



# FOCA GM/INFO

Guidance Material / Information

## Examination Guide Helicopter



Scope	This Examination Guide provides guidance on all aspects of the examination structure and content.
Applies to	Examiner / Senior Examiner / ATO / DTO / Candidate
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## List of Abbreviations

LoA ISS 1 / REV 0 / 01.06.2020

The following abbreviations are within this GM/INFO:

Abbreviation	Definition	Abbreviation	Definition
A / (A)	Aeroplane	EC	European Commission
ACFT	Aircraft	ED	European Decision
AFM	Aircraft Flight Manual	EDD	Examiner Difference Document
AIC	Aeronautical Information Circular	EIR	En-route Instrument Rating
AltMoC	Alternative Means of Compliance	E-Mail	Electronic Mail
AMC	Acceptable Means of Compliance	ENR	En-route
AMDT	Amendment	etc.	et cetera
AOC	Air Operator Certificate	EU	European Union
APP	Appendix	FAA	Federal Aviation Administration
ARA	Authority Requirements for Aircrew	FCL	Flight Crew Licencing
ARO	Authority Requirements for Air Operations	FDP	Flight Duty Period
Art.	Article	FFS	Full Flight Simulator
ATIR	Air Traffic Incident Report	FI	Flight Instructor
ATO	Approved Training Organisation	FNPT	Flight Navigation Procedure Trainer
ATP	Airline Transport Pilot	FOCA	Federal Office of Civil Aviation
ATPL	Airline Transport Pilot License	FSTD	Flight Simulation Training Device
BAZL	Bundesamt für Zivilluftfahrt	FTD	Flight Training Device
CAA	Civil Aviation Authority	FTL	Flight and duty Time Limitation
CAT	Commercial Air Transport Operations	GM/INFO	Guidance Material / Information
CB-IR	Competency-Based Instrument Rating	GNSS	Global Navigation Satellite System
CFI	Chief Flight Instructor	H / (H)	Helicopter
CMM	Compliance Monitoring Manager	HPA	High Performance Aeroplane/Aircraft
CoA	Certificate of Airworthiness	HT	Head of Training
CPL	Commercial Pilot License	ICAO	International Civil Aviation Organisation
CR	Class Rating	IFR	Instrument Flight Rules
CRI	Class Rating Instructor	IMC	Instrument Meteorological Conditions
CTKI	Chief Theoretical Knowledge Instructor	IR	Instrument Rating
Doc	Document	IRI	Instrument Rating Instructor
e.g.	exempli gratia, for example	LAPL	Light Aircraft Pilot License
EASA	European Aviation Safety Agency	LIFUS	Line Flying under Supervision
		LoA	List of Abbreviations
		LoR	Log of Revision

Abbreviation	Definition	Abbreviation	Definition
MCC	Multi-Crew Cooperation	S / (S)	Sailplane
MCCI	Multi-Crew Cooperation Instructor	SE	Single Engine
ME	Multi Engine	SEP	Single Engine Piston
MEP	Multi Engine Piston	SERA	Standardised European Rules of the Air
MI	Mountain Instructor	S / (S)	Sailplane
MOU	Mountain Rating	SE	Single Engine
MPO	Multi Pilot Operation	SEP	Single Engine Piston
MPA	Multi Pilot Aeroplane	SERA	Standardised European Rules of the Air
MPH	Multi Pilot Helicopter	SET	Single Engine Turbine
MPL	Multi Pilot License	SFI	Synthetic Flight Instructor
n/a	not applicable	SOP	Standard Operating Procedures
NAA	National Aviation Authority	SP	Single Pilot
NIT	Night Rating	SPA	Single Pilot Aeroplane
NP	Nominated Person	SPH	Single Pilot Helicopter
ORA	Organisation Requirements for Aircrew	SPL	Sailplane Pilot License
OSD	Operational Suitability Data	SPO	Single Pilot Operation
PBN	Performance Based Navigation	STI	Synthetic Training Instructor
PIC	Pilot in Command	TEM	Threat and Error Management
PIH	Pilot's Information Handbook	TKI	Theoretical Knowledge Instructor
POH	Pilot's Operating Handbook	TNG	Training
POL	Performance and Operating Limitations	ToC	Table of Contents
POM	Pilot's Operating Manual	TR	Type Rating
PPL	Private Pilot License	TRI	Type Rating Instructor
RVSM	Reduced Vertical Separation Minimum	VFR	Visual Flight Rules
		VMC	Visual Meteorological Conditions

### List of Definitions

For a complete list of definitions refer to FCL.010 of Commission Regulation (EU) 1178/2011.

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## 0 Introduction

Ch. 0 ISS 1 / REV 0 / 01.06.2020

The Federal Office of Civil Aviation is the competent authority of Switzerland for the issue of pilot licenses, ratings and certificates in accordance with the EU Aircrew Regulation and ICAO Annex 1 requirements, and for the oversight of their implementation and use. The present Examination Guide describes Switzerland administrative requirements in regard to Part-FCL examinations and applies to all Part-FCL Helicopter examinations conducted on FOCA issued license or certificate holders. Compliance with those procedures and requirements is mandatory.

These instructions/information (GM/INFO) are intended to support organisations/operators, examiners, instructors and candidates in administrative matters relating to the examination system. It is to be regarded as a tool to simplify the processes and requirements for obtaining the necessary licenses, ratings and certificates from the Federal Office for Civil Aviation (FOCA). The use of the GM/INFO contributes to compliance with the FOCA requirements.

### 0.1 Legal References

Ch. 0.1 ISS 1 / REV 0 / 01.06.2020

Commission Regulation (EU) No 1178/2011:

- Annex I (Part-FCL)
- Appendices 4, 6, 7, 8 and 9 to Annex I
- Annex IV (Part-MED)

### 0.2 Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 0 / 01.06.2020

This GM/INFO provides basic support to the organisation / operator, examiner, instructor and candidate in the preparation and completion of exams. It is intended to ensure that all parties involved have clarity about the process before, during and after an examination.

This GM/INFO was created on the basis of the requirements for obtaining licenses and certificates described in Part FCL and contains supporting regulatory information.

### 0.3 Scope

Ch. 0.3 ISS 1 / REV 0 / 01.06.2020

This GM/INFO deals with processes for the preparation, execution and completion of examinations according to Part FCL.

### 0.4 Terms and Conditions

Ch. 0.4 ISS 1 / REV 0 / 01.06.2020

When used throughout the GM/INFO the following terms shall have the meaning as defined below:

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 7.19
<i>may</i>	This term expresses a positive permission.	EC English Style Guide: Ch. 7.21
<i>shall not, will not</i>	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 7.20
<i>may not, must not</i>	These terms express a prohibition.	EC English Style Guide: Ch. 7.20
<i>need not</i>	This term expresses a negative permission.	EC English Style Guide: Ch. 7.22
<i>should</i>	This term expresses a recommendation.	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	<a href="http://oxforddictionaries.com/definition/english/could">http://oxforddictionaries.com/definition/english/could</a>
<i>ideally</i>	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation



**Note:** To highlight information or an editorial note a specific note box is used.

- The use of the male gender should be understood to include male and female persons.

## **0.5 Responsibilities**

Ch. 0.5 ISS 1 / REV 0 / 01.06.2020

This GM/INFO includes provisions and statements related to the responsibilities of the organisation / operator, examiners, instructors and candidates.

# 1 General

Ch. 1 ISS 1 / REV 0 / 01.06.2020

Non-FOCA certified examiners shall as well comply with all the administrative requirements for Switzerland, laid down in the current version of the EASA Examiner Difference Document (EDD).

FOCA certified examiners must be aware that examination requirements of other NAAs may differ. Therefore, the present document shall not be used as a reference when conducting examinations on pilots not holding a FOCA issued license.

Whilst every effort is made to ensure that all information is correct at the time of publication, FOCA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

In case of any contradiction between the requirements laid down in the Basic Regulation and its Implementing Rules or national law (where applicable) and the procedures and requirements laid down in this Examination Guide, the Basic Regulation and its Implementing Rules or the national law will have precedence. We kindly ask you to inform us about any contradiction or ambiguities via [pel-inspector@bazl.admin.ch](mailto:pel-inspector@bazl.admin.ch).

## 1.1 Licensing Authority

Ch. 1.1 ISS 1 / REV 0 / 01.06.2020

According to MED.A.010 in conjunction with FCL.001, the licensing authority is determined to be the competent authority of the Member State issuing the license or to which a person applies for the issue of a license.

Accordingly, an applicant for the issue of a Swiss license may either hold a Swiss medical certificate or a medical certificate issued by an AME/AeMC certified in another EASA Member State.

In the latter case, the medical records must be transferred to FOCA/Aeromedical Section.

- The transfer of the medical records to the Swiss FOCA must be in compliance with ARA.GEN.360
- Until the applicants medical records have not been correctly transferred and accepted by the FOCA Aeromedical Section, no license, temporary permission or license endorsement may be issued

For the initial issue of a Swiss license, prior to taking the skill test the examiner shall be convinced that Swiss FOCA will be the licensing authority. This is to ensure that no foreign designation procedures apply.

## 1.2 Vested Interests of the Examiner

Ch. 1.2 ISS 1 / REV 0 / 01.06.2020

Examiners shall only conduct examination where their independence is not in doubt and when they are free of conflict of interest. In any case they may not take skill tests whenever they have been involved, as flight instructor, in more than 25% of the candidate's flight instruction. It is recommended that in such cases those 25% should not be concentrated in the later stages, especially not in the examination preparation phase.

Examiners shall appreciate that situations giving the impression of a conflict of interest or lack of independence in the eyes of uniformed third parties are as well problematic and shall be avoided, as they could impact the credibility of the entire examination system in the eyes of the public.

A conflict of interest can be defined as any relationship that might influence an examiner to act, either knowingly or unknowingly in a manner that does not hold the safety of the public as the primary and highest priority. A conflict of interest occurs when an examiner's vested interests raise a question of whether his actions, judgment or decision-making can be unbiased, or when the examiner has, or appears to have, a personal interest in the specific outcome of an examination.

## 1.3 Right of Appeal Procedure

Ch. 1.3 ISS 2 / REV 0 / 01.06.2020

In the event of a partial pass or fail, the examiner shall explain the applicant's right of appeal.

*«Within 10 days after receipt of this skill test, proficiency check or assessment of competence result, an appealable decision about the test/check results may be requested in writing to the Federal Office of Civil Aviation, 3003 Bern, using one of the official languages (German/French/Italian).»*

Applicants who fail, or partial pass a skill test, proficiency check or assessment of competence shall not exercise the privileges until a pass in the respective test or check has been achieved.

## 1.4 Examination Notification - FLEXCO

Ch. 1.4 ISS 1 / REV 0 / 01.06.2020

FLEXCO is the tool used by FOCA to achieve its oversight obligations. All examinations (skill tests, proficiency checks or assessments of competence) shall be notified at least 48 hours in advance on [www.flexco.bazl.admin.ch](http://www.flexco.bazl.admin.ch). For TR skill tests or proficiency checks, a change of examiner before the event is permitted, provided that the 48 hours period was complied within the original notification.

A change of examiner always requires a new notification by the examiner taking over the task, with a reference to the original notification in the “remark” field. In cases of rescheduling up to 48 hours, the FLEXCO entry shall be updated and the reasons for the rescheduling entered in the “remark” field.

If the planned date or time of a test or check changes, the FLEXCO notification has to be adapted accordingly.

## 1.5 Record Keeping

Ch. 1.5 ISS 1 / REV 0 / 01.06.2020

Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.

## 1.6 Training and Examination

Ch. 1.6 ISS 1 / REV 0 / 01.06.2020

An examination is strictly an independent, neutral and objective assessment of a candidate's abilities; accordingly, no training activities shall take place during a flight examination, or be combined with a flight examination. The flight examination is an uninterrupted event starting with the administrative aspects, which shall be preceded by an adequate period of time for the candidate to prepare his flight, and ending-up with the debriefing of the candidate, after completion of the examination protocol.

Before conducting a skill test, proficiency check or assessment of competence, the examiner shall verify that the applicant complies with all the qualification, training and experience requirements in Part-FCL for the issue, revalidation or renewal of the license, rating or certificate for which the skill test, proficiency check or assessment of competence is taken.

## 1.7 Liability of the Examiner

Ch. 1.7 ISS 2 / REV 2 / 07.03.2022

Training and checking shall always be strictly separated. As foreseen in (EU) 1178/2011 (Air Crew Regulation), “the examiner shall take no part in the operation of the aircraft except where intervention is necessary according the check program or in the interests of safety or to avoid unacceptable delay to other traffic”.

If the examiner intervenes for any other reason than those previously mentioned, he is violating his examiner obligations and may therefore become responsible for any damage caused by him during his intervention according to the regulation of state liability that is applicable to him during a check. For example, it is forbidden for the examiner to take an instructor role during the check by training elements of the check that have not been passed by the candidate in the required attempts according to the check program; or by executing a demonstration of a specific task/operation. In such a case, FOCA may oblige the examiner to pay back any damage that has be caused during such an intervention according to the regulation of state liability.

## 1.8 Language Proficiency

Ch. 1.8 ISS 2 / REV 0 / 27.04.2021

### General

For any skill test, proficiency check or assessment of competence where the candidate is required to use radio communication with air traffic control (ATC), at aerodromes with FIZ or in a Radio Mandatory Zone (RMZ), a valid language endorsement in the language used for radio communication is required at least by the examiner.

### IFR

For any skill test, proficiency check or assessment of competence where a part is done under IFR, a valid Language Proficiency endorsement in English is required by the candidate and the examiner. For further information visit the AIC 008/2017 A.

## 1.9 Operational Rules

Ch. 1.9 ISS 1 / REV 0 / 01.06.2020

It is in the responsibility of the examiner to comply with the operational rules of Part-CAT, Part-SPA, Part-NCC, Part-NCO, Part-SPO if applicable.

## 1.10 Use of FSTD for Testing and Checking

Ch. 10 ISS 1 / REV 0 / 01.06.2020

If FSTDs are used during testing or checking, the suitability of the FSTDs used shall be verified against the applicable 'Table of functions and subjective tests' and the applicable 'Table of FSTD validation tests' contained in the primary reference document applicable for the device used. All restrictions and limitations indicated on the device's qualification certificate shall be considered.

## 1.11 Weather Minimum

Ch. 1.11 ISS 1 / REV 0 / 01.06.2020

If no specific weather minimum is prescribed, it shall not be less than what is prescribed in SERA, in the relevant OPS rules, and in the applicable national requirements. While the weather during the examination shall be compatible with the level of experience of the candidate and the equipment of the helicopter, as deemed suitable by the candidate, he should nevertheless be able to cope with challenging weather situations that are well within the privilege of the license or rating applied for (e.g. CPL or IR).

The weather conditions shall be suitable for a safe, fair and legal flight. When the check is conducted on helicopter, the weather conditions must ensure a safe operation at all time, with safety margin commensurate with the additional risks created by the examination task.

## 1.12 Examiner Duty Limits

Ch. 1.12 ISS 1 / REV 0 / 01.06.2020

While there are no duty limits defined *per se*, examiners are reminded that they are responsible to ensure the safety of flight at all time, are responsible to conduct examinations effectively and objectively, and with due consideration for the candidate; examiners have also a duty to be exemplar aviators at all time. Insufficient rest, high level of fatigue, stress or workload have proven to negatively impact flight safety, furthermore, such personal states are simply not compatible with examiner duties and responsibilities.

Active professional pilots subjects to flight duty regulations in their other flying activities are also reminded that their examination activities count as actual duty, and their operator shall be informed accordingly.

## 1.13 Logbook Entries

Ch. 1.13 ISS 1 / REV 0 / 01.06.2020

All pilot logbooks must comply with the requirements laid down in FCL.050 and AMC1 FCL.050.

If a test or check is passed, the candidate may log as PIC. If a test or check is partially passed or failed, the candidate shall log as DUAL.

Details of tests and checks shall be endorsed and signed by the examiner in the "Remarks and Endorsements" column of the EASA compliant logbook. Pages of not FOCA-authorised electronic logbooks have to be printed and signed by the candidate prior to the test/check. The examiner will endorse and sign the test or check details on these copies.

If a commercial air transport operator is approved to log flight time of their pilots in a computerized format, the required endorsement and signatures may be done by other ways.

Format of the record:

*AMC1 FCL.050: «... details of flights flown under commercial air transport may be recorded in a computerised format maintained by the operator. In this case an operator should make the records of all flights operated by the pilot, including differences and familiarisation training, available upon request to the flight crew member concerned...»*

## 1.14 Hand Entry in License

Ch. 1.14 ISS 1 / REV 0 / 01.06.2020

Only FOCA certified examiners are allowed to make hand entries in FOCA issued licenses. Hand entries are only allowed for the revalidation of type- or instrument rating. Hand entries should only be made when operationally necessary.

## 1.15 Temporary Permissions

Ch. 1.15 ISS 2 / REV 0 / 27.04.2021

An examiner may only issue a Temporary Permission when the examiner is satisfied beyond any doubt that the applicant meets all the qualification, training and experience requirements for the relevant license or rating being applied for. Any limitations required by the Aircrew Regulation or the OSD shall be entered in the Temporary Permission.

The following limitations may apply:

- only valid when base training completed
- limited to operator (e.g., LIFUS acc. OSD)
- with TRI only (e.g. SOE acc. OSD)
- Language Proficiency not demonstrated

Temporary Permissions may only be issued by FOCA certified examiners to holders of a swiss license.

No Temporary Permission may be issued in case of a conversion, a validation or when the theoretical knowledge examination has been passed in another EASA Member State.

## 1.16 Requirement to hold a Medical Certificate

Ch. 1.16 ISS 1 / REV 0 / 01.06.2020

In regard to Part-FCL examinations an examiner must hold a valid class 2 medical certificate to conduct examinations in helicopter, including when acting from the jump seat or similar. An exception to the latter case is only possible with prior approval from FOCA. No medical certificate for an examiner is required, when conducting examinations in a simulator.

The candidate must hold a valid medical certificate when the examination is conducted in an helicopter. When conducted in a FSTD, the candidate or assisting pilot should normally hold a medical certificate. If this is not the case, the examiner shall understand the reason behind and make the candidate aware that he can not use this fact as a justification for inadequate performance. An assisting pilot without a medical shall only act in a FSTD if there is no negative influence to the conduct of the test/check.

## 1.17 Operational Suitability Data Considerations

Ch. 1.17 ISS 1 / REV 0 / 01.06.2020

Operational Suitability Data (OSD) are established by helicopter manufacturers as a “training bridge” between aircraft certification requirements and aircrew licensing requirements, to ensure training adequacy. When an OSD is established for a particular helicopter type, the OSD requirements shall be taken into account in the type training syllabus, as well as for the testing or checking process.

Specific OSD shall be requested from the specific helicopter manufacturer, a list of which is available on the EASA website.

## 1.18 Conversion of 3<sup>rd</sup> country licenses and ratings

Ch. 1.18 ISS 2 / REV 0 / 27.04.2021

According to Commission Delegated Regulation (EU) 2020/723, the following applies to holder of a 3rd country license who wish to obtain a Swiss EASA license:

- All licenses may be converted into EASA Part-FCL PPL licenses in accordance with Article 9 of Commission Delegated Regulation (EU) 2020/723.
- To obtain an EASA CPL license, all the requirements of Part-FCL shall be met, except that the requirements of course duration, number of lessons and specific training hours may be reduced. Any credit shall be granted by FOCA, based on a recommendation of an ATO. The same rule applies to obtain an additional rating.
- To obtain a Swiss EASA ATPL, holders of a 3rd country ATPL shall pass the ATP theory examination and the ATPL Skill Test shall be passed. Experience requirements and prerequisites as required by Part-FCL have to be fulfilled. No training is mandatory.

As a general rule, the 3rd country license and rating shall be valid and current. Additionally, as a license skill test is combined with a type rating skill test, the applicant shall either fulfill the experience

requirements acc. to Article 10 of the Commission Delegated Regulation (EU) 2020/723 (100h or 350h on type) or have followed an EASA type rating course.

For the Skill test please refer to the respective chapter in this guide. No temporary permission may be issued as a 3rd country license confirmation is required.

### 1.19 Acceptance of 3<sup>rd</sup> country ratings into an existing EASA FCL license

Ch. 1.19 ISS 2 / REV 0 / 27.04.2021

A valid type rating contained in a license issued by a third country may be inserted in a license issued in accordance with Article 10 or Commission Delegated Regulation (EU) 2020/723, provided that the applicant:

- a) complies with the experience requirements and the prerequisites for the issue of the applicable type rating in accordance with Part-FCL;
- b) passes the relevant skill test for the issue of the applicable type rating in accordance with Part-FCL;
- c) is in current flying practice; and
- d) has no less than:
  - i. for single-engine helicopters with a maximum certificated take-off mass of up to 3 175 kg, 100 hours of flight experience as a pilot in that type;
  - ii. for all other helicopters, 350 hours of flight experience as a pilot in that type.

### 1.20 Renewal in case of continuous activity in a 3<sup>rd</sup> country

Ch. 1.20 ISS 2 / REV 0 / 27.04.2021

Holders of a type rating or valid IR on a pilot license issued by a third country in accordance with Annex 1 to the Chicago Convention shall be exempted to complete a refresher training at an ATO provided they are entitled to exercise the privileges of that rating.

Proof of evidence shall be attached to the documentation.

### 1.21 IR Checks after training in a 3<sup>rd</sup> country

Ch. 1.21 ISS 2 / REV 1 / 07.12.2021

When the training for the instrument rating (IR) took place in a 3rd country the IR skill test shall be taken in one of the Member States.

### 1.22 Safety Criteria to be observed if Skill Tests / License Proficiency Checks are conducted in an Aircraft instead of a Synthetic Training Device (FFS/FSTD)

Ch. 1.22 ISS 2 / REV 3 / 01.07.2022

A fundamental aspect of safety is to use synthetic training devices (FFS / FSTD) for abnormal and emergency training and checking. Training and check flights involving practice abnormal and emergency procedures in the aircraft increase the accident risk significantly.

The aircraft operator is responsible to mitigate this increased accident risk whenever a check flight is conducted in the aircraft. This mitigation must also be acceptable to the examiner.

EASA Appendix 9 (A) (1) and the associated guidance material define the situations where the aircraft can be used for check flights (in the following, "check flights" refer to skill test or license proficiency checks):

- For MPA, a FFS shall be used for all check flights.
- For SPA and helicopter check flights where no FFS / FSTD exists (is not available): the aircraft may be used, the risk mitigations fall under the remit of the operator and must be acceptable to the examiner; this case does not require a FOCA approval.
- For SPA and helicopter check flights where a FFS / FSTD exists (is available): it shall normally be used in the best interest of safety. Should the operator want to make use of the accessibility criteria, a documented mitigation must be submitted to FOCA for prior approval.

FOCA will assess the eligibility of the request based on the following:

1. EASA Appendix 9 (A) (1)
2. Accessibility criteria
3. Efficiency of the proposed mitigations

## Application to FOCA - SPA or Helicopter Check Flight in the Aircraft

If an operator wishes to conduct a SPA or helicopter check flight or part of a check flight in the aircraft, based on the provision that the FFS/FSTD is not 'accessible', the following documents must be prepared and submitted 14 days prior to the check flight:

1. Written evidence that the FFS/FSTD is not 'available' and/or 'accessible' as defined by EASA; and
2. Evidence of risk mitigation to ensure the required level of safety is maintained

### Submission

Type of Check	Email address	Title
LPC only	<a href="mailto:pel-inspector@bazl.admin.ch">pel-inspector@bazl.admin.ch</a>	<i>LPC on the Aircraft / AC Type / Proposed Date / Pilot Name and License Number / Examiner Name</i>
OPC only	Email the Assigned AOC Inspector SBOC/SBHE	<i>OPC on the Aircraft / AC Type / Proposed Date / Pilot Name and License Number / Examiner Name</i>
LPC/OPC Combined	<a href="mailto:pel-inspector@bazl.admin.ch">pel-inspector@bazl.admin.ch</a> (Note: SBFP will liaise and coordinate with the Assigned AOC Inspector SBOC/SBHE)	<i>LPC/OPC on the Aircraft / AC Type / Proposed Date / Pilot Name and License Number / Examiner Name</i>

### Additional Guidance for Risk Mitigation

If the aircraft operator is an organisation, it shall conduct a risk assessment according to its Safety Management System provisions and mitigate any additional risk to an acceptable level.

In case of a private operator, he shall conduct the risk assessment according to the guidance below. In any case, the proposed mitigation must be acceptable and endorsed by the examiner.

Typical check items increase the risk exposure of the flight in areas such as:

- *Airborne collision*
- *Aircraft upset*
- *Excursion*
- *Obstacle collision in flight*
- *Terrain collision*

As a first step, the items flown in the aircraft and considered a higher risk shall be extracted from the proposed check profile. In typical SPA or helicopter check profiles, FOCA would expect at least a mitigation of items that:

1. Put an increased cognitive, workload or handling demand on both the pilot under check and the examiner and;
2. Simultaneously exposes the flight to one of the risks listed above.

As a second step, appropriate mitigations shall be introduced in a risk matrix format. Any risk matrix may be used, but a useful reference could be found in the FOCA GM/INFO CL Management Systems or the ARMS SIRA methodology available on the web.

The mitigations can typically be in the form of height, speed, weather, terrain considerations or other measures.

The request shall reflect the proposed safety mitigations and shall be signed by the operator and the examiner.

## 2 Generic Flight Examination Checklist

Ch. 2 ISS 1 / REV 0 / 01.06.2020

Please refer to

- ➔ 9.1 Appendix 1 «Generic Single Pilot (H) Examiner Test Preparation Checklist»; or
- ➔ 9.2 Appendix 2 «Generic Multi Pilot (H) Examiner Test Preparation Checklist»

at the end of this GM/INFO.

## 3 Competency Based Training and Assessment

Ch. 3 ISS 2 / REV 1 / 07.12.2021

### 3.1 Introduction

Ch. 3.1 ISS 2 / REV 1 / 07.12.2021

#### The Safety Paradox

Recent years have seen a significant improvement in the quality and reliability of both aircraft and airspace equipment. There is no doubt that aviation training and checking in Switzerland is conducted by highly qualified and motivated instructors and examiners.

And yet: the safety record shows many high-profile accidents where qualified pilots operating perfectly functioning equipment fail when confronted with **unexpected situations**. The problem is particularly acute in General Aviation, with an accident rate thirty times higher than commercial aviation.

#### Why is traditional training and checking failing?

Legacy training is traditionally **quantitative and task based**; typically, a pilot wishing to achieve a rating or license has to undergo a pre-defined training program. Often this program is expressed in number of hours or completing specific tasks within certain limits. Much of this system is determined by the testing requirements of the Competent Authority and EASA, which is today essentially **task-based**.

*Example: during an IR proficiency check, the ILS must be flown within 1 dot lateral tolerance. This typical statement in the regulations is quantitative (1 dot deviation) and task based (an ILS must be flown during the check)*

In principle, there is nothing wrong with that; however, this method is obviously not sufficient to avoid accidents.

In recent years, significant research was conducted to improve the effectiveness of training and assessment methods. With a competency-based training program, the focus of training and checking is to ensure that the pilot is equipped with the **competencies** to be safe, effective and efficient in flight operations. This requires an evaluation of training needs by the ATO, as well as consideration of the pilot progress through a feedback loop. In order to assess progress, a competency model is required.

#### Definition

A competency consists of a unique combination of

- **Knowledge** includes theory and concepts, as well as tacit knowledge gained as the result of the experience of performing certain tasks;
- **Skills** refer to a level of performance: accuracy and speed in performing particular tasks; and
- **Attitude**, such as individual character, talents, human traits, perceptions, or qualities that drive someone to act or react in a certain way under certain circumstances.

While knowledge and skills can be measured **directly** by an instructor/examiner, attitude can only be assessed **indirectly** through the **Observable Behaviours O.B.** of the candidate.

Competencies assess the **ability of the pilot to manage threats and errors**. The following is assumed:

- Threats **will** occur. Threats are external events, such as weather, technical or other issues, which complicate the work of the pilot, and must be managed efficiently to avoid a degradation of safety.



- Errors **will** occur by virtue of human nature. It is therefore essential to focus on the efficiency of the pilot to recover from errors (his own and those caused by others).

## Regulations

ICAO first, than more recently EASA, have now published a concept for Competency Based Training and Assessment. It is now widely used in airlines applying EBT programs, but can also serve as a reference framework in all fields of pilot training and checking.

**FOCA encourages examiners to familiarize themselves with the Competency framework described in this document and to use it in the context of Flight Examinations.**

From a regulatory perspective, FOCA forms reflect the EASA requirements, which are essentially quantitative and task-based.

However, when we refer to Appendix 9, which describes the requirements for skill and proficiency checks, there is a clear reference to airmanship aspects. It can therefore be inferred that the regulation also requires a competency-based assessment (extract):

***“Appendix 9...Applicants shall demonstrate the ability to...  
(c) exercise good judgement and airmanship;”***

The great benefit of the competency framework is to be much more specific than a general statement, such as: “poor airmanship displayed”. Most examiners are uncomfortable with failing a check based on this statement alone, which they perceive as subjective. In fact, it will no longer be subjective, when formalized with the competency framework described below.

## 3.2 COMPETENCIES AND OBSERVABLE BEHAVIOUR

Ch. 3.2 ISS 2 / REV 1 / 07.12.2021

The framework includes nine competencies. Four of them are technical:

**Application of knowledge (KNO);**

**Application of procedures and compliance with regulations (PRO);**

**Aeroplane flight path management — manual control (FPM); and**

**Aeroplane flight path management — automation (FPA).**

Five of them are non-technical and deal with human factors and CRM:

***Communication (COM);***

***Leadership & teamwork (LTW);***

***Problem-solving — decision-making (PSD);***

***Situation awareness and management of information (SAW);and***

***Workload management (WLM).***

Each of the EASA defined competencies below is spontaneously familiar to instructors and examiners. It formalizes something that always existed.

Competencies are then further associated with characteristic Observable Behaviours (OB) of the pilot. These OBs will help the instructor or examiner to allocate which competency needs further training.

Competency	Observable Behaviours
<b>Application of knowledge KNO</b>  Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment	<ol style="list-style-type: none"> <li>1. Demonstrates practical and applicable knowledge of limitations and systems and their interaction</li> <li>2. Demonstrates the required knowledge of published operating instructions</li> <li>3. Demonstrates knowledge of the physical environment, the air traffic environment and the operational infrastructure (including air traffic routings, weather, airports)</li> <li>4. Demonstrates appropriate knowledge of applicable legislation.</li> <li>5. Knows where to source required information</li> <li>6. Demonstrates a positive interest in acquiring knowledge</li> <li>7. Is able to apply knowledge effectively</li> </ol>
<b>Application of procedures and compliance with regulations PRO</b>  Identifies and applies appropriate procedures in accordance with published operating instructions and applicable regulations	<ol style="list-style-type: none"> <li>1. Identifies where to find procedures and regulations</li> <li>2. Applies relevant operating instructions, procedures and techniques in a timely manner</li> <li>3. Follows SOPs unless a higher degree of safety dictates an appropriate deviation</li> <li>4. Operates aircraft systems and associated equipment correctly</li> <li>5. Monitors aircraft systems status</li> <li>6. Complies with applicable regulations</li> <li>7. Applies relevant procedural knowledge</li> </ol>
<b>Aeroplane flight path management — manual control FPM</b>  Controls the flight path through manual control	<ol style="list-style-type: none"> <li>8. Controls the aircraft manually with accuracy and smoothness as appropriate to the situation</li> <li>9. Monitors and detects deviations from the intended flight path and takes appropriate action</li> <li>10. Manually controls the aeroplane using the relationship between aeroplane attitude, speed and thrust, and navigation signals or visual information</li> <li>11. Manages the flight path to achieve optimum operational performance</li> <li>12. Maintains the intended flight path during manual flight whilst managing other tasks and distractions</li> <li>13. Uses appropriate flight management and guidance systems, as installed and applicable to the conditions</li> <li>14. Effectively monitors flight guidance systems including engagement and automatic mode transitions</li> </ol>
<b>Aeroplane flight path management — automation FPA</b>  Controls the flight path through automation	<ol style="list-style-type: none"> <li>1. Uses appropriate flight management, guidance systems and automation, as installed and applicable to the conditions</li> <li>2. Monitors and detects deviations from the intended flight path and takes appropriate action</li> <li>3. Manages the flight path to achieve optimum operational performance</li> <li>4. Maintains the intended flight path during flight using automation whilst managing other tasks and distractions</li> <li>5. Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload</li> <li>6. Effectively monitors automation, including engagement and automatic mode transitions</li> </ol>
Competency	Observable Behaviours
<b>Communication COM</b>  <i>Communicates through appropriate means in the operational environment, in</i>	<ol style="list-style-type: none"> <li>1. Determines that the recipient is ready and able to receive information</li> <li>2. Selects appropriately what, when, how and with whom to communicate</li> <li>3. Conveys messages clearly, accurately and concisely</li> <li>4. Confirms that the recipient demonstrates understanding of important information</li> </ol>

<i>both normal and non-normal situations</i>	<ol style="list-style-type: none"> <li>5. Listens actively and demonstrates understanding when receiving information</li> <li>6. Asks relevant and effective questions</li> <li>7. Uses appropriate escalation in communication to resolve identified deviations</li> <li>8. Uses and interprets non-verbal communication in a manner appropriate to the organisational and social culture</li> <li>9. Adheres to standard radiotelephone phraseology and procedures</li> <li>10. Accurately reads, interprets, constructs and responds to datalink messages in English or approved language</li> </ol>
<p><b>Leadership &amp; teamwork LTW</b></p> <p><i>Influences others to contribute to a shared purpose. Collaborates to accomplish the goals of the team</i></p>	<ol style="list-style-type: none"> <li>1. Encourages team participation and open communication</li> <li>2. Demonstrates initiative and provides direction when required</li> <li>3. Engages others in planning</li> <li>4. Considers inputs from others</li> <li>5. Gives and receives feedback constructively</li> <li>6. Addresses and resolves conflicts and disagreements in a constructive manner</li> <li>7. Exercises decisive leadership when required</li> <li>8. Accepts responsibility for decisions and actions</li> <li>9. Carries out instructions when directed</li> <li>10. Applies effective intervention strategies to resolve identified deviations</li> <li>11. Manages cultural and language challenges, as applicable</li> </ol>
<p><b>Problem-solving — decision-making PSD</b></p> <p><i>Identifies precursors, mitigates problems, and makes decisions</i></p>	<ol style="list-style-type: none"> <li>1. Identifies, assesses and manages threats and errors in a timely manner</li> <li>2. Seeks accurate and adequate information from appropriate sources</li> <li>3. Identifies and verifies what and why things have gone wrong, if appropriate</li> <li>4. Perseveres in working through problems whilst prioritising safety</li> <li>5. Identifies and considers appropriate options</li> <li>6. Applies appropriate and timely decision-making techniques</li> <li>7. Monitors, reviews and adapts decisions as required</li> <li>8. Adapts when faced with situations where no guidance or procedure exists</li> <li>9. Demonstrates resilience when encountering an unexpected event</li> </ol>
<p><b>Situation awareness and management of information SAW</b></p> <p><i>Perceives, comprehends and manages information and anticipates its effect on the Flight</i></p>	<ol style="list-style-type: none"> <li>1. Monitors and assesses the state of the aeroplane and its systems</li> <li>2. Monitors and assesses the aeroplane's energy state, and its anticipated flight path</li> <li>3. Monitors and assesses the general environment as it may affect the operation</li> <li>4. Validates the accuracy of information and checks for gross errors</li> <li>5. Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected</li> <li>6. Develops effective contingency plans based upon potential risks associated with threats and errors</li> <li>7. Responds to indications of reduced situation awareness</li> </ol>

Competency	Observable Behaviours
<p><b>Workload management WLM</b></p> <p><i>Maintains available workload capacity by prioritising and distributing tasks using appropriate resources</i></p>	<ol style="list-style-type: none"> <li>1. Exercises self-control in all situations</li> <li>2. Plans, prioritises and schedules appropriate tasks effectively</li> <li>3. Manages time efficiently when carrying out tasks</li> <li>4. Offers and gives assistance</li> <li>5. Delegates tasks</li> <li>6. Seeks and accepts assistance, when appropriate</li> <li>7. Monitors, reviews and cross-checks actions conscientiously</li> <li>8. Verifies that tasks are completed to the expected outcome</li> <li>9. Manages and recovers from interruptions, distractions, variations and failures effectively while performing tasks</li> </ol>

### 3.3 COMPETENCY BASED ASSESSMENT

Ch. 3.3 ISS 2 / REV 1 / 07.12.2021

Good news: the job does not change. The main role of an instructor or examiner is to observe pilot actions to assess knowledge and skills first. Additionally, attitude is assessed as well through the “filter” of competencies. The following technique is recommended during a training or checking session and is called Venn model. The acronym ORCA is used:

1. **Observe** performance (behaviours) during the flight
2. **Record** details of effective and ineffective performance (behaviours) observed during the flight (instructor notes) – focus on **deviations** from expectations

At a suitable time (inflight or post-flight depending on context):

1. **Classify** observations against the selected competency and allocate the OBs
2. **Assess** the performance by determining the **root cause(s)** according to the competency framework. To grade a competency, the instructor/examiner should assess:
  - (a) **what was the outcome** of the threat management and error management;
  - (b) **how well** the flight crew member demonstrated the OB(s) when they were required; and
  - (c) **how often** the flight crew member demonstrated the OB(s) when they were required;

A typical instructor/examiner template could look like:

Observations	Threat and error management	Competencies (according to instructor judgement)	Observable Behaviour (refer to list)
(Example) EFATO	Threat mitigated	FPM PRO	OB1 OB 2
(Next exercise)...			

### 3.4 FACILITATED DEBRIEFING

Ch. 3.4 ISS 2 / REV 1 / 07.12.2021

Facilitation is a powerful instructor/examiner technique and encourages student learning. **It is therefore highly encouraged by FOCA in all phases of training and checking.** There are many workbooks on facilitation techniques. A well-facilitated debriefing has the following general characteristics:

- It is structured
- It is student focused
- It encourages student participation
- The student does most of the talking and identifies his own strengths and weaknesses
- Development needs relate to competencies, not tasks or events
- The instructor/examiner uses the debriefing to fine-tune his competency assessment.

### 3.5 FOCA FORMS

Ch. 3.5 ISS 2 / REV 1 / 07.12.2021

FOCA forms will be amended in the future to include a competency based assessment section. This section will be used to report the quality of Threat and Error Management, highlighting good or poor airmanship by means of competencies.

When using his discretion to fail a check based on poor airmanship, the Examiner can use this section to specify details. This will also help with retraining requirements to achieve the required standard.

## 4 Test or Check Assessment Criteria

Ch. 4 ISS 1 / REV 0 / 01.06.2020

During all skill tests or proficiency checks applicants shall demonstrate the ability to:

- a) operate the helicopter within its limitations; applicable for the specific license or rating examination, corrected to make allowance for turbulent conditions and the handling qualities and performance of the helicopter used;
- b) complete all manoeuvres with smoothness and accuracy;
- c) exercise good judgement and airmanship;
- d) apply aeronautical knowledge;
- e) maintain control of the helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;
- f) understand and apply crew coordination and incapacitation procedures, if applicable; and
- g) communicate effectively with the other crew members, if applicable.

While the candidate shall undoubtedly demonstrate his ability to operate the helicopter with the defined tolerances and its limitations, this aspect is only one of the assessment criteria; the other abilities to be demonstrated are as important and critical in regard to ensuring flight safety. Therefore, these abilities must be demonstrated as well and not just the ability to fly the helicopter within the given tolerances.

## 5 Repetition Rules

Ch. 5 ISS 2 / REV 0 / 27.04.2021

At the discretion of the examiner, any manoeuvre or procedure of the test may be repeated once by the applicant. The examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete re-test.

The discretion of the examiner to repeat a manoeuvre or procedure should not be used if further training is required. Situations where a mistake might have serious safety consequence, involves a rule or regulation violation, or requires the intervention of the examiner for safety reasons, shall not be repeated.

If the applicant's performance is such that several items need repeating, the candidate may not be up to the required standard. In this case, the examiner should consider if the applicant's demonstration of flying skill requires a complete re-test.

The examiner may use his discretion to ascertain, when in doubt, his judgement of an item otherwise failed, or when he considers that the applicant was not performing satisfactorily due to any external influence or distraction.

**Note:** Each failed item shall be documented in detail on the last page of the check/test forms. The initials on each section of the examiner does confirm the result of the corresponding section and that the section is completed. In case of a partial pass clear explanation has to be given about the minimum content of the re-test. If the candidates overall performance requires a complete re-test, this shall be as well documented on the last page of the form.

### 5.1 LAPL / PPL Skill Test

Ch. 5.1 ISS 2 / REV 0 / 27.04.2021

Failure in any item of a section will cause the applicant to fail the entire section. If the applicant fails only 1 section, he/she shall repeat only that section. Failure in more than 1 section will cause the applicant to fail the entire test.

When the test needs to be repeated in accordance with the article above, failure in any section, including those that have been passed on a previous attempt, will cause the applicant to fail the entire test.

### 5.2 CPL Skill Test / IR Skill Test

Ch. 5.2 ISS 2 / REV 0 / 27.04.2021

An applicant shall pass all the relevant sections of the skill test. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only in one section shall only repeat the failed section. Failure in any section of the retest, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again. All relevant sections of the skill test shall be completed within 6 months. Failure to achieve a pass in all relevant sections of the test in two attempts will require further training. Further training may be required following any failed skill test. There is no limit to the number of skill tests that may be attempted.

### 5.3 Type Rating, IR and ATPL skill test and proficiency check

Ch. 5.4 ISS 2 / REV 0 / 27.04.2021

In the case of skill test or proficiency check for type ratings and the ATPL, applicants shall pass Sections 1 to 4 and 6 (as applicable) of the skill test or proficiency check. Failure in more than five items will require applicants to repeat the entire test or check. Applicants failing not more than five items shall repeat the failed items. Failure in any item in the case of a retest or a recheck or failure in any other items already passed will require the applicants to repeat the entire test or check again. All sections of the skill test or proficiency check shall be completed within 6 months.

In the case of proficiency check for an IR, applicants shall pass Section 5 of the proficiency check. Failure in more than 3 items will require applicants to repeat the entire Section 5. Applicants failing not more than 3 items shall repeat the failed items. Failure in any item in the case of a recheck or failure in any other items of Section 5 already passed will require applicants to repeat the entire check.

## 5.4 Revalidation of type ratings helicopters

Ch. 5.5 ISS 2 / REV 0 / 27.04.2021

When applicants hold more than one type rating for single-engine piston helicopters or for single-engine turbine helicopters with a maximum certificated take-off mass up to 3175 kg, they achieve revalidation of all the type ratings by completing the proficiency check in only one of the relevant types held according FCL.740.H then AMC1 FCL.740.H(a)(3).

An applicant who fails to achieve a pass in all sections of a proficiency check before the expiry date of a type rating shall not exercise the privileges of that rating until a pass in the proficiency check has been achieved. In cases where the proficiency check would revalidate a group of type ratings, the applicant shall not exercise his/her privileges in any of the types.

The examiner shall inform the applicant accordingly. It is recommended to require a written statement signed by the candidate to ensure that he is aware of the consequences of a failed check, as follows:

I, *name of candidate*, confirm that I am not allowed to exercise the privileges of the *specify type ratings* type ratings until a full pass has been achieved.

**Note:** Applicants who fail to pass the relevant section of an IR proficiency check before the expiry date of the IR shall exercise the IR privileges only if they have passed the IR proficiency check.

## **6 License and Rating Skill Tests**

Ch. 6 ISS 1 / REV 0 / 01.06.2020

### **Licensing Theory Examination taken outside Switzerland**

If theory examinations have not been done under FOCA oversight, the results must be confirmed to FOCA by the relevant NAA before the skill test.

### **Foreign Examiners**

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



**6.1 LAPL(H) Skill Test**

Ch. 6.1 ISS 1 / REV 0 / 01.06.2020

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Helicopter
Applicable type:	SEP or SET; maximum 4 persons on board and 2'000 kg MTOM
Required examiner certificate:	FE

**Application**

The ATO/DTO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name
- Type of skill test required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO/DTO Responsibilities**

The ATO/DTO guarantees that the candidate meets all the applicable requirements and that the training is completed; the skill test recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

*«Training LAPL (H) is completed»*

Place and date

ATO/DTO name and approval/declaration number

HT name, license number and signature

**Skill Test Program**

The skill test program must include all items laid down in FOCA form 61.120.

Minimum flight time for skill test: 1:30 hrs. (GM1 FCL.1015 Examiner standardisation)

Navigation section: 2 legs, each leg minimum duration 10 min. (AMC2 FCL.125 (a))

**Weather minima**

At least 5 km of visibility and a ceiling higher than 1'500 ft AGL should be forecasted or expected for all parts of the flights.

## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- Medical certificate LAPL or class 1 or 2
- [EASA compliant logbook](#)
- Confirmation of LAPL(H) theory exam passed (the theory is valid for a period of 24 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges
- FOCA form 61.120 filled and signed

The ATO/DTO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

### B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The skill test result shall be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 61.120 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.120.

The examiner makes the following entry in the candidate's logbook:

«Skill test LAPL(H) passed»

Type with variant(s)

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.120 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.120.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.120 skill test

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO/DTO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first skill test.

**6.2 PPL(H) Skill Test**

Ch. 6.2 ISS 1 / REV 0 / 01.06.2020

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Helicopter
Applicable type:	SEP, SET
Required examiner certificate:	FE

**Application**

The ATO/DTO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name
- Type of skill test required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO/DTO Responsibilities**

The ATO/DTO guarantees that the candidate meets all the applicable requirements and that the training is completed; the skill test recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«Training PPL (H) is completed»  
 Place and date  
 ATO/DTO name and approval/declaration number  
 HT name, license number and signature

**Skill Test Program**

The skill test program must include all items laid down in FOCA form 61.220.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test.

Minimum flight time for skill test: 1:30 hrs (GM1 FCL.1015 Examiner standardisation)

Navigation section: 3 legs, each leg minimum duration 10 min. (AMC2 FCL.235 (a))

**Weather minima**

At least 5 km of visibility and a ceiling higher than 1'500 ft AGL should be forecasted or expected for all parts of the flights.

## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- Medical certificate class 1 or 2
- [EASA compliant logbook](#)
- Confirmation of PPL(H) theory exam passed (the theory is valid for a period of 24 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges
- FOCA form 61.220 filled and signed

The ATO/DTO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

### B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The skill test result shall be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 61.220 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.220.

The examiner makes the following entry in the candidate's logbook:

«Skill test PPL(H) passed»  
Type, with variant(s)  
Place and Date  
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.220 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: Confirmation of completed training, skill test endorsement
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.220.

The examiner informs the candidate about his [right of appeal](#).

Should the candidate hold a LAPL(H), the examiner shall inform him that he may not exercise the privilege of the rating with which the PPL(H) skill test has been partial passed or failed until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.220 skill test

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO/DTO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first skill test.

**6.3 CPL(H) Skill Test**

Ch. 6.3 ISS 1 / REV 0 / 01.06.2020

**The CPL(H) skill test may not be combined with the IR(H) initial skill test**

Crew complement:	SPO
Flight rules:	VFR
Equipment:	Helicopter. An FSTD (FNPT II or an FFS) may be used for certain defined items
Applicable type:	SEP, SET, MET
Required examiner certificate:	FE

**Application**

The ATO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of skill test required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate meets all the applicable requirements and that the training is completed; the skill test recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«*Training CPL(H) is completed*»  
 Place and date  
 ATO name and approval number  
 HT name, license number and signature

**Skill Test Program**

The skill test program must include all items laid down in FOCA form 61.320.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test. The area and route to be flown shall be chosen by the FE and all low level and hover work shall be at an approved aerodrome/site. Routes used for section 3 may end at the aerodrome of departure or at another aerodrome and one destination shall be a controlled aerodrome with ATC. The skill test may be conducted in 2 flights. The total duration of the flight(s) shall be at least 90 minutes.

**Weather minima**

At least 5 km of visibility and a ceiling higher than 1'500 ft AGL should be forecasted or expected for all parts of the flights.

## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- PPL(H) license (not required for integrated courses)
- Medical certificate class 1
- [EASA compliant logbook](#)
- Confirmation of CPL(H) theory exam passed (the theory is valid 36 months, counted from the day the final required subject has been successfully passed)
- Confirmation of RT privileges
- Confirmation of completed night training, if the candidate does not hold a Night rating
- FOCA form 61.320 filled and signed

The ATO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)**

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)



## Decision and Administration

The skill test result shall be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 61.320 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.320.

The examiner makes the following entry in the candidate's logbook:

«Skill test CPL(H) passed»

Type, with variant(s)

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.320 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Confirmation of completed night training (not required when entered in Swiss license)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.320

The examiner informs the candidate about his [right of appeal](#) and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained

The examiner makes no entry in the candidate's logbook except the signature for the dual flight

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.320 skill test

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first skill test.

**6.4 ATPL(H) Skill Test**

Ch. 6.4 ISS 1 / REV 0 / 01.06.2020

Crew complement:	MPO
Flight rules:	VFR or IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned skill test to seek the necessary approval if the test is done in a FSTD in combination with an aircraft or on aircraft only.
Applicable type:	MPH
Requirements for the FSTD:	FFS level C or D; otherwise approved by FOCA
Required examiner certificate:	TRE or SFE; delegated by FOCA

**Application**

The candidate applies to FOCA (pel-qc@bazl.admin.ch), stating the following information and enclosing the following documents:

- FOCA form 61.532 ATPL skill-test delegation request
- Examiner license and examiner certificate (not required for Swiss certified examiner)
- Type of helicopter or simulator certificate (not required for Swiss certified FSTD)
- Copy of the relevant pages of the logbook
- PICUS log (if applicable)

If the ATPL(H) skill test is combined with a type rating skill test or proficiency check, please refer also to the respective Chapter in this Examination Guide.

**Skill Test Program**

The skill test has to include all required items in accordance with Appendix 9 Part.FCL and FOCA form 61.530.

## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- ATPL Skill Test Delegation
- CPL(H) license
- Valid language proficiency endorsement in English
- Medical certificate class 1 (if applicable with IR)
- EASA compliant Logbook (if applicable according to [Chapter 1.12](#))
- Confirmation of completed Type Rating course (if combined with initial TR or renewal of TR)
- FOCA form 61.530 skill test
- FOCA form 61.540 IR cross credit request (if applicable)

### B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The skill test result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 61.530 completely and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.530

The examiner makes the following entry in the candidate's logbook, if applicable according to [Chapter 1.12](#):

«Skill test ATPL(H) VFR or IR passed»

- Type, with variant(s)
- Place and Date
- Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530 skill test
- Copy of ID or passport (only required for the first issue of a Swiss EASA license)
- Copy of the relevant pages of logbook showing: skill test endorsement (if applicable according to [Chapter 1.12](#))
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- FOCA form 61.540 IR cross credit request (if applicable)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Passed or Fail

The candidate receives a copy of FOCA form 61.530.

The examiner informs the candidate about his right of appeal and that he may not exercise the privileges of the respective type rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530 skill test

### **Repetition procedure after partial passed or failed ATPL(H) skill test**

The examiner provides a feedback to the ATO (if combined with initial or renewal of TR) or to the candidate regarding the cause of failure.

A new delegation is required if the re-test is not conducted by the same examiner.

**Note:** 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 5 is not part of the ATPL skill test. If Section 5 is failed or not taken, the ATPL License may be issued.

**6.5 IR(H) Skill Test**

Ch. 6.5 ISS 1 / REV 0 / 01.06.2020

**The IR(H) skill test may not be combined with the CPL(H) skill test.**

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Helicopter; an FSTD may be used for certain defined items
Applicable type:	SE, ME (IFR certified)
Requirements for the FSTD:	FNPT II or FFS
Required examiner certificate:	IRE

**Application**

The ATO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of skill test required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate meets all the applicable requirements and that the training is completed; the skill test recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«*Training IR(H) SE is completed*», or alternatively  
 «*Training IR(H) ME is completed*»  
 Place and date  
 ATO name and approval number  
 HT name, license number and signature

If the IR(H) skill test is combined with a type rating skill test or proficiency check, please refer also to the respective chapter in this Examination Guide.

**Skill Test Program**

The skill test program must include all items laid down in FOCA form 61.420.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test, it is intended to simulate a practical flight, thus the program shall include a least one route sector. Ideally, the first part consists of normal operation, with the general handling and abnormal operation left for the second part of the skill test. Total flight duration shall be at least 60 minutes.

If the IR(H) skill test is combined with a type rating skill test or proficiency check, all the additional items required by the relevant examination shall be additionally covered, and reported on FOCA form 61.525.

**Weather minima**

The weather conditions shall be suitable for a safe and legal IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.

## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- PPL(H) or higher
- Medical certificate class 1 or 2, with IR
- [EASA compliant logbook](#)
- Confirmation of IR theory exam passed (the theory is valid 36 months, counted from the day the final required subject has been successfully passed) or IR rating on aeroplane license (not more than 7 years expired)
- Confirmation of IFR RT privileges with language proficiency in English
- FOCA form 61.420 filled and signed
- If relevant, type rating course certificate and FOCA form 61.525

The ATO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

### B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The skill test result shall be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 61.420, as relevant, and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.420, as relevant.

The examiner makes the following entry in the candidate's logbook:

«Skill test IR(H) SE passed», or alternatively  
«Skill test IR(H) ME passed»  
Type  
Place and Date  
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.420 skill test, as relevant
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.420 skill test.

The examiner inform the candidate about his right of appeal and that he may not exercise the privileges of the respective rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.420 skill test

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first skill test.

**6.6 SPH TR Skill Test**

Ch. 6.6 ISS 1 / REV 0 / 01.06.2020

Crew complement:	SPO
Flight rules:	VFR or VFR/IFR
Equipment:	Helicopter or FSTD
Applicable type:	SEP, SET, MET
Required examiner certificate:	FE/TRE/SFE; IRE or TRE/SFE with IR privileges shall also be held if the skill test is combined with an IR proficiency check

**Application**

The ATO/DTO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of skill test required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO/DTO Responsibilities**

The ATO/DTO guarantees that the candidate meets all the applicable requirements, that the training is completed, and complies with the applicable OSD; the skill test recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«Training (enter specific TR) SPO VFR is completed», or alternatively

«Training (enter specific TR) SPO with IR is completed».

Place and date

ATO/DTO name and approval/declaration number

HT name, license number and signature

**Skill Test Program**

The skill test program must cover all the applicable sections, and include at least all the **M** items, laid down in FOCA form 61.525.

The general skill test program is to be provided by the Examiner at least 2 days before the skill test. If combined with an IR proficiency check, the program should include a route sector; the first part of the examination should consists of normal IFR operation, with the general handling and abnormal operation under VFR left for the second part of the skill test.

**Weather minima**

The weather conditions shall be suitable for a safe and legal VFR, respectively IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.



## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- LAPL(H) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, with IR if relevant
- [EASA compliant logbook](#)
- FOCA form 61.525 filled and signed
- Type rating VFR or VFR/IFR course certificate, as relevant

The ATO/DTO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)**

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The TR skill test result shall be either Pass, Partial Pass or Fail

If combined with an IR proficiency check, the IR part could be either Pass, Partial Pass or Fail

The examiner completes FOCA form 61.525 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.525

The examiner makes the following entry in the candidate's logbook, if applicable according to [Chapter 1.12](#)

«Skill test (enter specific TR) SPO VFR passed», or alternatively  
«Skill test (enter specific TR) SPO with IR passed».

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525
- Type rating course certificate
- Type rating VFR or VFR/IFR course certificate, if relevant
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement (if applicable according to [Chapter 1.12](#))
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of examiner FSTD certificate, if applicable (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.525

The examiner informs the candidate about his [right of appeal](#) and that he may not exercise the privileges of the respective rating until a full pass has been obtained

The examiner makes no entry in the candidate's logbook except the signature for the dual flight, , if applicable according to [chapter 1.12](#).

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO/DTO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first skill test.

**6.7 MPH TR Skill Test**

Ch. 6.7 ISS 1 / REV 0 / 01.06.2020

Crew complement:	MPO
Flight rules:	VFR or IFR
Equipment:	FFS if available shall be used, irrespective of any time consideration. If no FFS is available, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned skill test to seek the necessary approval if the test is done in a FSTD in combination with an aircraft or on aircraft only.
Applicable type:	MPH
Required examiner certificate:	TRE or SFE; TRE/SFE with IR privileges shall also be held if the skill test is combined with an IR proficiency check

**Application**

The ATO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of skill test required
- Type of helicopter or FSTD, and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate meets all the applicable requirements, that the training is completed, and complies with the applicable OSD; the HT certifies that the applicant has successfully completed the training course.

**Skill Test Program**

The skill test has to include all required items in accordance with Appendix 9 to Part-FCL and FOCA form 61.530

## Procedure before the Practical Test

The following steps shall be successfully completed before continuing with the practical part of the test:

### A: Documentation

The following documents shall be verified for completion, validity and correctness, and be ready for the skill test:

- Valid ID or passport
- Medical certificate class 1 or 2, (if applicable with IR)
- EASA compliant Logbook (if applicable according to [Chapter 1.12](#))
- PPL(H) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Type rating VFR or VFR/IFR course certificate, as relevant
- FOCA form 61.530 filled and signed

For initial MPH TR only:

- ATPL(H) theory passed
- MCC course certificate or experience according to FCL.720.A (b)(4)

The ATO shall make available the training records for verification by the examiner, if requested. All documents, including the skill test recommendation, shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)**

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The TR skill test result shall be either Pass, Partial Pass or Fail

The examiner completes FOCA form 61.530 and then debrief the candidate. The candidate acknowledge the skill test result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.530

The examiner makes the following entry in the candidate's logbook, if applicable according to [Chapter 1.12](#):

«Skill Test (enter specific TR) MPO VFR passed», or alternatively

«Skill Test (enter specific TR) MPO with IR passed»

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530
- Type rating course certificate
- Copy of the relevant pages of logbook showing: confirmation of completed training, skill test endorsement
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 Temporary Permission to act as pilot, if applicable

The temporary permission shall be issued with limitations in accordance with chapter "[temporary permission](#)".

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.530.

The examiner informs the candidate about his [right of appeal](#) and that he may not exercise the privileges of the respective rating until a pass has been obtained.

The examiner makes no entry in the candidate's logbook.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530

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

The examiner provides a feedback to the ATO regarding the cause of failure. Application and procedure is the same for the repetition as for the first 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 5 is not part of the type rating skill test. If Section 5 is failed or not taken, the type rating may be issued (VFR only).

**6.8 Instructor Initial Assessment of Competence (AoC)**

Ch. 6.8 ISS 3 / REV 0 / 27.04.2021

Crew complement:	SPO / MPO	
Flight rules:	VFR / IFR	
Equipment for:	FI	SPH
	FI for FI	SPH
	IRI	SPH, FSTD
	TRI SP	SPH TR, FFS
	TRI MP	MPH TR, FFS
	SFI SP	SPH TR, FFS
	SFI MP	MPH TR, FFS
Applicable type:	see above	
Required examiner certificate:	FIE	VFR
	FIE with IRI	VFR and IFR
	TRE*	VFR and IFR
	SFE*	VFR and IFR

\* provided that the TRE or SFE has 3 years of experience as TRE or SFE and has undergone specific training for this task

**Application**

The ATO applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of assessment required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate meets all the applicable requirements and that the training is completed; the recommendation for the Assessment of Competence AoC is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

*«Training Course for ..... is completed»*

Type, variant(s)

Place and date

ATO name and approval number

HT name, license number and signature

**Program of the Assessment of Competence AoC**

The Assessment of Competence must include all applicable items laid down in FOCA form 61.722.

The assessment for a SFI consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.

FSTDs should not be used to pass an assessment of competence for FI on the class or type of aircraft.

The topic of the AoC is to be provided by the Examiner at least 2 days prior the assessment

General procedure:

1. Test lecture (long briefing for FI, IRI);
2. Theoretical knowledge oral test (for TRI, FI, IRI);
3. Assessment from cockpit instructor seat (additionally the IOS position in FFS if applicable); and
4. Instruction flight.

### **1. Test lecture (long briefing for FI, IRI)**

The candidate acting as instructor teaches a test lecture to one or more 'students' not longer than **45 minutes**. The topic for this long briefing is selected by the examiner from the corresponding AMC and Guidance Material to Part FCL.

The long briefing must be given to someone who is available as a 'student'. Pilots and current students can serve for this purpose.

### **2. Theoretical knowledge oral test**

Oral test shall take place between the long briefing and the pre-flight briefing. The oral examination includes questions on the topics according to Section 1b and must be of such form and number that an objective assessment can be carried out.

### **3. Assessment from cockpit instructor seat**

This flight includes normal operation, RTF competence included, and comprises: operational flight briefing, outside and cockpit check, engine start-up procedure, pre take-off check, NAV-setting, take-off, climb, departure route, enroute navigation, air works, descent procedures, arrival route, landing.

### **4. Instruction flight**

During this flight phase the candidate acts as instructor to teach any flight manouvers at the controls.

The instruction flight includes the following elements:

- a) Operational briefing (pilots briefing for the flight or for the FSTD session);
- b) Instructor briefing with reference to the air exercise according the given theme for the test lecture;
- c) Instruction flight and/or handling of given malfunctions from the IOS; and
- d) Instructor debriefing.

### **Weather minima**

The weather conditions for flights must allow the safe conduct of the planned training flight and is to be carried out in accordance with the corresponding Organisations Manual OM of the respective ATO.

The actual 'students' level must be taken into account.

## Pre-Test Presentation procedure for Candidate and Examiner

The candidate is **fully ready** for the assessment and presents all necessary documents to the Examiner.

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

## Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the assessment:

- Valid ID or passport;
- License at least according FCL Subpart J Instructors;
- Valid TR and valid IR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- [EASA compliant logbook](#);
- Form 61.722 (all pages);
- For the application(s) the following form(s):
  - 61.705 FI, 61.711 IRI, 61.701 TRI SP SE, 61.702 TRI SP ME, 61.751 SFI SP; or
  - 61.740 TRI MP, 61.750 SFI MP

**Note:** For a TRI initial application the SFI license entry could be applied at the same time.

The ATO shall make available the training records for verification by the examiner, if requested. All documents, including the recommendation for the assessment, shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the assessment.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>



## Decision and Administration

The assessment result shall be either Pass or Fail, allowing the following procedure:

If the theoretical knowledge or text lecture is failed, the test shall be stopped and rescheduled.

If the theoretical knowledge and text lecture is passed but the practical part is failed, only the practical part may be repeated.

The candidate acknowledge the assessment result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.722.

The examiner makes the following entry in the candidate's logbook:

«Assessment of Competence for ..... passed»

Type, variant(s)

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.722
- For the application(s) the following form(s):
  - 61.705 FI, 61.711 IRI, 61.701 TRI SP SE, 61.702 TRI SP ME, 61.751 SFI SP; or
  - 61.740 TRI MP, 61.750 SFI MP
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates, not required for SFI)

### b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 61.722 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 61.722.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following document shall be sent to FOCA SBFP:

- Original FOCA form 61.722 assessment.

### Repetition procedure after failed Assessment of Competence

Although it is usually best to have the same examiner conducting the retest, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first assessment.

## 7 Revalidation Proficiency Check

Ch. 7 ISS 1 / REV 0 / 01.06.2020

### Type Ratings Revalidation Experience Requirements

(a) For revalidation of type ratings for helicopters, the applicant shall:

1. pass a proficiency check in accordance with Appendix 9 to this Part in the relevant type of helicopter or an FSTD representing that type within the 3 months immediately preceding the expiry date of the rating; and
2. complete at least 2 hours as a pilot of the relevant helicopter type within the validity period of the rating. The duration of the proficiency check may be counted towards the 2 hours.
3. When applicants hold more than 1 type rating for single-engine piston helicopters, they may achieve revalidation of all the relevant type ratings by completing the proficiency check in only 1 of the relevant types held, provided that they have completed at least 2 hours of flight time as PIC on the other types during the validity period.

The proficiency check shall be performed each time on a different type.

4. When applicants hold more than 1 type rating for single-engine turbine helicopters with a maximum certificated take-off mass up to 3 175 kg, they may achieve revalidation of all the relevant type ratings by completing the proficiency check in only 1 of the relevant types held, provided that they have completed:

- (i) 300 hours as PIC on helicopters;
- (ii) 15 hours on each of the types held; and
- (iii) at least 2 hours of PIC flight time on each of the other types during the validity period.

The proficiency check shall be performed each time on a different type.

5. A pilot who successfully completes a skill test for the issue of an additional type rating shall achieve revalidation for the relevant type ratings in the common groups, in accordance with (3) and (4).
6. The revalidation of an IR(H), if held, may be combined with a proficiency check for a type rating.

(b) An applicant who fails to achieve a pass in all sections of a proficiency check before the expiry date of a type rating shall not exercise the privileges of that rating until a pass in the proficiency check has been achieved. In the case of (a)(3) and (4), the applicant shall not exercise his/her privileges in any of the types.

**7.1 SPH TR Revalidation Proficiency Check**

Ch. 7.1 ISS 1 / REV 0 / 01.06.2020

The TR proficiency check may be combined with an IR proficiency check

Crew complement:	SPO
Flight rules:	VFR or VFR/IFR
Equipment:	Helicopter or FSTD
Applicable type:	SEP, SET, MET
Required examiner certificate:	FE/TRE/SFE; IRE privilege or TRE/SFE with IR privilege shall also be held if the proficiency check includes IR revalidation

**Application**

The candidate contacts directly a FOCA certified examiner, providing the following information:

- Full name and FOCA license number
- Confirmation that the revalidation experience requirements are met
- Type of proficiency check required
- Type of helicopter and registration
- Meeting place and proposed date

**Proficiency Check Program**

The proficiency check program must cover all the applicable sections, and include at least all the **M** items, laid down in FOCA form 61.525.

The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check. If combined with an IR proficiency check, the first part of the examination should consist of normal IFR operation, with the general handling and abnormal operation under VFR left for the second part of the proficiency check.

**Weather minima**

The weather conditions shall be suitable for a safe and legal VFR, respectively IFR operation. Section 2 must be conducted in VMC. For SE, the ceiling along the route should be higher than 1'500 ft AGL.

**Procedure before the Practical Check**

The following steps shall be successfully completed before continuing with the practical part of the check:

**A: Documentation Verification**

The following documents shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- LAPL(H) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, with IR if relevant
- [EASA compliant logbook](#)
- Revalidation experience requirements met, if applicable
- FOCA form 61.525 filled and signed

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)****C: Oral Examination**

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass, or Fail.

The IR proficiency check result could be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 61.525 and then debrief the candidate. The candidate acknowledge the proficiency check result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.525.

The examiner makes the following entry in the candidate's logbook:

«Proficiency Check (enter specific TR) SPO VFR passed», or alternatively  
 «Proficiency Check (enter specific TR) SPO with IR passed»  
 Place and Date  
 Examiner name, license number and signature

The examiner may make an [hand entry into the candidate's licence](#) to revalidate the rating, respectively with IR, if relevant. No hand entry in license shall be made if the revalidation experience requirements are not met.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525
- Copy of the relevant pages of logbook showing the revalidation requirements (if applicable) and the proficiency check endorsement
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate (if applicable) (not required for Swiss certified FSTD)
- Copy of the examiner's hand entry, if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.525.

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

**7.2 IR(H) Revalidation Proficiency Check – Standalone**

Ch. 7.2 ISS 1 / REV 0 / 01.06.2020

Provided the underlying type rating is valid with IR, a standalone IR revalidation is possible

Crew complement:	SPO
Flight rules:	IFR
Equipment:	Helicopter or FSTD
Applicable type:	SPH
Required examiner certificate:	IRE or TRE with IR privileges

**Extension of IR SP(H) privileges**

Holders of an IR(H) wishing to extend the IR(H) to further types should have additionally 2 hours flight training on type by sole reference to instruments according to IFR which may be conducted in an FFS C/D or FTD 2/3. (or acc OSD).

Holders of an SE IR(H) wishing to extend the IR privileges to an ME IR(H) for the first time should complete at least 5 hours training. (or acc OSD).

**Application**

The candidate contacts directly a FOCA certified examiner, providing the following information:

- Full name and FOCA license number
- Type of proficiency check required
- Type of helicopter or FSTD and registration
- Meeting place and proposed date

**Proficiency Check Program**

The proficiency check program must cover the entire section 5 of the FOCA form 61.525 and the items of section 1 relevant to the intended flight. The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check.

**Weather minima**

The weather conditions shall be suitable for a safe and legal IFR operation. For SE, the ceiling along the route should be higher than 1'500 ft AGL.

**Procedure before the Practical Check**

The following steps shall be successfully completed before continuing with the practical part of the check:

**A: Documentation Verification**

The following documents shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- PPL(H) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR
- [EASA compliant logbook](#)
- FOCA form 61.525 filled and signed

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)****C: Oral Examination**

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The IR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 61.525 and then debriefs the candidate. The candidate acknowledges the proficiency check result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.525

The examiner makes the following entry in the candidate's logbook:

«Proficiency Check IR (enter specific TR) SPO passed»  
Place and Date  
Examiner name, license number and signature

The examiner may make a [hand entry into the candidate's licence](#) to revalidate the IR(H) on the relevant type.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525
- Copy of the relevant pages of logbook showing the proficiency check endorsement
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of the examiner's hand entry, if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of the first page of FOCA form 61.525.

The examiner informs the candidate about his right of appeal and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.



**7.3 MPH TR Revalidation Proficiency Check**

Ch. 7.3 ISS 2 / REV 0 / 01.06.2020

A type rating proficiency check may be combined with an IR renewal.

Crew complement:	MPO
Flight rules:	VFR or IFR
Equipment:	FFS if available and accessible shall be used, irrespective of any time consideration. If no FFS is available or accessible, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned proficiency check to seek the necessary approval.
Applicable type:	MPH
Requirements for the FSTD:	FFS
Required examiner certificate:	TRE or SFE; TRE/SFE with IR privileges shall also be held if the skill test is combined with an IR proficiency check

**Application**

The candidate contacts directly a FOCA certified examiner, providing the following information:

- Full name and FOCA license number
- Type of proficiency check required
- Confirmation that the revalidation experience requirements are met
- Type of helicopter or FSTD, and registration
- Meeting place and proposed date

**Proficiency Check Program**

The proficiency check has to include all required items in accordance with Appendix 9 Part-FCL and FOCA form 61.530.

**Procedure before the Practical Check**

The following steps shall be successfully completed before continuing with the practical part of the check:

**A: Documentation Verification**

The following documents shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- PPL(H) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, (if applicable with IR)
- EASA compliant Logbook (if applicable according to [Chapter 1.12](#))
- Revalidation experience requirements met
- FOCA form 61.530 filled and signed
- FSTD certificate validity and limitations, if relevant

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)****C: Oral Examination**

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 61.530 and then debriefs the candidate. The candidate acknowledges the proficiency check result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.530.

The examiner makes the following entry in the candidate's logbook, if applicable according to [Chapter 1.12](#):

«Proficiency Check (enter specific TR) MPO VFR passed», or alternatively  
 «Proficiency Check (enter specific TR) MPO with IR passed»  
 Place and Date  
 Examiner name, license number and signature

The examiner may make a [hand entry into the candidate's licence](#) to revalidate the type rating with IR.

No hand entry in license shall be made if the revalidation experience requirements are not met.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530
- Copy of the relevant pages of logbook showing: revalidation requirements (if applicable) and the proficiency check endorsement (if applicable according to [Chapter 1.12](#))
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of the examiner's hand entry, if applicable

### b) Result is partial pass or Fail

The candidate receives a copy of FOCA form 61.530.

The examiner informs the candidate about his [right of appeal](#) and that he/she may not exercise the privileges of the respective rating until a full pass has been obtained.

The examiner makes no entry in the candidate's logbook.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530

## Repetition procedure after partial pass or failed TR proficiency check

Although it is usually best to have the same examiner conducting the retest, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the candidate regarding the cause of failure, and makes recommendations for training.

Application procedure for the first repetition remains the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

## 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 5 is not part of the type rating proficiency check. If Section 5 is failed or not taken, the type rating may be revalidated (VFR only).

## 7.4 Instructor Revalidation

Ch. 7.4 ISS 3 / REV 0 / 27.04.2021

For at least each alternate revalidation, the holder shall pass an assessment of competence. The applicant is required to demonstrate instructor abilities (for example instructor demonstration exercises) chosen by the examiner from the flight syllabus of the instructor training courses. An IRI on FSTD only need an AoC for every revalidation, the hours on FSTD do not count for the revalidation.

Crew complement:	SPO / MPO	
Flight rules:	VFR / IFR	
Equipment for:	FI	SPH
	FI for FI	SPH
	IRI	SPH, FSTD
	TRI SP	SPH TR, FFS
	TRI MP	MPH TR, FFS
	SFI SP	SPH TR, FFS
	SFI MP	MPH TR, FFS
Applicable type:	see above	
Required examiner certificate:	FIE	VFR
	FIE with IRI	VFR and IFR
	TRE*	VFR and IFR
	SFE*	VFR and IFR

\* provided that the TRE or SFE has 3 years of experience as TRE or SFE and has undergone specific training for this task

### Application

The candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of assessment required
- Type of helicopter and registration
- Meeting place and proposed date

### Program of the Assessment of Competence AoC

The Assessment of Competence must include all applicable items laid down in FOCA form 61.722.

The assessment for a SFI consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.

FSTDs should not be used to pass an assessment of competence for FI on the class or type of aircraft.

The topic of the AoC is to be provided by the Examiner at least 2 days prior the assessment.

General procedure:

5. Test lecture (long briefing for FI and IRI);
6. Theoretical knowledge oral test (for FI and IRI);
7. Assessment from cockpit instructor seat (additionally the IOS position in FFS); and
8. Instruction flight.

### **1. Test lecture (long briefing for FI and IRI)**

The candidate acting as instructor teaches a test lecture to one or more 'flight students' not longer than **45 minutes**. The topic for this long briefing is selected by the examiner from the corresponding AMC and Guidance Material to Part FCL.

### **2. Theoretical knowledge oral test**

Oral test shall take place between the long briefing and the pre-flight briefing. The oral examination includes questions on the topics according to Section 1b and must be of such form and number that an objective assessment can be carried out.

### **3. Instruction flight**

During this flight phase the candidate acts as instructor to teach any flight manoeuvres at the controls.

The instruction flight includes the following elements:

- e) Operational briefing (pilots briefing for the flight or for the FSTD session);
- f) Instructor briefing with reference to the air exercise according the given theme for the test lecture;
- g) Instruction flight and/or handling of given malfunctions from the IOS; and
- h) Instructor debriefing.

### **Weather minima**

The weather conditions for flights must allow the safe conduct of the planned training flight and is to be carried out in accordance with the corresponding Organisations Manual OM of the respective ATO.

The actual 'students' level must be taken into account.

**Pre-Test Presentation procedure for Candidate and Examiner**

The candidate is **fully ready** for the assessment and presents all necessary documents to the Examiner.

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

**Documentation Verification**

The following documents shall be verified for completion, validity and correctness, and be ready for the assessment:

- Valid ID or passport;
- License at least according FCL Subpart J Instructors;
- Valid TR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- [EASA compliant logbook](#)
- Form 61.722 (all pages)
- For the revalidation(s) the following form(s):
  - 61.732 FI, 61.712 IRI, 61.703 TRI SP, 61.756 SFI SP; or
  - 61.745 TRI MP, 61.755 SFI.

**Note:** For a TRI revalidation application the SFI license entry could be applied at the same time.

All documents shall be completed and signed. The examiner shall verify that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the assessment.

## Decision and Administration

The assessment result shall be either Pass or Fail, allowing the following procedure:

If the theoretical knowledge or text lecture is failed, the test shall be stopped and rescheduled.

If the theoretical knowledge and text lecture is passed but the practical part is failed, only the practical part may be repeated.

The candidate acknowledge the assessment result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.722.

The examiner makes the following entry in the candidate's logbook:

«Assessment of Competence for ..... passed»

Type, variant(s)

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.722
- For the revalidation(s) the following form(s):
  - 61.732 FI, 61.712 IRI, 61.703 TRI SP, 61.756 SFI SP; or
  - 61.745 TRI MP, 61.755 SFI.

### b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 61.722 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 61.722.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following document shall be sent to FOCA SBFP:

- Original FOCA form 61.722 assessment.

### Repetition procedure after failed Assessment of Competence

Although it is usually best to have the same examiner conducting the retest, the candidate shall give his consent to be re-examined by the same examiner.

Application and procedure is the same for the repetition as for the first assessment.

## **8 Renewal Proficiency Check**

Ch. 8 ISS 1 / REV 0 / 01.06.2020

### **Type Ratings Renewal Refresher Training Requirements**

When a type rating or instrument rating is expired, the holder must go through an ATO or a DTO, as applicable, to undertake refresher training. The objective of the refresher training is for the pilot to reach again the level of proficiency necessary to safely operate the relevant type of helicopter. The ATO or the DTO, as applicable, shall issue the candidate a training completion certificate. If the ATO or the DTO determines that no training is necessary, the certificate shall contain a respective signed statement, including sufficient reasoning.

Should an examiner be involved in the refresher training of an applicant and subsequently be tasked with his proficiency check, he must be clear that the training shall be successfully completed, including all the administrative aspect, such as training records, before the proficiency check administrative part may be started. Between the end of the training debriefing and the start of the examination, the candidate shall have sufficient time to adequately rest and prepare for the examination flight.

**8.1 SPH TR Renewal Proficiency Check**

Ch. 8.1 ISS 2 / REV 0 / 01.06.2020

A type rating proficiency check may be combined with an IR proficiency check.

Crew complement:	SPO
Flight rules:	VFR or VFR/IFR
Equipment:	Helicopter or FSTD
Applicable type:	SEP, SET, MET
Required examiner certificate:	FE/TRE/SFE; IRE privilege or TRE/SFE with IR privilege shall also be held if the proficiency check is combined with an IR proficiency check

**Application**

The ATO/DTO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of proficiency check required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO/DTO Responsibilities**

The ATO/DTO guarantees that the candidate has received the necessary training to reach again the level of proficiency necessary to safely operate the relevant type of helicopter and that the candidate is ready for the proficiency check; the proficiency check recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«*Refresher training (enter specific TR) SPO VFR is completed*», or alternatively  
 «*Refresher training (enter specific TR) SPO with IR is completed*»  
 Place and date  
 ATO/DTO and approval or declaration (as applicable)  
 HT, license number and signature

**Proficiency Check Test Program**

The proficiency check program must cover all the applicable sections, and include at least all the Mandatory items, laid down in Appendix 9 and FOCA form 61.525.

The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check. If combined with an IR proficiency check, the first part of the examination should consist of normal IFR operation, with the general handling and abnormal operation under VFR left for the second part of the proficiency check.

**Weather minima**

The weather conditions shall be suitable for a safe and legal VFR, respectively IFR operation. Section 2 must be conducted in VMC; for SE, the ceiling along the route should be higher than 1'500 ft AGL.



## Procedure before the Practical Check

The following steps shall be successfully completed before continuing with the practical part of the check:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- LAPL(H) or higher
- Valid language proficiency in English (if combined with an IFR proficiency check)
- Medical certificate class 1 or 2, with IR if relevant
- [EASA compliant logbook](#)
- FOCA form 61.525 filled and signed

The ATO/DTO shall make available the training records for verification by the examiner, if requested. All documents shall be completed and signed. The examiner shall verify that the ATO/DTO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)**

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass, or Fail.

If combined with an IR proficiency check, the IR part could be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 61.525 and then debrief the candidate. The candidate acknowledges the proficiency check result by signing the form.

### a) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.525.

The examiner makes the following entry in the candidate's logbook:

«Proficiency Check (enter specific TR) SPO VFR passed», or alternatively  
 «Proficiency Check (enter specific TR) SPO with IR passed  
 Place and Date  
 Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525
- Copy of the relevant pages of logbook showing: confirmation of completed training, proficiency check endorsement
- Renewal training completion certificate
- Copy of ATO/DTO certificate (not required for Swiss ATO/DTO certificate)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate, if applicable (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.525.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO/DTO regarding the cause of failure.

Application procedure for the first repetition stays the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

**8.2 IR Renewal Proficiency Check - Standalone**

Ch. 8.2 ISS 1 / REV 0 / 01.06.2020

A standalone IR renewal is only possible when the type rating is valid.

Crew complement:	SPO / MPO
Flight rules:	IFR
Equipment:	Helicopter or FSTD
Applicable type:	SEP, SET, MET
Required examiner certificate:	IRE or TRE/SFE with IR privilege

**Application**

The ATO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of proficiency check required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate has received the necessary training to reach again the level of proficiency necessary to safely operate the relevant type of helicopter under IFR and that the candidate is ready for the proficiency check; the proficiency check recommendation is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

«Refresher training (enter specific TR) SPO IR is completed», or alternatively  
 «Refresher training (enter specific TR) MPO IR is completed»

Place and date

ATO and approval

HT, license number and signature

**Proficiency Check Test Program**

The proficiency check program must cover the entire section 5 of the FOCA form 61.525 and the items of section 1 relevant to the intended flight. The general proficiency check program is to be provided by the Examiner at least 2 days before the proficiency check.

**Weather minima**

The weather conditions shall be suitable for a safe and legal IFR operation. For SE, the ceiling along the route should be higher than 1'500 ft AGL.

**Procedure before the Practical Check**

The following steps shall be successfully completed before continuing with the practical part of the check:

**A: Documentation Verification**

The following documents shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- PPL(H) or higher
- Valid language proficiency in English
- Medical certificate class 1 or 2, with IR
- [EASA compliant logbook](#)
- FOCA form 61.525 filled and signed

The ATO shall make available the training records for verification by the examiner, if requested. All documents shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

**B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)****C: Oral Examination**

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The IR proficiency check result shall be either Pass, Partial Pass, or Fail.

The examiner completes FOCA form 61.525 and then debrief the candidate. The candidate acknowledges the proficiency check result by signing the form.

### c) Result is Pass

The candidate receives a copy of the first page of FOCA form 61.525.

The examiner makes the following entry in the candidate's logbook:

«Proficiency Check (enter specific TR) SPO IR passed», or alternatively  
«Proficiency Check (enter specific TR) MPO IR passed  
Place and Date  
Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525
- Copy of the relevant pages of logbook showing: confirmation of completed training, proficiency check endorsement
- Renewal training completion certificate
- Copy of ATO certificate (not required for Swiss ATO certificate)
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- Copy of FSTD certificate, if applicable (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### d) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.525.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.525

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

Although it is usually best to have the same examiner conducting the retest, particularly in case of a partial pass, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO regarding the cause of failure.

Application procedure for the first repetition stays the same. If the candidate is unsuccessful a second time, training is mandatory and the procedure for a renewal proficiency check applies.

**8.3 MPH TR Renewal Proficiency Check**

Ch. 8.3 ISS 1 / REV 0 / 01.06.2020

A type rating proficiency check may be combined with an IR proficiency check.

Crew complement:	MPO
Flight rules:	VFR or VFR/IFR
Equipment:	FFS if available and accessible shall be used, irrespective of any time consideration. If no FFS is available or accessible, the examiner shall contact FOCA-SBFP at least 14 days prior to the planned proficiency check to seek the necessary approval.
Applicable type:	MPH
Requirements for the FSTD:	FFS
Required examiner certificate:	TRE or SFE; TRE/SFE with IR privileges shall also be held if the skill test is combined with an IR proficiency check

**Application**

The ATO or candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of proficiency check required
- Type of helicopter or FSTD, and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate meets all the applicable requirements, that the training is completed, and complies with the applicable OSD; the HT certifies that the applicant has successfully completed the training.

**Proficiency Check Program**

The proficiency check has to include all required items in accordance with Appendix 9 to Part-FCL and FOCA form 61.530.

## Procedure before the Practical Check

The following steps shall be successfully completed before continuing with the practical part of the check:

### A: Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the proficiency check:

- Valid ID or passport
- Medical certificate class 1 or 2, (if applicable with IR)
- EASA compliant Logbook (if applicable according to [Chapter 1.12](#))
- PPL(H) or higher
- Valid language proficiency in English
- Type Rating renewal training completion certificate
- FOCA form 61.530 filled and signed

The ATO shall make available the training records for verification by the examiner, if requested. All documents shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training before proceeding with the examination.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

### B: Candidate's Flight Briefing according to the [Examiner Test preparation checklist](#)

### C: Oral Examination

- Clarification regarding candidate's briefing
- Relevant operational questions (environment, rules, helicopter, procedures, limitations, etc)

## Decision and Administration

The TR proficiency check result shall be either Pass, Partial Pass or Fail.

The examiner completes FOCA form 61.530 and then debrief the candidate. The candidate acknowledge the proficiency check result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.530.

The examiner makes the following entry in the candidate's logbook, if applicable according to [Chapter 1.12](#):

«Proficiency Check (enter specific TR) MPO VFR passed», or alternatively  
 «Proficiency Check (enter specific TR) MPO with IR passed»  
 - Place and Date  
 - Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.530
- Type rating renewal training completion certificate
- Copy of ATO certificate with scope of approval (not required for Swiss ATO's)
- Copy of the relevant pages of logbook showing: confirmation of completed training, proficiency check endorsement (if applicable according to [Chapter 1.12](#))
- Copy of medical certificate (not required for Swiss medical certificates)
- Copy of examiner license and certificate (not required for Swiss certified examiner)
- SFE only: proof of valid IR
- Copy of FSTD certificate (not required for Swiss certified FSTD)
- Copy of FOCA form 69.060 [Temporary Permission to act as pilot](#), if applicable

### b) Result is Partial Pass or Fail

The candidate receives a copy of FOCA form 61.530.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook.

The examiner send the following document to FOCA SBFP:

- Original FOCA form 61.530

## Repetition procedure after failed TR proficiency check

The examiner provides a feedback to the ATO regarding the cause of failure. Application and presentation procedure for the repetition is the same as for the first proficiency check.

## 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 5 is not part of the type rating proficiency check. If Section 5 is failed or not taken, the type rating may be renewed (VFR only).



**8.4 Instructor Renewal**

Ch. 8.4 ISS 3 / REV 0 / 27.04.2021

Crew complement:	SPO / MPO	
Flight rules:	VFR / IFR	
Equipment for:	FI	SPH
	FI for FI	SPH
	IRI	SPH, FSTD
	TRI SP	SPH TR, FFS
	TRI MP	MPH TR, FFS
	SFI SP	SPH TR, FFS
	SFI MP	MPH TR, FFS
Applicable type:	see above	
Required examiner certificate:	FIE	VFR
	FIE with IRI	VFR and IFR
	TRE*	VFR and IFR
	SFE*	VFR and IFR

\* provided that the TRE or SFE has 3 years of experience as TRE or SFE and has undergone specific training for this task

**Application**

The candidate applies directly to a FOCA certified examiner, providing the following information:

- Candidate's full name and FOCA license number
- Type of assessment required
- Type of helicopter and registration
- Meeting place and proposed date

**ATO Responsibilities**

The ATO guarantees that the candidate meets all the applicable requirements and that the training is completed; the recommendation for the Assessment of Competence AoC is signed by the Head of Training and the training completion is endorsed in candidate's logbook as follow:

*«Renewal Training for ..... is completed»*

Type, variant(s)

Place and date

ATO name and approval/declaration number

HT name, license number and signature

**Note:** The logbook endorsement is only applicable if the candidate need training in the aircraft or FSTD. For renewal only instructor refresher is mandatory, flight training is not.

**Program of the Assessment of Competence AoC**

The Assessment of Competence must include all applicable items laid down in FOCA form 61.722.

The assessment for a SFI consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.

FSTDs should not be used to pass an assessment of competence for FI on the type of aircraft.

The topic of the AoC is to be provided by the Examiner at least 2 days prior the assessment.

General procedure:

9. Test lecture (long briefing for FI and IRI);
10. Theoretical knowledge oral test (for FI and IRI);
11. Assessment from cockpit instructor seat (additionally the IOS position in FFS if applicable); and
12. Instruction flight.

### **1. Test lecture (long briefing for FI and IRI)**

The candidate acting as instructor teaches a test lecture to one or more 'flight students' not longer than **45 minutes**. The topic for this long briefing is selected by the examiner from the corresponding AMC and Guidance Material to Part FCL.

### **2. Theoretical knowledge oral test**

Oral test shall take place between the long briefing and the pre-flight briefing. The oral examination includes questions on the topics according to Section 1b and must be of such form and number that an objective assessment can be carried out.

### **3. Instruction flight**

The instruction flight includes the following elements:

- a) Operational briefing (pilots briefing for the flight or for the FSTD session);
- b) Instructor briefing with reference to the air exercise according the given theme for the test lecture;
- c) Instruction flight and/or handling of given malfunctions from the IOS; and
- d) Instructor debriefing.

### **Weather minima**

The weather conditions for flights must allow the safe conduct of the planned training flight and is to be carried out in accordance with the corresponding Organisations Manual OM of the respective ATO.

The actual 'students' level must be taken into account.

## Pre-Test Presentation procedure for Candidate and Examiner

The candidate is **fully ready** for the assessment and presents all necessary documents to the Examiner.

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

## Documentation Verification

The following documents shall be verified for completion, validity and correctness, and be ready for the assessment:

- Valid ID or passport;
- License at least according FCL Subpart J Instructors;
- Valid TR and valid IR as applicable;
- Medical certificate class 1 or 2 (except for SFI);
- [EASA compliant logbook](#)
- Form 61.722 (all pages)
- For the renewal(s) the following form(s):
  - 61.732 FI, 61.712 IRI, 61.703 TRI SP, 61.756 SFI SP; or
  - 61.745 TRI MP, 61.755 SFI.

**Note:** For a TRI renewal application the SFI license entry could be applied at the same time.

The ATO shall make available the training records for verification by the examiner, if requested. All documents, including the recommendation for the assessment, shall be completed and signed. The examiner shall verify that the ATO is authorised to conduct the respective training and that the candidate complies with the applicable qualification, training and experience requirements before proceeding with the assessment.

A list of all Swiss Flight Schools and their scope of activity is available on FOCA website:

<https://www.bazl.admin.ch/bazl/en/home/specialists/training-and-licences/training-organisations/flight-school.html>

## Decision and Administration

The assessment result shall be either Pass or Fail, allowing the following procedure:

If the theoretical knowledge or text lecture is failed, the test shall be stopped and rescheduled.

If the theoretical knowledge and text lecture is passed but the practical part is failed, only the practical part may be repeated.

The candidate acknowledge the assessment result by signing the form.

### a) Result is Pass

The candidate receives a copy of at least the first page of FOCA form 61.722.

The examiner makes the following entry in the candidate's logbook:

«Assessment of Competence for ..... passed»

Type, variant(s)

Place and Date

Examiner name, license number and signature

The following documents shall be sent to FOCA SBFP:

- Original FOCA form 61.722
- For the renewal(s) the following form(s):
  - 61.732 FI, 61.712 IRI, 61.703 TRI SP, 61.756 SFI SP; or
  - 61.745 TRI MP, 61.755 SFI.
- Copy of ATO certificate (not required for Swiss ATO)
- Copy of medical certificate (not required for Swiss medical certificates and SFI's)

### b) Result is Fail

The result is to be recorded **in detail** by the examiner on Form 61.722 (last page) and debrief to the candidate.

The candidate receives a copy of FOCA form 61.722.

The examiner informs the candidate about his [right of appeal](#).

The examiner makes no entry in the candidate's logbook except the signature for the dual flight.

The following document shall be sent to FOCA SBFP:

- Original FOCA form 61.722 assessment.

### Repetition procedure after failed Assessment of Competence

Although it is usually best to have the same examiner conducting the retest, the candidate shall give his consent to be re-examined by the same examiner.

The examiner provides a feedback to the ATO regarding the cause of failure.

Application and procedure is the same for the repetition as for the first assessment.

## 9 Instructor Type Extensions

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For any Instructor Type Extension the general prerequisites and requirements according Part FCL.915 "General prerequisites and requirements for instructors" (b)(3), (c)(1), (d) and (e) apply.

For the following 6 instructor categories the respective paragraphs of Part FCL as well as the respective FOCA form have to be observed and applied to:

- FI  
The FCL.905.FI "FI – Privileges and conditions" (a) to (k) apply and FOCA form 61.707 shall be used.
- TRI  
The FCL.910.TRI "TRI – Restricted privileges" (b)(1) to (3) apply or the privileges shall be extended to further variants in accordance with the OSD if TRIs have completed the relevant parts of the technical training and flight instruction parts of the applicable TRI course. For TRI SPH the FOCA form 61.704 and for TRI MPH the FOCA form 61.747 shall be used.
- SFI  
The FCL.910.SFI "SFI – Restricted privileges" (a) to (c) apply or the privileges shall be extended to further variants in accordance with the OSD if the SFI has completed the type relevant parts of the technical training and the FSTD content of the flight instruction syllabus of the applicable TRI/SFI course. For SFI SPH and SFI MPH the FOCA form 61.757 shall be used.
- MCCI  
The FCL.910.MCCI "MCCI – Restricted privileges" may be extended to other FSTDs representing further types of aircraft when the holder has completed the practical training of the MCCI course on that type of FNPT II MCC, FTD 2 or FFS. The FOCA form 61.762 shall be used.
- STI  
The FCL.910.STI "STI – Restricted privileges" may be extended to other FSTDs representing further types of aircraft if in the period of 12 months immediately preceding the application the holders have (a) to (c) applied.

**10****Appendices**

Ch. 10 ISS 2 / REV 0 / 27.04.2021

Refer to next pages.

## 10.1 Appendix 1 «Generic Single Pilot (H) Examiner Test Preparation Checklist»

Ch. 10.1 ISS 2 / REV 0 / 27.04.2021

### Generic Single Pilot (H) Examiner test preparation checklist

#### Task Acceptance

- Expected exam (type, legal basis, aircraft or FSTD)
- Candidate details
- Location
- Compliance with national requirement or guidance (Examination Guide, EDD, safety rules)

#### Accept or refuse task

#### ❑ Examiner preparation:

- Exam notification in Flexco

#### ❑ 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 basis
- Give candidate maximum credit

#### ❑ Documentation: Paper check:

- According Guide for Skill Test
  - License
  - Medical
  - English LP validity
  - Logbook
  - FOCA Form(s)
  - .....s

#### ❑ Aircraft / FSTD:

- Certified and equipped as required for the task, ops rules, and NAA requirements
- Documents (valid ARC and insurance), respectively FSTD certificate

#### Decision 1

- Go ahead? What's missing?

#### ❑ Examination program:

- Task received / understood
- Course of Test or Check
- Rules - repetition failed item(s)
- Time schedule
- Safety briefing: traffic lookout, real emergencies handling etc.

#### ❑ Candidate's briefing:

- Listen / no questions during briefing
  - WX, Fuel, Performance, Flight plan etc.
  - NOTAM, DABS, MEL etc.

#### ❑ Oral examination:

- 5-10 prepared theoretical questions
  - Helicopter Systems
  - Operational Questions

#### Decision 2

- Go / no Go

#### ❑ Short Break:

- Start without pressure
- Provide time for a WX update
- Set time and meeting point

#### ❑ Practical part:

- Safety first
- No instruction
- Passive behaviour
- No interference in pilot's decisions
- No bullet point debriefing
- Realistic and fair scenario and timing
- Know the purpose of the item assessed (what, why, when and how)
- Verify doubtful observations
- Observe minimum required M-items

#### ❑ Facts for decision:

- Only facts count
- Accurate documentation during session
  - on a personal note sheet
  - directly on FOCA Form(s)
- Communicate result only after reaching a facts-based decision

#### ❑ 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

- Pass, Partial Pass, Fail

#### ❑ Preparation debriefing:

- Take the time to prepare it
- Define time and location
- Factual and concise

#### ❑ Administration:

- Complete paperwork:
  - Logbook, license, forms

#### ❑ Debriefing:

- Short, concise
- No instruction
- Positive perspective
- Candidate's de-briefing

#### ❑ Completion of test:

- Hints & Tips
- Hand over Check Forms

#### ❑ Communication:

- Feedback of candidate
- Feedback to the ATO/DTO

## 10.2 Appendix 2 «Generic Multi Pilot (H) Examiner Test Preparation Checklist»

Ch. 10.2 ISS 2 / REV 0 / 27.04.2021

### Generic Multi Pilot (H) Examiner test preparation checklist

#### ☐ Task Acceptance:

- Expected exam (type, legal basis, aircraft or FSTD)
- Candidate details
- Crew set-up / crew complement
- Compliance with national requirement or guidance (Examination Guide, EDD, safety rules)

#### Accept or refuse task

#### ☐ Examiner preparation:

- Exam notification in Flexco

#### ☐ Introduction:

- Gives a positive first impression
- Welcome / Presentation
- Feel the „pulse-rate“ of the candidate

#### ☐ General information:

- Show your Examiner Authorisation
- Ask for candidate's ID
- Legal basis
- Give candidate maximum credit

#### ☐ Documentation: Paper check:

- According Guide for Skill Test
  - License
  - Medical
  - English LP validity
  - Logbook
  - FOCA Form(s)
  - .....

#### ☐ Aircraft / FSTD:

- Certified and equipped as required for the task, ops rules, and NAA requirements
- Documents (valid ARC and insurance), respectively FSTD certificate

#### Decision 1

- Go ahead? What's missing?

#### ☐ Examination program:

- Task received / understood
- Course of Test or Check
- Rules - repetition failed item(s)
- Time schedule

#### ☐ Crew briefing:

- Listen / no questions during briefing
  - WX, Fuel, Performance
  - NOTAM, MEL
  - .....

#### ☐ Oral examination:

- 5-10 prepared theoretical questions
  - Helicopter Systems
  - Operational Questions (OM A, OM B)

#### Decision 2

- Go / no Go?

#### ☐ Short Break:

- Start without pressure

#### ☐ Practical part:

- Safety briefing
- No instruction
- Passive behaviour
- No interference in pilot's decisions
- No bullet point debriefing
- Realistic and fair scenario and timing
- Know the purpose of the item assessed (what, why, when and how)
- Verify doubtful observations
- Observe minimum required M-items

#### ☐ Facts for decision:

- Only facts count
- Accurate documentation during session
  - on a personal note sheet
  - directly on FOCA Form(s)
- Communicate result only after reaching a facts-based decision

#### Decision 3

- Pass, Partial Pass, Fail?

#### ☐ Preparation debriefing:

- Take the time to prepare it
- Define time and location
- Factual and concise

#### ☐ Administration:

- Complete paperwork
  - Logbook, license, forms

#### ☐ Debriefing:

- Short, concise
- No instruction
- Positive perspective
- Candidate's de-briefing

#### ☐ Completion of test:

- Hints & Tips
- Hand over Check Forms

#### ☐ Communication:

- Feedback of candidate
- Feedback to the ATO