



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

**NOMINATION AND SUPERVISION OF FLIGHT  
EXAMINERS BY DAC**

DAC-LIC 401

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## **PROCEDURE FOR THE NOMINATION AND SUPERVISION OF FLIGHT EXAMINERS BY DAC**

### **PROCEDURE MANAGEMENT**

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### **REVISIONS**

<b>Revision Nr</b>	<b>Denomination of Revision</b>	<b>Date</b>
00	Initial Edition	17/01/2017
01	Specifications for examiner training (§2.2.2.; §2.2.3.); Senior examiner specifications (§2.3.1.) Transfer of examiner certificates (§2.4.); Addition of record-keeping procedures for examiners (§3.2.); Organisation of skill tests (§4.1)	01/09/2017
02	Revision following update of the Aircrew Regulation (Commission Implementing Regulations EU 2019/1747 and 2020/359) as well as the publication of the Regulations regarding sailplane licences (Commission Implementing Regulation EU 2020/358) and balloon licences (Commission Implementing Regulation EU 2020/357)	23/12/2020
03	Update of procedure for the transfer of examiner certificates	17/05/2021
04	Update of procedure for extension of privileges and general update. Compliant up to Commission Implementing Regulation (EU) 2021/1310 of 6 August 2021	11/11/2021
05	Update of procedure for examiner oversight, extension of privileges and general update.	29 NOV. 2022



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Compliant up to Commission Implementing Regulation (EU)  
2021/1310 of 6 August 2021

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## 1 INTRODUCTION

### 1.1 PURPOSE OF THE DOCUMENT

This procedure is established to ensure compliance with Part-FCL Subpart K of Commission Regulation (EU) 1178/2011, Subpart FE of Annex III of Commission Implementing Regulation (EU) 2018/1976 and Commission Regulation (EU) 2018/395, as well as to establish the procedure for the supervision of examiners in accordance with ARA.FCL.205 and ARA.FCL.210.

### 1.2 TERMINOLOGY

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

**Category:** Categorisation of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

**Conversion:** The issue of a Part-FCL licence on the basis of a licence issued by a non-EASA State.

**Co-pilot:** 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.

**Credit:** Recognition of alternative means or prior qualifications.

**Cross-Country:** A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

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


**Flight time:** 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.

**Instrument time:** Instrument flight time or instrument ground time.

**Instrument flight time:** Time during which a pilot is controlling an aircraft in flight solely by reference to instruments.

**Instrument ground time:** Time during which a pilot is receiving instruction in simulated instrument flight in Flight simulation training devices (FSTDs).

**Multi-crew co-operation:** The functioning of the flight crew as a team of co-operating members led by the pilot-in command.

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**Multi-pilot aeroplanes:** Aeroplanes certificated for operation with a minimum crew of at least two pilots.

**Night:** 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.

**Other training devices:** 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.

**Pilot-in-command under supervision:** Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, provided that the method of supervision employed is acceptable to the Authority.

**Private pilot:** A pilot who holds a licence which prohibits the piloting of aircraft in operations for which remuneration is given.

**Professional pilot:** A pilot who holds a licence which permits the piloting of aircraft in operations for which remuneration is given.

**Proficiency checks:** Demonstrations of skill to revalidate or renew ratings, and including such oral examination as the examiner may require.

**Rating:** An entry in a licence stating special conditions, privileges or limitations pertaining to that licence.

**Renewal (of e.g. a rating or approval):** The administrative action taken after a rating or approval has lapsed that renews the privileges of the rating or approval for a further specified period consequent upon the fulfilment of specified requirements.

**Revalidation (of e.g. a rating or approval):** The administrative action taken within the period of validity of a rating or approval that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period consequent upon the fulfilment of specified requirements.

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

**Single-pilot aeroplanes:** Aeroplanes certificated for operation by one pilot.

**Skill tests:** Demonstrations of skill for initial licence or rating issue, including such oral examination as the examiner may require.

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

**Student pilot-in-command (SPIC):** Flight time during which the flight instructor will only observe the student acting as pilot-in-command and shall not influence or control the flight of the aircraft.

**Touring Motor Glider (TMG):** A motor glider having a certificate of airworthiness issued or accepted by an EASA Member State having an integrally mounted, non-retractable engine and a non-retractable propeller plus those listed in. It shall be capable of taking off and climbing under its own power according to its flight manual.

**Type (of aircraft):** All aircraft of the same basic design, including all modifications except those modifications which result in a change of handling, flight characteristics or flight crew complement.

### 1.3 REFERENCES

References	Titre
1.	Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators
2.	Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended, and its Acceptable Means of Compliance and Guidance Material
3.	Commission Regulation (EU) 2018/395 of 13 March 2018 laying down detailed rules for the operation of balloons pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended
4.	Commission Implementing Regulation (EU) 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council, as amended
5.	Loi modifiée du 31 janvier 1948 relative à la réglementation de la navigation aérienne
6.	Loi modifiée du 19 mai 1999 ayant pour objet a) de réglementer l'accès au marché de l'assistance en escale à l'aéroport de Luxembourg, b) de créer un cadre réglementaire dans le domaine de la sûreté de l'aviation civile, et c) d'instituer une Direction de l'Aviation Civile
7.	JAA / EASA Flight Examiner Manual
8.	Règlement grand-ducal du 1er août 2018 instituant la perception de taxes et de redevances relatives aux licences, qualifications et reconnaissance de licences du personnel de conduite d'aéronefs et du personnel de maintenance d'aéronefs.
9.	Document DAC-LIC 401-1 List of DAC examiners – Please refer to the DAC website for the current version
10.	Form DAC-LIC 401-2 Examiner assessment and reauthorisation form for airplanes, helicopters and airships
11.	Form DAC-LIC 401-3 Examiner Application form for airplanes, helicopters and airships
12.	Document DAC-LIC 401-4 Guidelines for practical examination fees
13.	Document DAC-LIC 401-5 Checklist for examiners
14.	Document DAC-LIC 401-6 SFE Certificate
15.	Document DAC-LIC 401-7 Examiner application form for balloons
16.	Document DAC-LIC 401-8 Examiner application form for sailplanes
17.	Document DAC-LIC 401-9 Examiner assessment form for balloons
18.	Document DAC-LIC 401-10 Examiner assessment form for sailplanes


19. Form DAC-LIC 401-11 Examiner monitoring form

**1.4 DISTRIBUTION LIST**

Name	Function	Signed Copy	Electronic Copy
Pierre JAEGER	Director of Civil Aviation		✓
Laurent KREMER	Quality & Compliance Manager		✓
Stéphane VALLANCE	Technical Director		✓
Fränk KRAUS	Administrative Director		✓
Maria DEC	Head of Legal Department		✓
Stéphanie THEISEN	Data Protection Officer		✓
Olivier FAURIS	Acting Head of Licencing Dept.	✓	
	Licencing Department Inspectors		✓
	DAC Website		✓

**1.5 DATA PROTECTION**

All personal data collected and required to be kept in the frame of this procedure will be handled in accordance with the current regulatory framework (European and National) on Data Protection.

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## 2 PROCEDURE FOR EXAMINERS

### 2.1 GENERALITIES

The Directorate of Civil Aviation of Luxembourg (DAC) designates and authorises as examiners suitably trained and qualified persons of integrity, experienced for their role on the relevant categories of aircraft to conduct skill tests and proficiency checks.

When evaluating the applicant's background, DAC will evaluate their personality, their character, and their cooperation with the DAC, which are of great importance for the examiner task. Another crucial point is that the examiner has the professional respect of the aviation community, by background and experience.

Applicants shall not have been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with Part-FCL, Part-BFCL or Part-SFCL for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years.

DAC Luxembourg publishes a list of all DAC examiners on its website (document DAC-LIC 401-1), which is updated regularly.

DAC only issues Examiner certificates to holders of Luxembourgish licences, except for certificates issued in accordance with FCL.1000(c).


Examiner certificates and Senior examiner authorisations are endorsed on Part-FCL licences under section XII – Examiners, detailing the examiner privileges as well as the expiry date of the certificate or authorisation. SFE certificates are issued separately if the applicant does not hold a licence anymore.

In accordance with FCL.1015(c), SFCL.430(c) and BFCL.430(c), examiners not certified by DAC have to provide copies of their licence, examiner certificate and medical certificate (if applicable), as well as the confirmation that they have received the DAC examiner information as published on the DAC website, with each skill test, proficiency check or assessment of competence they conduct for holders of Luxembourgish licences.

For skill tests and initial assessments of competence, the DAC has to be notified at least 2 days in advance. For proficiency checks or assessments towards the revalidation or renewal of an instructor or examiner certificate, it is not necessary to notify DAC in advance.

Holders of an examiner certificate shall hold, unless otherwise determined, an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them, and be qualified to act as PIC in the aircraft during a skill test, proficiency check or assessment of competence if conducted on the aircraft.

Nevertheless, if a check is requested for which no fully qualified DAC examiner is available, DAC may, on a case-by-case basis, authorise inspectors or examiners who do not meet the

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relevant instructor, type or class rating requirements as specified above, to perform skill tests, proficiency checks and assessments of competence.

Candidates for this kind of check shall apply to DAC at least 14 days before the planned date of the check. DAC will analyse the experience of the proposed examiner and issue a formal notification, limited to that specific check.

## **2.2 PRACTICAL AND THEORETICAL REQUIREMENTS**

A candidate for an examiner certificate shall apply by using Form DAC-LIC 401-3 (for airplane and helicopter pilots), 401-7 (for balloon pilots) or 401-8 (for sailplane pilots), as applicable.

### **2.2.1 Flight experience requirements**

The minimum qualifications for examiners are set out in Subpart K of Annex I to Commission Regulation (EU) No 1178/2011, Subpart FE of Annex III of Commission Regulation (EU) 2018/395 and Subpart FE of Annex III of Commission Regulation (EU) 2018/1976 and the respective AMCs and Guidance Material.

### **2.2.2 Examiner training**

#### **2.2.2.1 Theoretical instruction**

Applicants for an examiner certificate shall undertake a standardisation course in accordance with FCL.1015, BFCL.430 or SFCL.430, provided by DAC or by an ATO or DTO and approved by DAC, covering at least the following subjects:

- (i) The contents of AMC2 FCL.1015 and the FEM;
- (ii) Part-FCL and related AMCs and GM relevant to their duties;
- (iii) Operational requirements and related AMCs and GM relevant to their duties;
- (iv) National requirements relevant to their examination duties;
- (v) Fundamentals of human performance and limitations relevant to flight examination;
- (vi) Fundamentals of evaluation relevant to applicant's performance;
- (vii) The management system of ATOs and the organisational structure of DTOs;
- (viii) MCC, human performance and limitations, if applicable.

Examiners are also briefed on the protection requirements for personal data, liability, accident insurance and fees, as applicable in Luxembourg.

#### **2.2.2.2 Practical instruction**

The examiner candidate will attend, as an observer, at least one flight test given by a designated examiner.

If training can only be conducted on 2-seater aircraft, the observer session is not mandatory.



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This session is also not mandatory for candidates completing a course in accordance with chapter 2.2.5. below, unless it is foreseen in the respective Authority / ATO / DTO's procedures.

In order to obtain an examiner certificate for airplanes, helicopters or sailplanes, the candidate then has to perform, under the supervision of a designated examiner, at least two skill tests, proficiency checks or assessments of competence for the licences, ratings or certificates for which he/she seeks the privilege to conduct tests and checks, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation. For an initial examiner certificate, this training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in FSTDs are required, practical instruction in the use of FSTDs for testing or checking must also be completed.

If examiner privileges are to include the conduct of proficiency checks for the revalidation or renewal of an instrument rating, practical instruction shall include the conduct of at least four instrument check profiles in the role of examiner, under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft if approval for testing or checking in the aircraft is required. If examiner privileges in both FSTD and aircraft are required, at least one of the instrument check profiles shall be conducted in an FSTD.


In order to obtain an examiner certificate for balloons, the candidate then has to perform, under the supervision of a designated examiner, at least one skill test, proficiency checks or assessments of competence for the licences, ratings or certificates for which he/she seeks the privilege to conduct tests and checks, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation. For an initial examiner certificate, this training is conducted in the aircraft if approval for testing or checking in the aircraft is required.

For these assessments under supervision, the supervising examiner / inspector has to fill in an evaluation report using Form DAC-LIC 401-2, DAC-LIC-9 or DAC-LIC-10, as applicable.

The check forms of the crew checked during the training described above shall be filled in and signed by both the examiner candidate, and the supervising examiner or inspector. Copies shall be added to the application file. The supervising examiner/ inspector shall add a note identifying themselves as such.

### **2.2.3 Extension of privileges**

For extension of an examiner certificate to further types or classes, further practical training on the new type / class is required, consisting of the conduct of at least one test or check profile in the role of examiner on the new type / class, under the supervision of an examiner of the appropriate category on the applicable type / class. A further examiner assessment on the new type/ class is required, which is conducted by an inspector of the competent authority or a suitably authorised senior examiner.

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Candidates who wish to obtain further examiner certificates shall conduct at least one check under supervision specific to the requested privilege.

If privileges to conduct IR checks are requested, the applicant shall conduct 4 IR checks under supervision. Credit may be given to holders of TRE, SFE or CRE certificates with IR examination privileges.

After the training under supervision, applicants have to pass an assessment of competence specific to the new privileges requested, conducted by an inspector of the competent authority or a suitably authorised senior examiner.

#### **2.2.4 Examiner assessment of competence**

The candidate shall demonstrate their competence to an inspector or a senior examiner specifically authorised to do so by the DAC through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

For this assessment, the senior examiner has to complete an evaluation report using Form DAC-LIC 401-2, DAC-LIC -9 or DAC-LIC-10, as applicable.

The assessment of competence has to be notified to the DAC Licencing Department at least 2 days before the planned date.


The check forms of the crew checked during the assessment of competence shall be filled in and signed by both the examiner candidate, and the senior examiner /inspector. Copies shall be added to the application file. The senior examiner/ inspector shall add a note identifying themselves as such.

#### **2.2.5 Examiner training done outside of Luxembourg**

Examiner training may be done by the Competent Authority of another EASA Member State or an ATO or DTO authorised for that course by the Competent Authority of another EASA Member State.

In order for these courses to be accepted, all relevant documents (ATO certificate / DTO documentation, syllabus, FSTD certificates, if applicable, and examiner certificates) have to be submitted to DAC at least 2 weeks before the planned date of the course.

However, in order to be fully compliant with the national requirements, and obtain the privilege to manually endorse licences, candidates having done their training abroad will have to take part in an examiner standardisation course or examiner briefing organised by DAC, or by an ATO / DTO approved for this course by DAC.

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## 2.3 SENIOR EXAMINERS

In order for DAC to guarantee the supervision and monitoring of the DAC examiners in accordance with the requirements of the Aircrew Regulation, a number of senior examiners are nominated.

### **2.3.1 Senior examiners for airplanes, helicopters, balloons and sailplanes**

A senior examiner specifically tasked by the DAC to observe skill tests or proficiency checks for the issue, revalidation or renewal of examiner certificates in the respective category shall:


- (1) Hold valid and current examiner and instructor certificates appropriate to the privileges being given;
- (2) Have at least 10 years of experience as an examiner holding a Part-FCL, JAR-FCL or (for balloon and sailplane examiners only) national ICAO licence;
- (3) Have conducted at least
  - For balloon pilot examiners: 10 skill tests or proficiency checks as a Part-FCL, Part-BFCL or national examiner.
  - For sailplane pilot examiners: 20 skill tests or proficiency checks as a Part-FCL, Part-SFCL or national examiner.
  - For airplane and helicopter examiners: 60 skill tests or proficiency checks as a Part-FCL or JAR-FCL examiner.

All senior examiner applicants are required to attend a senior examiner course arranged by DAC or by an ATO approved by DAC for this course. Content and duration shall be approved by the DAC and must include:

1. pre-course self-study;
2. legislation;
3. the role of the senior examiner;
4. national administrative requirements;
5. an assessment of an examiner or examiner candidate under the supervision of another senior examiner or a DAC inspector (using Form DAC-LIC 401-2, DAC-LIC -9 or DAC-LIC-10, as applicable);
6. an assessment of their competences as senior examiner conducted by another senior examiner or a DAC inspector (using Form DAC-LIC 401-2, DAC-LIC -9 or DAC-LIC-10, as applicable).

### **2.3.2 Validity and revalidation of a senior examiner authorisation**

A candidate for a Senior Examiner authorisation shall apply by using Form DAC-LIC 401-3, DAC-LIC-7 or DAC-LIC-8.

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The validity of the senior examiner authorisation is 3 years for airplane and helicopter examiners, and 5 years for balloon and sailplane examiners. The authorisation may be revalidated if the applicant can provide evidence of having conducted at least one examiner assessment per year during the validity period of the authorisation for airplane and helicopter senior examiners, and at least one examiner assessment per validity period of the authorisation for balloon and sailplane senior examiners. Training for examiners in accordance with FCL.1015(b) / SFCL.430(b)(1) / BFCL.430(b)(1) also counts towards this requirement.

If the requirements above are not fulfilled or the senior examiner authorisation has expired, the candidate shall take part in a senior examiner course, and perform an assessment of competence under the supervision of another senior examiner or a designated DAC Inspector.

A senior examiner authorisation may only be revalidated or renewed if the holder's instructor and examiner certificates remain valid or are revalidated / renewed simultaneously.

#### **2.4 TRANSFER OF AN EXAMINER CERTIFICATE TO LUXEMBOURG**

Examiners transferring their licence from another EASA Member State to Luxembourg will automatically receive an equivalent DAC Examiner certificate.

This does not apply to Senior Examiners, who have to fulfil the experience requirements and perform an assessment of competence as described in chapter 2.3. above.

Transferring examiners are invited to attend a DAC Examiner course or briefing in order to familiarise themselves with the Luxembourgish Procedures.

In order to obtain manual endorsement privileges, they shall comply with chapter 5.5 of this Procedure, as well as Procedure DAC-LIC 102.

#### **2.5 FEES**


DAC examiners are free to define the fees to be paid for their services. All examination fees are payable by the candidate directly to the examiner.

However, examiners are invited to set their prices in reference to the guidelines established in Document DAC-LIC 401-4.

#### **2.6 LIABILITY**

DAC does not provide liability or accident insurance during the conduct of tests or checks either for examiners authorised by DAC or for examiners not authorised by DAC. It is therefore the sole responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

An aircraft operator must have third-party liability insurance, as required by the Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators, as amended. Such insurance may cover

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an examiner for personal liability in case of accident; however, an examiner should always verify this carefully with the operator if he/she intends to rely on this insurance.

Furthermore, the examiner is fully responsible for the safety during the skill test, proficiency check or assessment of competence, either in an FSTD or when acting as PIC in an aircraft. There are two principal types of risk against which an examiner should consider insuring himself/herself.

First, the direct involvement during flying tests might lead to an accident and a claim for damages for loss or injury resulting from the accident.

Secondly, professional indemnity, for example a claim made against the examiner by an applicant for an inadequate examination, or breach of contract.

Examiners are advised to seek professional advice concerning appropriate insurance covering their activities as certified examiners.

### **3 SUPERVISION AND MONITORING OF EXAMINERS**

#### **3.1 SUPERVISION AND MONITORING OF EXAMINERS DURING THE PERIOD OF VALIDITY**

DAC is responsible to supervise the examiners and to guarantee the standardisation of the respective check flights. In order to do so, in accordance with ARA.FCL.205(a), DAC Inspectors and senior examiners regularly conduct monitoring assessments during the period of validity of the examiner certificates in order to ensure compliance with rules and regulations.


The details of the organisation of the monitoring of DAC examiners and non-DAC examiners exercising their privileges in Luxembourgish airspace is described in the Procedure DAC-LIC 003.

#### **3.2 RECORD-KEEPING**

In accordance with FCL.1030(c), examiners are required to keep the records of all examinations they have conducted for at least 5 years. DAC judges that this requirement is fulfilled if the examiner can provide at least the following documents: Copy of the checkform, mass and balance, weather briefing, and flight plan (as applicable). Records may be kept in paper or electronic format. If kept in electronic format, data shall be backed up at least every 24 hours after a new entry has been made.

For examiners exclusively working for a specific Luxembourgish-certified AOC with an ATO, the above-specified records shall be checked during AOC or ATO audits or inspections.

For all other examiners, DAC will request that they present their records to the Licencing Department when applying for a revalidation or renewal of their certificate.

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### **3.3 FLIGHT EXAMINER CERTIFICATION AND RE-AUTHORISATION**

Flight examiners shall be supervised, monitored and recommended by senior examiners for certification and re-authorisation, or for any other activity requested by the DAC.

Examiners are re-authorised in accordance with FCL.1025, SFCL.460 or BFCL.460.

When the applicant for the revalidation holds privileges for more than one category of examiner or aircraft, combined revalidation of all examiner privileges may be achieved when the applicant complies with the requirements above for one of the categories of examiner certificate held.

Renewal of the examiner certificate: if the certificate has expired, applicants shall comply with the requirements of FCL.1025 (b)(2) and FCL.1020 / SFCL.460(b)(1) and SFCL.445 / BFCL.460(b)(1) and BFCL.445 before they can resume the exercise of the privileges.

An examiner certificate shall only be revalidated or renewed if the applicant demonstrates continued compliance with the requirements in FCL.1010, FCL.1025(d) and FCL.1030 / SFCL.410 and SFCL.420(d) and (e) / BFCL.410 and BFCL.420(d) and (e).

### **3.4 DISCIPLINARY MEASURES**

The examiner certificate may be limited, suspended or revoked at any time by DAC in cases where the holder requests termination or limitation of the certificate, no longer meets the requirements, severely or repeatedly violates rules or instructions, gives rise to doubts about his/her integrity, or gives rise to doubts about his/her ability to conduct checks in a safe and orderly manner.

The holder shall immediately notify any changes, which may have an effect on this certificate, to DAC.

If it should be discovered that a Flight Examiner repeatedly does not complete the required paperwork in accordance with the DAC procedures, they will be asked to explain themselves to a senior examiner or DAC Inspector. Any paperwork not compliant with the current rules and regulations will be redone.

If further non-compliance to the procedures should be discovered, or if there is evidence that the Examiner in question does not perform in accordance with the current legislation and the guidelines listed above, or if there is suspicion of fraudulent activities, the examiner will be invited to a hearing before the Licensing Commission in accordance with Procedure DAC - LIC 002, after which the examiner certificate may be limited, suspended or revoked.

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## **4 EXAMINATION PROCEDURE**

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(Refer also to Procedures DAC-LIC 111 and FCL.1030, SFCL.410 or BFCL.410 for details on the procedures to be followed for practical examinations)



#### **4.1 ORGANISATION OF CHECK FLIGHTS**

The candidate is free to contact any examiner in order to arrange a date for a check flight in view of a revalidation or renewal of a rating.

For General Aviation skill tests or initial assessments of competence, DAC will issue a convocation specifying the examiner and their contact details. It is the candidate's responsibility to provide an aircraft for the check flight. For other Skill Tests or initial assessments of competence, DAC will confirm acceptance by e-Mail.

If there has been no manual endorsement, the flight examiner is requested to hand in the original hardcopy of the examination reports as well as all related documents to DAC within 48 hours of the check, in order not to delay the issuance of the new licence.

For airline (AOC holders) examiners, DAC requires that the airline guarantee that all paperwork is checked for accuracy, before addressing the check-forms to the Authority. Incomplete or incorrect documentation will be returned to the airline for completion or correction.

Examiners shall not conduct:

- (a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate to whom they have provided more than 25 % (for airplane and helicopter licences), or 50% (for balloon and sailplane licences) of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; and
- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.


As per GM1 FCL.1005(b) / GM1 SFCL.405 / GM1 BFCL.405 Limitation of privileges in case of vested interests, examples of a situation where the examiner should consider if his/her objectivity is affected are when the applicant is a relative or a friend of the examiner, or when they are linked by economic interests or political affiliations, etc.

The examiner is responsible for ensuring the validity of his/her certificate and determining whether he/she is fit and has the required ratings to conduct a given check flight.

## **5 FLIGHT EXAMINATION PROCEDURE FOR EXAMINERS**

### **5.1 APPLICABLE REGULATIONS**

The examination will be performed in line with Part-FCL, respectively Part-BFCL or Part-SFCL, and its associated AMCs and Guidance Material and in order to guarantee a maximum standardisation between the examiners, the procedures as per the currently valid EASA Flight Examiner manual are fully applicable.

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## **5.2 EXAMINATION PASSED**

In case the examination result is “passed”, the examiner has to complete the official forms applicable for the respective examination and address them to the DAC Licensing Department within 2 working days.

The DAC Licensing Department will check the documents and, if no manual endorsement has been performed, or is not permitted for the respective kind of check flight, a new licence will be sent to the candidate.

The examiner makes an entry in the candidate’s logbook as follows:

Example:

Proficiency check /skill test ... passed.

Class / type: .....

Variant(s):.....

Aircraft Registration: .....

Location:.....

Date:.....

Examiner licence number and signature.

This entry is not mandatory for checks done in commercial operations.

## **5.3 EXAMINATION PARTIALLY PASSED**

If the examination result is a “partial pass”, the examiner will not inform the DAC Licensing Department, but will contact the instructor who recommended the candidate and discuss a retraining before a new check flight with the same examiner. After the re-examination, the examiner will, however, make a note on the check form of the partially failed subjects. This applies no matter if the second examination is passed or failed.


The examiner does not make an entry in the candidate’s logbook.

## **5.4 EXAMINATION FAILED**

If the examiner decides that the exam is “failed”, the check-form has to be filled in accordingly and sent to the DAC Licensing Department within the given delay as per chapter 5.2, indicating the reasons for the failure.

The DAC Licensing Department will take record and inform the training facility or the instructor who recommended the candidate (if applicable). A completely new application including notification and recommendation as per chapter 4.1. has to be submitted and a new exam has to be organised with a different examiner. The examiner does not make an entry in the candidate’s logbook in case of failure.

The report of a failed flight examination must be sent to DAC by the examiner and shall not be given to the candidate.

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If the failed examination takes place during the validity period of the respective rating, the pilot cannot use his/her failed privileges until a new check flight has been successfully passed. In this case, the repeated check flight shall be treated as a renewal.

## **5.5 MANUAL ENDORSEMENT ON LICENCES**

Only examiners who have been specifically authorised accordingly by DAC may manually endorse Luxembourgish licences in case of a passed revalidation proficiency check.

First issues of licences or ratings, as well as renewals and all checks concerning instructor or examiner certificates may NOT be manually endorsed.

Examiners not certified by DAC Luxembourg may NOT endorse any Luxembourgish licences.

In case of manual endorsement, a copy of both sides of the endorsed licence has to be added to the revalidation file to be introduced to DAC.

If an examiner performs the instructor flight required to revalidate a SEP(A) land class rating or a TMG rating using flight experience, he/she may also endorse the licence.

In case of cross crediting for the revalidation of an IR, the examiner shall verify that the requirements of Appendix 8 to Annex I of the Regulation 1178/2011 are met, and a respective excerpt of the candidate's logbook must be added to the file.

For further details concerning manual endorsement procedures, please refer to the dedicated Procedure DAC-LIC 102.

