroplane, its systems and the operating environment.

### Proficiency check on single seat aeroplanes:

The flight should comprise at least 3 circuits. On the 1<sup>st</sup> or 2<sup>nd</sup> circuit, the Examiner commands a GA. No touch and go landings shall be made. As far as possible, the Examiner has to check abnormal and emergency items (relevant to the aeroplane used for the check flight) as per form 60.525

### VFR and IFR (proficiency check on aeroplane only)

FOCA recommends 2 separate flights:

The first flight (IFR) is mainly normal operation and comprises:

Briefing, outside and cockpit check, engine starting procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, navigation, descent procedures, arrival route, holding procedures, normal APCH with GA, missed APCH procedure, second APCH with full stop landing.

The second flight (VFR) includes in addition to normal operation, VFR departure and arrival routes, VFR-air work, abnormal and emergency items.

A break is to be planned between the first and the second flight, at least a full stop landing to allow time for a new cockpit set up and flight preparation for the second part of the skill test.

### VFR and IFR (proficiency check using a combination of aeroplane and FNPT II)

VFR part      aeroplane      Section 1, 2, 4, 5 (Section 3A is not required if section 3B is completed.)

IR part        FNPT II        Section 1 (relevant parts to the intended flight), Section 6 Item 1

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is fully ready for the proficiency check and presents the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Current CR MEP or TR
- Confirmation of valid English language proficiency endorsement if applicable
- Medical certificate class 1 or 2 with IR, if applicable
- Logbook, showing achieved minimum required flight experience
- Form 60.525 proficiency check, all pages
- if applicable, written procedures for the MP concept





**Proficiency Check CR MEP / TR / IR**

**SP (except complex HPA)**

**cont. 3**

- **Examiner makes following entry in the candidate's licence only if the minimum experience of 10 route sectors or 1 flight with an Examiner is achieved within the validity period - see also page 86 of this guide.**

*"date ... class / type ... Examiner name / lic.no ...  
class / type revalidated date ... IR revalidated date ... Remarks ...*

If applicable: *"Class ...valid until ...**restricted to MP** operation(A) passed.  
IR CAT I..... valid until .....  
Seat position .....(LH / RH)  
Location ..... date.....  
Examiner data and signature"*

- **Examiner sends following documents to FOCA**  
Form 60.525 proficiency check, all pages  
Copy of the relevant page of the logbook  
Copy of the Medical certificate  
Form 22.03 Examiner's invoice
- The candidate now has permission to fly as **pilot according the valid licence on the class / type of aeroplane** used in the proficiency check.

**B: partial passed**

- **Examiner completes form 60.525 proficiency check, all pages**  
Details of flight  
Check result  
Remarks  
Confirmation – achievement of minimum experience  
Confirmation that candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)  
Examiner data and signature  
Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate receives a copy of at least page1 of the completed form 60.525.
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**
- **Examiner sends following documents to FOCA**  
Form 60.525 proficiency check, all pages  
Form 22.03 Examiner's invoice



## Proficiency Check CR MEP / TR / IR

**SP** (except complex HPA)

**cont. 4**

### C: failed

- **Examiner completes form 60.525 proficiency check, all pages**  
Details of flight  
Test result  
Remarks  
Confirmation – achievement of minimum experience  
Confirmation that candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)  
Examiner data and signature  
Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate is to have a copy of at least page 1 of the completed form 60.525.
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**
- **Examiner sends following documents to FOCA**  
Form 60.525 proficiency check, all pages  
Form 22.03 Examiner's invoice

### Repetition procedure after partial passed or failed proficiency check

Application and presentation procedure remain the same as for the original proficiency check.

### Special Remarks

#### FOCA minimum weather conditions

FOCA minimum weather conditions for VFR test / check must be suitable for the correct and safe fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination Airport - Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

**IR** proficiency check with **SE** aeroplanes: No ceiling below 1000 ft ALG along any of the route.

#### Proficiency check on single seat aeroplanes:

The Examiner prepares a program according to the candidate's current training and experience.

The flight should comprise at least 3 circuits. On the 1<sup>st</sup> or 2<sup>nd</sup> circuit, the Examiner is to command a GA. There will be no touch and go landings. As far as possible, Examiner is to check abnormal and emergency items (relevant to the aeroplane used for the check flight) as per form 60.525



## Proficiency Check TR (complex HPA) SP

Flight Rules	IFR
Type of aeroplane/SIM used:	<b>SPA</b> or equivalent <b>SIM Level C or D</b> accepted by FOCA  "Complex HPA" means any "Jets" and "HPA ME Turboprops"
Min. requirements for the aeroplane:	FOCA approved for this purpose
Min. requirements for the FNPT II: of	FOCA approved for this purpose and only for approved parts  proficiency check program see next page.

### Examiner authorisation grade

CR MEP / TR	IFR	<b>TRE SP (A)</b>
CR MEP / TR	restricted to MP	<b>TRE SP (A)</b> with special authorisation by FOCA

### Application

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required)

- Full name and Swiss licence number of candidate
- Type of proficiency check required
- Class / type of aeroplane
- Meeting point and time

### Minimum flight training for revalidation of a TR SP:

At least ten route sectors as pilot of the relevant type/class of aeroplane, or one route sector as pilot of the relevant type/class of aeroplane flown with an examiner **during the period of the validity of the rating**.

The Examiner is to confirm on form 60.526, page 1 field 3, achievement of minimum experience on the relevant class- or type of aeroplane as follows:

*"Revalidation requirements of 10 route sectors or one flight with Examiner fulfilled: Yes or No".*

If minimum experience is not achieved, Examiner makes **no entry in the candidate's licence** following successful proficiency check. The candidate informs FOCA SBFP 3003 Bern directly, enclosing relevant logbook entries, as soon as achieving the required recent flights.

### Proficiency check program

The proficiency check must include all items according FOCA form 60.526

Program to be given to candidate by the Examiner at least 2 days prior the test.





## Proficiency Check TR (complex HPA)

SP

cont. 1

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is fully ready for the proficiency check and presents the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Current CR MEP or TR
- Confirmation of valid English language proficiency endorsement if applicable
- Medical certificate class 1 or 2 with IR, if applicable
- Logbook, showing achieved minimum required flight experience
- Form 60.526 proficiency check, all pages
- if applicable, written procedures for the MP concept

**FOCA Requirement:** Prior to briefing (point B of this section) all documents have to be completed, signed off and approved by the Examiner.

#### B: Briefing for proficiency check flights

- Timetable (slot planning, boarding etc.)
- Navigational flight plan
- Meteo
- NOTAM
- DABS
- Mass and balance document
- Performance calculations
- ATC flight plan, if required
- Aircraft status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight

#### Paperwork after proficiency check

Examiner decides if the skill test is:

- A: passed
- B: partial passed
- C: failed

#### A: passed

- **Examiner completes form 60.526 proficiency check, all pages**  
Details of flight  
Check result  
Remarks  
Confirmation of minimum flight experience "Yes or No"  
Examiner data and signature  
Applicants signature on page 1 field 2

If applicable: - **restricted to MP operation on .....seat**

- The Candidate is to have a copy at least page 1 of the completed form 60.526 proficiency check.



## Proficiency Check TR (complex HPA)

SP

cont. 2

- **Examiner makes following entry in the candidate's logbook**

*"Proficiency check CR MEP / TR SP (A) passed*

*Type .....*

*Location ..... date.....*

*Examiner data and signature"*

If applicable:

*"Proficiency check CR MEP / IR restricted to MP  
operation (A) passed.*

*Type .....*

*Seat position .....(LH / RH)*

*Location ..... date.....*

*Examiner data and signature"*

- **Examiner makes following entry in the candidate's licence only if the minimum experience of 10 route sectors or 1 flight with an Examiner is achieved within the validity period - see also page 86 of this guide.**

*"date ... class / type ... Examiner name / lic.no ...*

*class / type revalidated date ... IR revalidated date ... Remarks ...*

If applicable:

*"Class ...valid until ...restricted to MP operation(A) passed.*

*IR CAT I..... valid until .....*

*Seat position .....(LH / RH)*

*Location ..... date.....*

*Examiner data and signature"*

- **Examiner sends following documents to FOCA**

Form 60.526 proficiency check, all pages

Copy of the relevant page of the logbook

Copy of the Medical certificate

Form 22.03 Examiner's invoice

- The candidate now has permission to fly as **pilot according the valid licence on the class / type of aeroplane** used in the proficiency check.

### B: partial passed

- **Examiner completes form 60.526 proficiency check, all pages**

Details of flight

Check result

Remarks

Confirmation – achievement of minimum experience

Confirmation that candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)

Examiner data and signature

Applicants signature on page 1 field 2

- **Examiner makes no entry in the candidate's logbook**

- **Examiner makes no entry in candidate's licence**

- The candidate receives a copy of at least page1 of the completed form 60.526

- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**

- **Examiner sends following documents to FOCA**

Form 60.526 proficiency check, all pages

Form 22.03 Examiner's invoice



## Proficiency Check TR (complex HPA)

SP

cont. 3

### C: failed

- **Examiner completes form 60.526 proficiency check, all pages**  
Details of flight  
Test result  
Remarks  
Confirmation – achievement of minimum experience  
Confirmation that candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)  
Examiner data and signature  
Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate is to have a copy of at least page 1 of the completed form 60.526
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**
- **Examiner sends following documents to FOCA**  
Form 60.526 proficiency check, all pages  
Form 22.03 Examiner's invoice

### Repetition procedure after partial passed or failed proficiency check

Application and presentation procedure remain the same as for the original proficiency check.

### Special Remarks

#### FOCA minimum weather conditions

FOCA minimum weather conditions for VFR test / check must be suitable for the correct and safe fulfilment: Departure airport, departure route, enroute, air work, arrival route and destination Airport -

Visibility min. 5 km, Ceiling min. 1500 ft / AGL.

**IR** proficiency check with **SE** aeroplanes: No ceiling below 1000 ft ALG along any of the route.

## Proficiency Check IR only

**SP** on FNPT II or aeroplane

### Reminder

This Proficiency Check can only be made for revalidation (**NO RENEWAL**) of the IR, if no CR or TR is current and **no CR or TR can be revalidated together with the IR Proficiency check.** An FNPT II or flight simulator may be used; but at **least each alternate** proficiency check must be on an aeroplane for the revalidation of an IR. For this Proficiency check on the aeroplane, it is not necessary that the rating of the aeroplane is valid.

Flight Rules

IFR

Shall not be combined with any other skill test / Proficiency check.

Class / type of aeroplane used:

**SPA**

Min. requirements for the aeroplane:

FOCA approved for this purpose

Min. requirements for the FNPT II:  
of

FOCA approved for this purpose and only for approved parts  
of proficiency check program below.

**Examiner authorisation grade**

**IRE** or special authorised FE or CRE by FOCA

### Application

Candidate applies direct to Examiner at least 14 days prior the expected date of the proficiency check stating the following information (no forms required)

- Full name and Swiss licence number of candidate
- Type of proficiency check required
- Class / type of aeroplane
- Meeting point and time

### Proficiency check program

The proficiency must include the following items of FOCA form 60.525 Section 3b, relevant parts of Section 1 and Section 6 if applicable.

Program to be given to candidate by the Examiner at least 2 days prior the test.



## Proficiency Check IR only

SP

cont. 1

### IFR only

FOCA recommended procedure is: 1 flight with 2 different approaches:

The first part of the flight is mainly normal operation & comprises:

Briefing, cockpit check, engine starting procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, enroute navigation, descent procedures, arrival route, holding procedures, normal approach with GA, missed approach procedure, second approach and full stop landing.

The second part of the flight, in addition to normal operation includes: air work exercises, abnormal and emergency items.

### Pre-Test Presentation procedure for Candidate and Examiner:

The candidate is fully ready for the proficiency check and presents the following documents to the Examiner:

#### A: Documentation

- Valid ID or passport
- PPL(A) licence at least
- Current IR
- Confirmation of valid English language proficiency endorsement
- Medical certificate class I or 2 with IR, if applicable
- Logbook
- Form 60.525 proficiency check, all pages

**FOCA Requirement:** Prior to briefing (point B of this section) all documents have to be completed, signed off and approved by the Examiner.

#### B: Briefing for proficiency check flights

- Timetable
- Navigational flight plan
- Meteo
- NOTAM
- FNPT II status and documents
- Maintenance release

#### C: Candidate now takes oral examination before flight





## Proficiency Check IR only

## SP

cont. 3

### C: failed

- **Examiner completes form 60.525 proficiency check, all pages**  
Details of flight  
Test result  
Remarks  
Confirmation that candidate has been informed of Part FCL.625.IR(b) (2) **and/or** FCL.740.A (c)  
Examiner data and signature  
Applicants signature on page 1 field 2
- **Examiner makes no entry in the candidate's logbook**
- **Examiner makes no entry in candidate's licence**
- The candidate receives a copy of at least page 1 of the completed form 60.525
- **Examiner shall inform the candidate, that he/she may not exercise the privileges of the applicable rating(s) until successful completion of the check – see Part FCL.625.IR(b) (2) and/or FCL.740.A (c)**
- **Examiner sends following documents to FOCA**  
Form 60.525 proficiency check, all pages  
Form 22.03 Examiner's invoice

### Repetition procedure after partial passed or failed proficiency check

Application and presentation procedure remain the same as for the original proficiency check.

### Special Remarks

The Examiner must take special attention in case of a proficiency check on an aeroplane when the pilot has no valid rating and no actual experience on this aeroplane!

<b>Licence Proficiency Check (LPC), TR/IR</b>	<b>MP(A)</b>	<b>Revalidation</b>
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Flight Rules	IFR
Type of aeroplane used:	<b>MP(A)</b>
Min. requirements for the aeroplane:	FOCA approval required - refer to OD O-012E
Min. requirements for simulator:	EASA certified FSTD - FFS Level C or D all others require specific FOCA approval
<b>Examiner authorisation grade</b>	<b>TRE/SFE</b>

### Proficiency Check Program

The prof. check has to include all required items in accordance with App 9 Part.FCL and FOCA form 60.530

#### Check procedure:

##### A: Documentation

- Valid ID or passport
- Pilot licence
- Medical certificate class 1 or 2, incl. IR (if applicable)
- Logbook
- Form 60.530

##### B: Conduct of TR MP(A) proficiency check

- refer to MP(A) Examiner test preparation checklist (page 93)

##### C: Paperwork after proficiency check

###### C1: passed

- **Examiner completes form 60.530 prof. check, all pages including:**  
 Details of flight  
 Test result  
 Remarks  
 Examiner data and signatures  
 Applicant's signatures on page 1
- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530
- **Examiner makes an entry into the candidate's logbook as follows:**  
*"LPC (TR) MP(A) passed*  
*Function ..... type .....*  
*Location ..... date.....*  
*Examiner data and signature"*

###### Licence hand-entry:

- Non-Swiss examiner makes **no hand-entry** into candidate's licence
- Swiss examiner makes hand-entry into candidate's licence (**revalidation only**)





## Licence Proficiency Check (LPC), TR/IR MP(A) Revalidation, cont.1

- **Examiner / Operator sends following forms/documents to FOCA**

Form 60.530, all pages

Copy of the relevant pages of the logbook (if applicable)

Form 60.540 IR cross credit requests (if applicable)

Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:

Copy of examiner authorization and licence

If simulators is **not** certified by FOCA:

Copy of EASA simulator certificate

### C2: failed

- **Examiner completes form 60.530, all pages including:**

Details of flight

Test result

Remarks

Examiner data and signatures

Applicant's signatures on page 1

- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530

- **Examiner makes no entry into candidate's logbook**

- **Examiner makes no entry into candidate's licence**

Swiss Examiner: confiscate candidates licence and contacts FOCA-SBFP (via Company Chief Examiner, CCE, if applicable)

Foreign Examiner: inform FOCA via e-mail ([SB\\_Lizenzen@bazl.admin.ch](mailto:SB_Lizenzen@bazl.admin.ch)). FOCA will then initiate appropriate actions

- **Examiner sends following forms to FOCA**

Candidates licence (Swiss Examiners only)

Form 60.530 prof. check, all pages

Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:

Copy of examiner authorization and licence

If simulators is **not** certified by FOCA:

Copy of EASA simulator certificate

### 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.

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



<b>Licence Proficiency Check (LPC), TR/IR</b>	<b>MP(A)</b>	<b>Renewal</b>
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Flight Rules	IFR
Type of aeroplane used:	<b>MP(A)</b>
Min. requirements for the aeroplane:	FOCA approval required - refer to OD O-012E
Min. requirements for simulator:	EASA certified FSTD - FFS Level C or D all others require specific FOCA approval
<b>Examiner authorisation grade</b>	<b>TRE/SFE</b>

### Proficiency check, after refresher training course within an ATO

The CFI/HT of the ATO is responsible that the candidate meets all prerequisites before the candidate is released for the proficiency check:

The following minimum requirements apply:

- (i) **expiry shorter than 3 months and revalidation criteria are fulfilled: no training requirements** - refer to TR revalidation on p.88
- (ii) expiry longer than 3 months but shorter than 1 year: a minimum of two training sessions;
- (iii) expiry longer than 1 year but shorter than 3 years: a minimum of three training sessions in which the most important malfunctions in the available systems are covered;
- (iv) expiry longer than 3 years: the applicant should again undergo the training required for the initial issue of the rating .....(AMC1 FCL.740(b)(1))

### Proficiency Check Program

The prof. check has to include all required items in accordance with App 9 Part.FCL and FOCA form 60.530

### Check procedure:

#### A: Documentation

- Valid ID or passport
- Pilot licence
- Medical certificate class 1 or 2, incl. IR
- Logbook
- Confirmation of completed training

Form 60.530, page1+2 are duly completed and signed by candidate, SFI/TRI and ATO

- The flight training is signed off in the Candidate's logbook as follows:

*"Training for renewal TR is completed  
Location and date  
Responsible facility stamp and number.  
Responsible TRI / SFI's Name, licence number and signature"*

#### B: Conduct of TR MP(A) Licence proficiency Check (LPC)

- refer to MP(A) Examiner test preparation checklist (page 82)



## Licence Proficiency Check (LPC), TR/IR MP(A) Renewal, cont.1

### C: Paperwork after skill test

#### C1: passed

- **Examiner completes form 60.530 all pages including:**  
Details of flight  
Test result  
Remarks  
Examiner data and signature  
Applicant's signature on page 1
- The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60.530
- **Examiner makes an entry in the candidate's logbook as follows:**

*"LPC Renewal (TR) MP(A) passed  
Function ..... type .....  
Location ..... date.....  
Examiner data and signature"*

- **Examiner makes no hand-entry into candidate's licence**
- **Examiner / Operator sends following forms to FOCA**  
Form 60.530, all pages  
ATO course certificate or training records  
Copy of the relevant pages of the logbook  
Form 60.540 IR cross credit requests (if applicable)  
Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:  
Copy of examiner authorization  
Copy of Swiss examiner standardization certificate



## Licence Proficiency Check (LPC), TR/IR MP(A) Renewal, cont.2

### C2: failed

- **Examiner completes form 60.530, all pages including:**

- Details of flight
- Test result
- Remarks
- Examiner data and signature
- Applicant's signature on page 1

The ATO / Operator and candidate receive each a copy of at least page 1 of the completed form 60. 530

- **Examiner makes no entry into candidate's logbook**

- **Examiner makes no entry into candidate's licence**

Swiss Examiner: confiscate candidates licence and contacts FOCA-SBFP (via Company Chief Examiner, CCE, if applicable)

Foreign Examiner: inform FOCA via e-mail ([SB\\_Lizenzen@bazl.admin.ch](mailto:SB_Lizenzen@bazl.admin.ch)). FOCA will then initiate appropriate measures

- **Examiner sends following forms to FOCA**

- Candidates licence (Swiss Examiners only)
- Form 60.530 skill test, all pages
- Form 22.03 Examiner's invoice (if applicable)

For Examiners **not** holding a FOCA examiner authorization:

- Copy of examiner authorization
- Copy of Swiss examiner standardization certificate



## Generic Multi Pilot (A) Examiner test preparation checklist

### **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 basics (OPC / LPC)
- Maximum credit

### **Documentation: Paper check:**

- According Guide for Skill Test
  - Licence
  - Medical
  - English LPR validity
  - Logbooks to verify 10 sectors
  - Form 60.530

### **Decision 1 documentation:**

- Go ahead?
- What's missing?

### **Examination program:**

- Task received / understood
- Test procedure
- Rules - repetition failed item
- MP: 5 item failed = check failed
- Time schedule

### **Pilots briefing:**

- Listen
- No questions during briefing
  - WX briefing
  - Fuel decision
  - Performance calculation

### **Oral examination:**

- 8-12 prepared theoretical questions
  - Aeroplane Systems (ATA chapters)
  - Operation Manuals (OM A, OM B)

### **Decision 2 briefing:**

- Go / no Go

### **Short Break:**

- Start without pressure to practical part
- Create confidence
- Meeting point

### **During flight:**

- No instruction
- Passive behaviour → no command
- No interference in pilot's decisions
- Follow flight progress
- No bullet point 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
  - directly on Form 60.530

### **Decision 3 result**

- Disclose result or missing facts
- Check passed or failed

### **Preparation debriefing:**

- Time and location

### **Paperwork / forms:**

- Complete paperwork: No stress
  - Logbook, licence, forms
  - According Guide for Skill Test
- Prepare debriefing

### **Debriefing:**

- Short, essential
- No instruction
- Show help and support
- Positive perspective

### **Completion of test:**

- Thank
  - Instructor
  - School
- Hints & Tips
- Hand over Check Forms to HOT/PHCT

### **Communication:**

- Feedback of candidate
- Feedback to TRTO, Training Dep.

### **Accounting:**

- FOCA bill form 22.03  
(N/A for Company- and Foreign Examiners)



## Generic Single Pilot (A) Examiner test preparation checklist

### **FLEXCO**

### **Consult "Examiner Guide"**

### **Introduction:**

- Give 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 (OPC / LPC)
- Maximum credit

### **Documentation: Paper check:**

- According Guide for Skill Test
  - Licence, Medical, English LPR validity
  - Logbook to verify 10 sectors
  - Applicable form

### **Decision 1 documentation:**

- Go ahead?
- What's missing?

### **Examination program:**

- Task received /acknowledged
- Time schedule
- Test procedure
- Rules - repetition failed item

### **Pilots briefing:**

- Listen only
- No questions during briefing
  - WX briefing
  - Fuel / Performance calculation

### **Oral examination:**

- 8-12 theoretical knowledge questions (or as required by Examiner Guide)
  - Aeroplane Systems (ATA chapters)
  - Flight Preparation

### **Decision 2 briefing:**

- Go / no Go

### **Short Break:**

- Start without pressure to practical part
- Create confidence
- Fix meeting point

### **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:**

- Disclose result / facts
- Check passed / failed / partial pass

### **Preparation of debriefing:**

- Fix time and location

### **Paperwork / forms:**

- Complete paperwork: No stress
  - Logbook, licence, forms
  - According Guide for Skill Test
- Prepare your debriefing

### **Debriefing:**

- Short, essential
- No instruction
- Show help and support
- Positive perspective

### **Completion of test:**

- Hints & Tips
- Collate forms and docs

### **Communication:**

- Feedback from candidate
- Feedback to FTO, RF

### **Accounting:**

- FOCA invoice form 22.03  
(N/A for Company- and Foreign Examiners)



## Renewal SP CR / TR / IR

Part FCL.740

### Renewal of an expired single pilot class-or type rating

If a class or type rating has expired, the applicant shall:

- Take refresher training at an ATO, when necessary to reach the level of proficiency necessary to safely operate the relevant class or type of aircraft; and
- Pass a **proficiency check in accordance with the procedures for revalidation** defined in this guide
- The renewal of a single pilot class- or type rating shall be done only via an appropriate ATO, which signs responsible for the enrolment of the candidate and its preparation to the proficiency check

#### Exception:

- **If a rating has been expired for less than 3 months and (in the case of a MEP or Type Rating) the minimum recent training (10 route sectors or one sector flown with an Examiner) has been fulfilled during the validity period of the rating, no further training is considered to be necessary and in this specific case the candidate may enrol himself (without ATO) to the examiner**

### Renewal of an expired single pilot IR or EIR

- The renewal of an Instrument Rating shall be combined with a class or type rating Proficiency check
- Renewal of “Stand alone IR” without current CR/TR is not possible!
- For the renewal of the expired IR follow the appropriate Procedure for SP or MP Proficiency check
- If the IR has not been revalidated or renewed within the preceding 7 years, the holder will be required to pass again the IR theoretical knowledge examination and an initial IR skill test

## EXAMINER / REQUIREMENTS / AUTHORISATION

### Examiner requirements for taking Skill Tests / Proficiency Checks

An Examiner occupying a pilot's seat with controls (brakes / aerodynamic controls / power controls) is required to:

- hold an equivalent licence, rating or certificate to the one for which he is authorised to conduct skill tests, proficiency checks or assessments of competence
- have the privilege to instruct for them
- be qualified to act as PIC on the aircraft during a skill test, proficiency check or assessment of competence

#### Should the above mentioned conditions not be fulfilled :

The Examiner shall apply for an individual authorisation in writing before conducting a skill test or proficiency check.

## Examiner Authorisations and associated tasks

<b>FE</b> (SP)  all aeroplanes except HPA ME Turboprops and any Jet	Skill test	PPL, CPL
	Skill test	CR, TR, including IR*, only with valid IR
	Proficiency check	CR / TR, including IR*, only with valid IR
<b>CRE</b> (SP)  all non-complex or HPA	Skill test	CR / TR, including IR*, only with valid IR
	Proficiency check	CR / TR, including IR*, only with valid IR
<b>SFE</b> MP(A)	Skill test	TR on FSTD only ATPL on FSTD only
	Proficiency check	TR (LPC) on FSTD only
<b>TRE</b> SP(A)  all HPA ME Turboprops and Jet	Skill test	TR on FSTD and aeroplane ATPL on FSTD and aeroplane
	Proficiency check	TR (LPC) on FSTD and aeroplane
<b>TRE</b> MP(A)	Skill test	TR on FSTD and aeroplane ATPL on FSTD and aeroplane
	Proficiency check	TR (LPC) on FSTD and aeroplane
<b>IRE</b> (SP)	Skill test	IR, EIR

\* only if listed on the Examiner's Authorisation Document





## Min. recent experience (CR MEP & all TR only)

for more details see Part-FCL.740.A

The minimum recent flying experience for revalidation of a SP (CR MEP / TR) or MP (TR), is 10 route sectors during the last validity period of the rating. The 10 route sectors can be replaced by one route sector with an Examiner or a combined LPC/OPC (commercial operation only)

The route sector may be flown during the proficiency check (1<sup>st</sup> Sector of the flight / session). However, it needs to be logged and signed in the logbook separately from the check.

An Examiner who has conducted a „flight with Examiner“, sends the following documents to FOCA

- Copy of the logbook entry as a confirmation of completion.
- Form 22.03 Examiner's invoice

## Licence hand-entries after a passed Proficiency Check

**In general: The CR or TR remains valid until the expiry date on the licence**

**A** If the revalidation criteria (10 Route sectors or flight with Examiner or combined LPC/OPC) are fulfilled:

A **Swiss** examiner may revalidate the rating with a hand-entry  
**(Non-Swiss examiners are not allowed to make hand-entries into Swiss licences)**

**B** If the revalidation criteria are not (yet) fulfilled:

The examiner may conduct the check, however, no hand-entries into the licence are allowed

As soon as the 10 route sectors have been achieved or the examiner flight is completed before the expiry of the rating, the candidate sends all documents, including copies of the relevant logbook pages directly to FOCA, SBFP, CH-3003 Bern

**Revalidation of rating; by FOCA only**



**Decision making table for final result passed / failed / partial passed**

**General information about repetition of test / check Items during test or check:**

**PPL:** Any manoeuvre or procedure of the test may be repeated once by the applicant.

**CPL / MPL / ATPL / IR / CR / TR:**

At the **discretion of the Examiner**, any manoeuvre or procedure of the test or check may be repeated once by the applicant.

**FI / CRI / IRI**

No repetitions possible. Exemption: Right hand seat qualification at the discretion of the Examiner during the skill test.

<b>SP(A)</b> except HPA complex	<b>All Items in all sections passed</b>	Test or Check is: <b>Passed</b>
	<b>One Item failed in one section after 2 attempts</b>	<b>Section is failed</b>
	<b>One section failed</b>	Test or Check is: <b>Partial passed</b>
	<b>More than one section is failed</b>	Test or Check is: <b>Failed</b>

<b>MP(A)</b> and SP(A) HP complex	<b>All Items in all sections passed</b>	Test or Check is: <b>Passed</b>
	<b>More than five Items are failed during test or check on the 1<sup>st</sup> attempt</b>	Test or Check is: <b>Failed</b>
	<b>Partial passed is not applicable for MP(A) Test or Check.</b>	



## Vested interests of the examiner

for more details see EASA.FCL.1005

### **FCL.1005 Limitation of privileges in case of vested interests**

Examiners shall not conduct:

- (a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:
  - (1) to whom they have provided more than 25 % of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or
  - (2) when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b);
- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

### **NOT ALLOWED:**

Testing a candidate to whom the examiner has provided more than 25 % of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken

Any test / check with a candidate for which the examiner has signed as the person responsible for the training within the ATO.

### **ALLOWED:**

Testing a candidate to whom the examiner has provided flight instruction for revalidation or renewal of a rating.

## Cross crediting of the IR part of a TR or CR Proficiency check

### Appendix 8, Part FCL

Credits shall be granted only when the holder is revalidating IR privileges for single engine and single pilot multi engine aeroplanes as appropriate

<b>IR Check performed:</b> When a proficiency check including IR is performed, and the holder has a <b>valid:</b>	<b>Credit:</b> Credit is valid towards the IR part in a proficiency check for:
<b>(1)</b>	<b>(2)</b>
<b>MP TR or SP TR HPA complex</b>	*SE class rating *SE type rating *SP ME class and non-HPA-complex type rating, only credits for Section 3b of Appendix 9
<b>SP ME TR Non HPA complex operated as single pilot</b>	*SP ME class rating SP non-HPA-complex type rating *SE class and type rating
<b>SP ME TR Non HPA complex restricted to multi pilot operation</b>	*SP ME class rating *SP non-HPA-complex type rating *SE class and type rating
<b>SP ME class rating operated as single pilot</b>	SE class and type rating, and SP non-HPA-complex type rating SP ME class rating
<b>SP ME class rating restricted to multi pilot operation</b>	*SE class and type rating, and *SP non-HPA-complex type rating *SP ME class rating
<b>SP SE class rating</b>	SE class and type rating
<b>SP SE type rating</b>	SE class and type rating

<b>*</b>	Provided within the previous 12 months at least 3 IFR departures and approaches have been performed on a SP class or type of aeroplane in a single pilot operation, <div style="text-align: center;">or,</div> for SP non-HPA-complex type ratings, the pilot has flown section 6 of the relevant test/check by sole reference to instruments.  Prove objective evidence with form 60.540
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## Candidates holding a non-Swiss EASA Part FCL-Licence

Swiss Examiners are authorized to conduct skill tests and proficiency checks for candidates holding a Non-Swiss EASA Part FCL licence, provided they comply with FCL.1015(c), FCL.1030(b)(3)(iv) and the EASA published “Examiner Difference Document” (EDD).

The procedure for skill test or proficiency check is the same as described in this guide.

- The Examiner acts in accordance to his contract with the Swiss FOCA
- For examinations using a non HB-registered aeroplane please follow the instructions on page 102 of this guide

### Procedure to be followed:

- All requirements, procedures and administrative tasks requested by the Competent Authority of the licence holder have to be followed as stipulated in the EASA published “Examiner Difference Document” (EDD)
- The original form has to be given to the candidate for further processing by his NAA. Swiss Examiners may only do licence hand-entries on foreign licences if it is required by the licence holders Competent Authority
- The Examiner keeps one copy for himself and sends (**for information only**) copies of the completed documentation of the skill test or proficiency check to the Swiss FOCA.
- The Examiner does not invoice FOCA for his activity but deals directly with the concerned organization, operator or candidate as far as remuneration and expenses are concerned

## Use of a non-Swiss registered aeroplane for a test / check

The Examiner has no obligation to conduct checks on a non-Swiss registered aeroplane

- The Examiner solely acts under his own responsibility
- Before accepting the use of a non HB-registered aeroplane, the Examiner shall check:

### A) Aeroplane is part of the fleet of a Swiss AOC - holder or a Swiss ATO:

- The Examiner has to check if the aeroplane is listed on the “approved list of aeroplanes”

### B) Aeroplane is not part of a Swiss company or a Swiss ATO:

The Examiner has to ensure that all the following documents are available and correct:

#### A Examiner documents:

- Aircraft is registered in an EASA State, no further documents are necessary.
- Aircraft is registered outside an EASA State, the Examiner must have a valid licence and in case the candidate does not hold a valid rating, a relevant instructor rating, issued by the state in which the aircraft is registered AND must comply with the relevant rules and regulation of the country of registration

#### B Candidate documents

- Aircraft is registered in an EASA State, no further documents are necessary.
- Aircraft is registered outside of an EASA State, the candidate must have a valid licence/rating or a validation, issued by the state in which the aircraft is registered.

#### C Aircraft documents (in any case)

- Valid airworthiness certificate and ARC (airworthiness review certificate)
- Valid insurance certificate (incl. third party liability)
- Aircraft logbook / Maintenance release log signed
- General condition of aircraft checked



## Examiner revalidation procedure

### Pilots holding a FOCA Examiner Authorisation

### Requirements for the revalidation of the examiner Authorisation

An examiner certificate shall be valid for 3 years.

#### **Revalidation:**

An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:

- (1) conducted at least 2 skill tests, proficiency checks or assessments of competence every year;
- (2) attended an examiner refresher seminar provided by the competent authority or by an ATO and approved by the competent authority, during the last year of the validity period.
- (3) One of the skill tests or proficiency checks completed during the last year of the validity period in accordance with (1) shall have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so by the competent authority responsible for the examiner's certificate.
- (4) When the applicant for the revalidation holds privileges for more than one category of examiner, combined revalidation of all examiner privileges may be achieved when the applicant complies with the requirements in (b)(1) and (2) and FCL.1020 for one of the categories of examiner certificate held, in agreement with the competent authority.

#### **Required forms for Examiner revalidation:**

- FOCA form 67.030 Revalidation of Examiner Authorisation
- FOCA examiner refresher seminar certificate
- FOCA form 67.040 Examiner Supervision Report

Examiners make direct arrangements with his/her assigned Senior Examiner/Company Chief Examiner for the check under supervision.

Senior Examiners/Company Chief Examiners contact FOCA, SBFP for their own supervision.

**All required documents have to be sent to FOCA at least 4 weeks before expiry date of the examiner authorisation. No checks will be accepted without a valid examiner authorisation**







## Language Proficiency Requirements

cont. 1

- **Language Assessor makes the following entry in the candidate's licence**

*(Section XII, Revalidation of Ratings)*

*"English Lang.prof. check.... date ... Examiner name / lic.no ... passed"*

- **Language Assessor sends following forms to FOCA**

Form 69.530

Copy of the relevant page of the logbook

Form 22.03 Examiner's invoice

### **B: failed**

- **Language Assessor completes form 69.530**  
Details of flight  
Check result  
Remarks  
Examiner data and signature  
Applicants signature on page 1 field 2 (Acknowledgement of result)
- The candidate is to have a copy of the completed form 69.530
- **Language Assessor makes no entry in the candidate's logbook**
- **Language Assessor makes no entry in candidate's licence**
- **Language Assessor sends following forms to FOCA**  
Form 69.530  
Form 22.03 Examiner's invoice

### **Repetition procedure after failed Language Proficiency Check**

Application and presentation procedure is the same as for the original Language proficiency check.



## Corrections to the Examiner Guide

An updated and valid edition is available on our homepage:

[http://www.bazl.admin.ch/experten/ausbildung\\_ lizenzen/03167/03168/03200/index.html?lang=en](http://www.bazl.admin.ch/experten/ausbildung_ lizenzen/03167/03168/03200/index.html?lang=en)

## Please send Corrections / Suggestions to the following address:

**Federal Office of Civil Aviation (FOCA)**  
**SBFP, “Examiner Guide”**  
**CH-3003 Bern**

**e-mail** ([SB\\_Lizenzen@bazl.admin.ch](mailto:SB_Lizenzen@bazl.admin.ch))

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