

SUBPART C Renewal/Reinstatement

ESH138DPE.c.21 Background

(a) Objective.

The objective of this task is to determine if an examiner meets the requirements for renewal or reinstatement and to complete the application process. Successful completion of this task results in the renewal or reinstatement of the examiner's designation.

(b) General.

An examiner designation may be renewed annually if the continuation of the designation is justified in order to provide service to the public at that location, or if the designation is in the ECAA's interest, based on the number or type of tests conducted by the examiner

(1) Medical Certificate.

Medical certificate is not required for renewal of the designation.

(2) Instructor Certificates and Aircraft Currency.

Any flight instructor certificate required for initial designation must be current for renewal and kept current for the duration of the designation.

(i) All examiners must meet the requirements of the applicable designation(s) to be renewed.

(ii) All examiners renewing an authorization in an aircraft requiring more than one pilot must meet the requirements as applicable to the authorization(s) to be renewed.

(3) Failure to Meet Renewal Standards.

If an examiner does not meet all of the renewal standards, the examiner must present (I) statement justifying his/her retention as an examiner and outlining the special circumstances involved. The regional Flight Standards division manager determines the final disposition of the application.

(4) Application.

An examiner shall apply for renewal at least 60 days before the examiner's current certificated expires. For renewal, the examiner must provide the FICA a current, completed ECAA Form and a complete list of the examiner's testing activities for the previous 12 calendar months.

(5) Annual Examiner Meeting.

designating FICA in order to renew their designations. The meeting is held to review local problem areas, examiner performance, standards, and procedures. This meeting is in addition to biennial recurrent examiner standardization training and may not be used in lieu of recurrent standardization training.

(c) Renewal Criteria.

In addition to the general requirements outlined in paragraph 3 of this section, examiners must meet the following specific criteria for annual renewal of examiner designations and authorizations.

(1) Recurrent Standardization Training.

Once every 2 years, all pilot examiners must satisfactorily complete examiner recurrent standardization training. Completion of one recurrent standardization course meets the requirements for all examiner designations and authorizations.

(2) Certification Activity.

Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations.

(3) Reissuance of LOA.

An examiner's LOA is valid only as long as the Certificate of Authority is current and expires at the same time. It is reissued when the designation is renewed.

(4) Practical Test.

Examiners must demonstrate knowledge and skill appropriate to the designation and authorizations to be renewed or reinstated by the satisfactory completion of an annual practical test demonstration of competency).

(d) Recurrent Training.

Examiner recurrent standardization courses are scheduled and presented by ECAA. Course dates and locations are published for 3-year periods. If an examiner misses the course given nearest the examiner's home area, the examiner must successfully complete the missed course at another location within 3 calendar months. The examiner's testing privileges will be suspended until the examiner satisfactorily completes the training. The examiner may go to any location where the course is given.

(1) Anniversary Date.

When an examiner is due for recurrent training, the examiner may complete the recurrent training standardization course 3 calendar months before or after the anniversary month and the training will be considered to have been completed in the anniversary month. When an examiner elects to complete recurrent training in the 3 month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the training.

(2) Late Arrival.

Normally, when an attendee arrives after a course has started, that person will not be permitted to attend the remainder of the course. However, if the course manager determines that the examiner has a legitimate reason for being tardy and if the examiner is not more than 1 hour late, the course manager may permit the examiner to complete the training. After the course manager accepts a late arrival, the examiner must make up the missed instruction outside normal class with the course instructors. Once this has been accomplished, the examiner will take the final examination with the class.

(3) Course Failure.

If an examiner fails the recurrent examiner standardization course, the examiner's authorization will be rescinded. The FICA may, with the concurrence of the regional Flight Standards division manager, permit the examiner to attend another recurrent training class. In this event, the examiner will have 3 calendar months to successfully complete another recurrent course. Testing privileges will not be reinstated until the examiner satisfactorily completes the training.

(4) Second Course Failure.

If attendance at a second recurrent training course is permitted, failure of the second recurrent training course will result in termination of the examiner's authority and elimination from consideration for reinstatement for at least 12 calendar months thereafter. Examiners who are eliminated from the program under these circumstances may reapply for designation after 12 calendar months and must meet all requirements necessary for initial designation.

(e) Activity Required for Renewal.

A certain amount of annual activity is generally required for renewal of examiner designations. If there are legitimate reasons why an examiner has been unable to accomplish any of the required levels of activity listed in paragraphs A through C below, the designating FICA manager may modify the requirement to the extent justified by the extenuating circumstances and approve the renewal. Any ONE of the following levels of activity is acceptable.

(1) General.

The examiner has conducted during the previous 12 calendar months:

- (i) Certification or aircraft rating tests in airplanes;
- (ii) Certification or rating tests in helicopters, gyroplanes, gliders, free balloons, or airships;
- (iii) Instrument rating practical tests; or
- (iv) Airline transport pilot practical tests.

(2) Multiengine Airplane.

For renewal of multiengine airplane authorizations, as shown on the examiner's LOA

No specific amount of annual activity in any or all of the types of airplanes authorized on an examiner's DPE LOA is required for renewal of all of the airplanes listed.

(f) REISSUANCE OF LOAs.

Examiners who are authorized to conduct practical tests in multiengine airplanes, vintage airplanes, rotorcraft, and turbine powered or large aircraft are issued an LOA listing each make and model of multiengine airplane, rotorcraft, turbine powered or large aircraft, and/or ECAA approved flight simulator in which they may conduct practical tests. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in at least one make and model of aircraft (or simulator) in which the examiner is authorized to conduct tests.

(g) Practical Test for Renewal.

The practical test (demonstration of competency) for renewal must consist of one of the testing methods stated in chapter 2, section 1. At the discretion of the supervising FICA, a practical test of the examiner, appropriate to the designations held, satisfactorily completed within 3 calendar months before the renewal of the designation, may be used to satisfy this requirement.

(1) Multiengine Airplane.

The examiner takes only one practical test annually for renewal in multiengine airplanes not requiring a pilot type rating or in nonturbine powered, multiengine airplanes that do require a type rating.

(2) Helicopter.

The examiner takes only one practical test annually for renewal in small helicopters authorized. If authorization is held in more than one type of large helicopter, renewal may be accomplished by alternating the annual demonstration of competency between the types authorized within a 24-month period.

(3) Turbine Powered Aircraft.

For renewal of turbine powered aircraft authorizations, at least one annual demonstration of competency is required.

(i) For an examiner holding multiple turbine powered aircraft authorizations, one annual demonstration of competency in a turbine powered aircraft is sufficient. However, if any of the aircraft requires a pilot type rating, the single annual demonstration of competency must be in that turbine powered aircraft requiring a type rating.

(ii) If an examiner holds multiple authorizations in turbine powered aircraft requiring a pilot type rating, the annual demonstration should be alternated between those aircraft that require a type rating. The examiner may not conduct a practical test in any turbine powered aircraft that requires a pilot type rating unless the examiner has demonstrated competency in that aircraft within the preceding 24 months.

(iii) If an examiner with turbine powered aircraft authorizations is unable to complete a demonstration of competency due to lack of qualified applicants for a practical test or unavailability of a suitable aircraft, the examiner's authorization for these aircraft may not be renewed until a satisfactory demonstration of competency is accomplished.

(h) Nonrenewal.

The ECAA may elect not to renew an examiner designation for any reason deemed appropriate. If the nonrenewal of an examiner designation is based on any reasons other than lack of activity or the examiner's inability to meet medical standards, the FICA will follow the procedures outlined in chapter 1, section 4.

ESH138DPE.c.123 Procedures

(a) Prerequisites and Coordination Requirements.

(1) Prerequisites.

This task requires current or former designation as a pilot examiner, completion of recurrent or initial standardization training, as appropriate, a least a third-class medical certificate for renewal of a powered aircraft designation, attendance at the annual FICA examiner meeting, accomplishment of at least the minimum acceptable pertinent examiner activity level, and current aircraft qualification appropriate to the designation to be renewed or reinstated.

(2) Coordination.

This task requires coordination with an operations inspector.

(b) Procedures.

Renew a Current Designation.

Not less than 60 days before the expiration of the examiner's current certificate, provide the designating FICA with a current, completed ECAA Designated Examiner Application / Qualification Record, and a list of the examiner's testing activities for the previous 12 months.

- (1) Accomplish recurrent standardization training within the applicable timeframe.
 - (2) Document attendance at the annual examiner meeting held by the FICA.
 - (3) Schedule the annual practical test (demonstration of competency) with an operations inspector. Coordinate the scheduling with an applicant if requested to do so by the inspector.
 - (4) Complete a practical test (demonstration of competency) in accordance with the procedures
- (c) Task Outcomes.

The successful completion of this task results in the renewal of a current examiner designation and reissuance of appropriate LOAs or the reinstatement of an expired examiner designation that was not rescinded or revoked as a result of enforcement or legal action by the ECAA.

CHAPTER 4 - COMPLETE INSPECTION REQUIREMENTS

Section 1 – Background

1. OBJECTIVE.

The objective of this task is to demonstrate that the examiner continues to meet the requirements for original designation and is conducting airmen certification duties as authorized. Successful completion of this task results in the continuation of the examiner's designation.

2. GENERAL.

All examiners will be inspected at least once a year for renewal. National and regional guidelines may require more frequent inspections. Inspections will include at least one visit every year by an inspector to the examiner's base of operations.

A. Other Inspections.

The following circumstances will also cause the FICA to inspect an examiner:

- (1) an examiner's practical test passing rate exceeds 90 percent;
- (2) an examiner conducts three or more complete practical tests on a given day;
- (3) an examiner tests a student trained by that examiner without approval from the supervising FICA;
- (4) an examiner's certification file error rate exceeds 10 percent;
- (5) an examiner is the subject of a valid public complaint; or
- (6) an examiner is involved in an accident, incident, or violation of the regulations.

B. As Needed.

An examiner may be tested at any time the examiner's performance indicates that such a check is needed..

3. METHOD OF EVALUATION.

In order of preference, an inspector may use any of the following methods to evaluate an examiner.

A. Observe a Complete Practical Test.

An inspector observes the examiner conducting a complete practical test. For an examiner who conducts the majority of tests in aircraft unsuited to carrying an inspector, a complete oral test will be observed. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. If the inspector is unable to observe any part of the flight portion of the test, the examiner must be evaluated in flight by some method at least once every 24 months.

B. Act as an Applicant.

The inspector acts as the applicant for a practical test.

C. Test on Selected Maneuvers.

The inspector tests the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with the PTS.

4. TESTING PROCEDURES.

The testing procedures used to conduct the examiner evaluation will be in accordance with the procedures described for initial designation in chapter 2.

A. Unsatisfactory Performance.

If an inspection indicates a deficiency in the technique, standards, or judgment of the examiner, the FICA may initiate appropriate training to correct the deficiency. The examiner's testing privileges will be suspended until the examiner accomplishes a satisfactory inspection.

B. Cancellation of Authority.

If the examiner's performance is unsatisfactory to the extent that additional training is inappropriate, the FICA will initiate action to cancel the examiner's authority

C. Lack of Qualification or Competency.

If the inspector has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of the examiner's pilot/flight instructor certificates or ratings, the FICA may initiate proceedings to re-examine the examiner

D. Enforcement Action.

If warranted, the FICA may initiate an enforcement investigation of the examiner.

E. Record keeping.

Reports of examiner inspections are retained by the supervising FICA.

Section 2 – Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites.

This task requires knowledge of parts 61 and 91, the ability to apply current ECAA policies and procedures, and the knowledge and skill to conduct airman testing in accordance with the applicable regulations and PTS.

B. Coordination.

This task will require coordination with the supervising inspector and may require coordination with a test applicant.

2. PROCEDURES.

The examiner coordinates with the supervising inspector to schedule the inspection. If the inspection will include the observation of the examiner conducting a practical test with an actual applicant, the examiner schedules the appointment at a time agreeable to the applicant.

3. TASK OUTCOMES.

The successful completion of this task results in the notation of a satisfactory inspection in the examiner's file and the continuation of the examiner's designation. Unsatisfactory performance may result in additional examiner training, another inspection, suspension of testing privileges, and possible cancellation of the examiner's authority. Unsuccessful performance could also result in re-examination or an enforcement investigation.

4. FUTURE ACTIVITIES.

A. Record keeping for all applicants tested for airman certificates and/or ratings.

B. Addition of other designations.

- I. Application for designation renewal before the expiration date.
- D. Accomplishment of other inspections

CHAPTER 5 - PRACTICAL TEST/CERTIFICATION FUNCTIONS

Section 1 – Background

1. OBJECTIVE.

The objective of this task is to perform procedures applicable to all certification tests and functions. Although information and specific procedures for each type of certificate or rating are presented in the chapter which addresses that level of testing, this chapter provides guidance pertinent to any certification function that requires that an ECAA .Airman Certificate and/or Rating Application, be filled out by the applicant. Successful completion of this task results in correctly completed certification files and the appropriate exercise of the examiner's authority.

2. GENERAL.

Examiners shall conduct all practical tests in accordance with regulations, the PTS, the operating limitations of the aircraft, and the procedures prescribed in the aircraft flight manual. Examiners shall not use, or request the applicant to use, procedures contrary to those specified by the aircraft flight manual. Under no circumstances shall an examiner intentionally allow an applicant to violate a regulation, fail to comply with an Air Traffic Control (ATC) clearance, or create a potentially hazardous situation. Practical tests not conducted in accordance with the applicable PTS, regulations, and safe operating practices may be invalid and may be grounds for termination of the examiner's designation. If an examiner becomes aware of a procedure in any aircraft flight manual which is potentially hazardous or contrary to ECAA policies, the examiner should notify the designating FICA.

A. Personal Prejudices.

An examiner shall not allow personal prejudices to interfere with objective evaluation of an applicant. If a personality conflict or disagreement develops between the examiner and the applicant prior to any unsatisfactory performance by the applicant, the examiner or the applicant may discontinue the practical test. In this case, the examiner issues a letter of discontinuance.

B. Appointments.

An examiner is expected to honor appointments

C. Test Environment.

The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private .

3. EXAMINER LIMITATIONS.

A. Alter/Amend Certificate.

An examiner shall not alter or amend any pilot or flight instructor certificate. Applicants who have passed tests for additional ratings shall be issued new certificates.

B. Authorized Aircraft.

An examiner shall not conduct a practical test in any aircraft for which the examiner does not hold a category, class, and, if appropriate, a type rating. An examiner shall not conduct a practical test in any multiengine airplane, helicopter, turbine powered aircraft, or large aircraft other than those shown in a LOA issued by the designating FICA.

C. Medical Flight Tests.

Unless specifically authorized by the designating FICA, an examiner shall not accept an application for an airman certificate or rating from an applicant requiring a special medical flight test. Such applicants should be referred to FICA.

D. English Language Requirement.

An examiner shall ensure that applicants are able to demonstrate compliance with the English language competency requirements of the regulations.

4. STATUS OF EXAMINERS DURING PRACTICAL TESTS.

An examiner conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the certificate or rating sought. The examiner is not PIC of the aircraft during a practical test unless acting in that capacity by prior arrangement with the applicant or other PIC of the flight. The ECAA does not recommend that an examiner agree to act as PIC of a flight during a practical test.

A. Advice and Assistance.

An examiner conducting a practical test may find it necessary to give advice or assistance to the applicant during a test. If the examiner gives advice to the applicant or assists the applicant in manipulating the flight controls EXCEPT in situations not caused by the applicant's performance and requiring that the examiner intercede to ensure the safety or continuity of the flight, the assistance or advice would constitute unsatisfactory performance on the part of the applicant. An example of examiner assistance not caused by the applicant's performance would be the examiner's action to turn the aircraft away from conflicting traffic when the applicant is wearing a vision limiting device. Providing advice or assistance does not change the status of the examiner in regard to PIC responsibility. The examiner should discuss this issue with the applicant as part of the overall practical test briefing.

B. Physical Location of the Examiner During a Practical Test.

With certain exceptions, an examiner accompanies an applicant in the aircraft during the practical test. However, the examiner may observe from the ground an applicant's performance of autorotations to touchdown during CFI certification practical tests in helicopters if the applicant is the sole occupant of the aircraft. Also, the examiner may observe from the ground or another aircraft the performance of aerial maneuvers by an applicant flying a single control or single place aircraft such as a vintage airplane.

C. Examiner Station in an Aircraft Requiring a Flightcrew of Two or More.

During practical tests given on aircraft requiring a flightcrew of two or more, the examiner should give the practical test from a designated jump seat or place in the cabin from which the flight can be adequately observed. When an examiner conducts a practical test from a jump seat or station in the cabin, a pilot who is qualified to act as PIC in that aircraft must occupy a pilot seat.

D. Examiner Elects to Serve as a Required Crewmember.

Examiners must observe special considerations when electing to serve as a required flight crewmember during a practical test. In such cases, in addition to being appropriately rated and holding a current medical certificate, the examiner must also be current in accordance with ECAR part's 61 and 91, as applicable. Due to liability considerations, examiners should exercise caution when deciding whether to conduct a practical test in which they will serve as a required crewmember.

5. CARRIAGE OF PASSENGERS DURING PRACTICAL TESTS.

The practice of carrying persons other than those participating in the practical test shall be limited to individuals who have a legitimate interest in the practical test.

A. Authorized Persons. Persons who may be carried during a practical test include:

- (1) persons preparing for a similar practical test;
- (2) CFI's assigned to similar flight training activities;
- (3) the applicant's CFI;
- (4) examiners who are authorized to conduct similar tests
- (5) chief pilots or instructors for flight schools and corporate operators;
- (6) owner/operators of the aircraft; and
- (7) ECAA inspectors.

B. Unauthorized Persons.

Examples of unauthorized persons are nonflying relatives of the applicant, persons not involved in a flight training program, nonflying employees or friends of the owner/operator.

C. Consent for Passenger Carriage.

The carriage of authorized persons must have the consent of the applicant, the examiner, and the owner/operator, if applicable.

D. Additional Crewmembers.

In some aircraft, tasks such as simulated equipment failures or emergency procedures momentarily may make it difficult for the flightcrew and the examiner to maintain good vigilance to situations outside the aircraft. In such cases, the examiner may request that a qualified observer be provided to assist in maintaining a constant watch for other air traffic.

6. AIRCRAFT USED FOR PRACTICAL TESTS.

An applicant for an airman certificate or rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. **A. Military Aircraft.**

7. AIRCRAFT EQUIPMENT.

The aircraft furnished for a practical test by an applicant must have the equipment required to accomplish each area of operation on the practical test. The equipment shall have no operating limitation which would prohibit the aircraft's use in any required task or operation. The applicant may need to use two or more aircraft to accomplish all of the practical test requirements.

A. Adequate Visibility.

The aircraft must have pilot seats with adequate visibility for safe operation and, when the examiner conducts the test from a jump seat, have cockpit and outside visibility adequate for the examiner to evaluate the applicant's performance.

B. View Limiting Device.

During the practical test for an instrument rating or other certificates/ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the examiner, which prevents flight by visual reference.

C. Required Controls.

An aircraft (other than lighter-than-air) must have engine power and flight controls that are easily reached and operable in a normal manner by both pilots.

8. ENGINE SHUTDOWN ON MULTIENGINE AIRPLANES DURING PRACTICAL TESTS.

To determine an applicant's ability to recognize a failed engine, examiners often simulate engine failure by shutting off the mixture control. This is sometimes done at very low altitudes. An accident which occurred in the traffic pattern of an airport during a practical test for a multiengine airplane class rating may have been caused by shutting off the mixture control. As a result, the National Transportation Safety Board issued a recommendation that instructors and examiners substitute reduction of power at altitudes below 3,000 feet above ground level to simulate an engine loss. Examiners **SHALL USE** reduction of power to simulate an engine failure at low altitudes and encourage instructors and pilot schools to follow the same practice.

A. Discussion with Applicant.

DPEs conducting practical tests in multiengine airplanes shall discuss the method of simulating engine failure with the applicant before the test. The examiner and the applicant shall discuss and follow the aircraft manufacturer's recommended procedures.

B. Feathering Propellers.

The feathering of a propeller in any multiengine airplane equipped with propellers which can be safely feathered and unfeathered in flight shall be demonstrated. An

appropriately equipped airplane shall be provided by the applicant. This maneuver shall be performed only under such conditions and at such altitudes (no lower than 3,000 feet above the surface) and positions where safe landings on established airports can be readily accomplished. At altitudes lower than 3,000 feet above the surface, simulated engine failure shall be performed by throttling the engine to idle, then to zero thrust.

9. STRUCTURE OF THE PRACTICAL TEST.

The practical test consists of a demonstration of aeronautical knowledge and a demonstration of aeronautical skill. The two demonstrations are not intended to be separate tests. They should be conducted concurrently.

A. Demonstration of Aeronautical Knowledge.

The demonstration of aeronautical knowledge is sometimes called the oral portion of the practical test. Generally, it consists of a question and answer exchange between the examiner and the applicant. The knowledge which should be tested is identified in the applicable PTS and part 61.

(1) The questions the examiner asks the applicant should be clearly stated and have only one correct response. The correct response to the question should reflect a clear understanding of the subject by the applicant. Trick questions should be avoided. The correct answers to all questions should be available in the regulations, the airplane flight manual, or other references listed in the applicable PTS.

(2) The examiner should maintain a relaxed atmosphere; however, the examiner should not give the applicant instruction during the practical test. If the applicant consistently gives incorrect, confused, or unrelated answers to the examiner's questions, the examiner must terminate the test and issue a notice of disapproval.

B. Airman Knowledge Test Report.

An examiner conducting a practical test shall note the failed areas coded on the applicant's knowledge test report to identify possible deficiencies which may affect the applicant's flight performance. Examiners shall maintain a current list of subject areas and use this list as an aid in evaluating applicants' knowledge.

(1) A CFI may endorse the written test report form, attesting that the applicant has received instruction in the areas missed on the test.

(2) The CFI may also make an entry in the applicant's logbook or a statement on a separate piece of paper, attesting that the applicant has received the required instruction.

C. Group Testing.

Normally, an examiner administers the oral portion of the practical test to each applicant individually. This ensures confidentiality and allows the examiner to conduct the test as the situation requires. In some circumstances, such as when the examiner is testing a crew of two, it may be advantageous to administer the oral portion of the test to two applicants simultaneously. When two applicants of similar backgrounds have trained in the same aircraft or training course and are being tested for identical certificates, simultaneous testing may be conducted if no more than two applicants are tested and both applicants and the examiner agree to that method. If either applicant prefers to be tested separately, the examiner shall conduct separate oral tests.

D. Demonstration of Aeronautical Skill.

The demonstration of aeronautical skill is the flight/simulator portion of the practical examination where the applicant demonstrates flight proficiency for the certificate or rating sought.

(1) The PTS detail the areas of operation, tasks, and objectives for the certificate or rating. If the applicant does not meet the standards of performance of any task performed, the associated pilot operation is failed and, therefore, the practical test is failed. The applicant is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test.

(2) The examiner or the applicant may discontinue the test at any time when the failure of a required operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant shall receive credit for only those areas of operations which were successfully performed. With the consent of the examiner, the

applicant may also elect to continue the test after failing a required item. The applicant will receive credit only for those operations which are satisfactorily completed.

10. PRACTICAL TEST DISCONTINUATION.

Environmental, mechanical, or personal situations can occur which should cause the test to be discontinued. In such cases, the examiner should assure the applicant that he or she has not failed the practical test and shall attempt to reschedule the test as soon as possible. Some of the reasons for discontinuance of a practical test are unforecast weather, unforeseen mechanical problems after the test has begun, and applicant or examiner incapacitation.

A. Letter of Discontinuance.

When a practical test is discontinued for reasons other than unsatisfactory performance,

The applicant may use the letter to show an examiner which portion of the practical test was successfully completed, provided that another test is attempted within 60 days

B. Examiner Authority to Re-examine.

Whenever the examiner has reason to doubt the applicant's competence in areas for which the applicant received credit during a previous practical test, the examiner shall re-examine the applicant on all areas of operation required for that certificate or rating.

11. REPEATING MANEUVERS ON PRACTICAL TESTS.

A maneuver that is not performed to the required standards during a practical test may not be repeated unless one of the following conditions applies.

A. Discontinuance of the Maneuver.

A maneuver may be discontinued for a valid safety reason; e.g., an approach to a landing is aborted and the applicant executes a go-around or other procedure to modify the originally planned maneuver.

B. Collision Avoidance.

The performance of a maneuver may be interrupted due to the applicant's action to avoid other traffic or the examiner's intervention on the flight controls to avoid another aircraft which the applicant could not have seen due to a view-limiting device or other factors.

C. Misunderstood Requests.

A legitimate misunderstanding may occur between the applicant and the examiner when an applicant does not understand the examiner's request to perform a specific maneuver. However, the applicant's failure to understand how to perform the maneuver being requested is not grounds for repeating a maneuver.

D. Other Factors.

A condition which distracts the examiner so that the examiner cannot adequately observe the applicant's performance of the maneuver, such as conflicting traffic or ATC instructions, may occur.

12. PRACTICAL TEST PREFLIGHT BRIEFING.

The examiner shall conduct a preflight briefing on safety procedures, the duties of the safety pilot, and each participant's responsibilities and duties before the flight portion of each practical test. This briefing must be accomplished regardless of the experience and abilities of the participants. The briefing must include a discussion of the methods to be used to simulate an engine failure if a multiengine aircraft is to be used for the test. The manufacturer's recommendations shall be discussed and used.

A. Safety Pilot.

When an examiner conducts a practical test from a station other than a pilot seat, a qualified pilot must be designated as the safety pilot for the practical test and must occupy a pilot station during the test. When the examiner occupies a pilot station, he/she may perform the role of safety pilot.

(1) The safety pilot physically intervenes on the flight controls before a maneuver or procedure deteriorates to an unsafe level.

(2) The safety pilot protects the overall safety of the flight to whatever extent necessary and ensures that all maneuvers, procedures, and/or alternate courses of action are performed safely.

(3) The examiner, when not occupying a pilot station, must rely on the safety pilot to interfere and override any decision by the examiner, the applicant, or other person, if safety requirements demand that action.

B. Performance Criteria.

The briefing shall include a discussion of the PTS criteria and the standards which the examiner will use to determine whether the applicant has performed a maneuver satisfactorily.

C. Repetition of Maneuvers.

The briefing shall also include a discussion of the circumstances under which a maneuver may be repeated on the test.

13. RETEST IN EVENT OF FAILURE.

An applicant who fails a practical test may not apply for retesting until 30 days after the date the test was failed. However, in the case of a first failure, the applicant may apply for retesting before the 30 days have elapsed if the applicant presents a logbook or training record endorsement from an authorized instructor, certifying that the instructor has given the applicant additional instruction and finds the applicant competent to pass the test. For all retests within 30 days after a first failure, including ATP and type rating tests.

14. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS.

In the event that an accident or incident occurs during a practical test, the examiner should ensure that the PIC follows the prescribed procedures for reporting the occurrence. The safeguarding of lives and property is the highest priority. As soon as possible, the examiner should notify the designating FICA of the accident or incident.

15. PREREQUISITES FOR PRACTICAL TESTS.

To be eligible for a practical test, an applicant must meet all requirements of part 61 applicable to the certificate or rating sought and comply with the following prerequisites.

A. Knowledge Test.

Unless otherwise stipulated, the applicant must have passed any required knowledge test within the 24 calendar months preceding the practical test. In cases where an applicant is permitted to take a short ECAA test in lieu of the regular ECAA test, the applicant must hold the rating on the applicant's airman certificate that authorizes the use of that short knowledge test.

B. Demonstrated Ability.

If an examiner accepts an application from an airman who has a Statement of Demonstrated Ability

C. Airman Certificate and/or Rating Application.

An applicant for a certificate or additional rating must present a properly completed ECAA Airman Certificate and/or Rating Application.

D. Airman Records/Logbooks.

An applicant for a certificate or rating must present a reliable record to the examiner which clearly shows the accomplishment of those requirements. The examiner shall verify that the applicant meets all eligibility and experience requirements for the certificate or rating sought.

16. PREPARATION OF THE CERTIFICATION FILE.

The examiner who conducts a certification practical test is responsible for the completeness and accuracy of the certification file.

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites.

This task requires current designation as a DPE, at least a second-class medical certificate, knowledge of part 61, 121, and all applicable PTS, and examiner.

B. Coordination.

This task may require coordination with an operations inspector.

2. PROCEDURES.

Verify Applicant's Identity.

Inspect acceptable forms of identification to establish the applicant's identity. Compare the applicant's identification documents with the personal information.

(1) Check the airman identification box and enter the form of identification, the number, and the expiration date, if any

(2) If the applicant prefers to use a post office box or resides on a rural route, boat, or other location requiring a post office box number or rural route number, attach the applicant's signed disclosure of this information to the certification file.

(3) If an alternative method of identification must be used, contact the FICA for authorization. If authorized, disclose the procedures used, on a separate sheet of paper and attach the sheet to the certification file.

(4) If the applicant's identity cannot be verified due to lack of acceptable documents, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification. If necessary, direct the applicant to a FICA to complete the identification process.

(5) If it appears that the applicant's identity is different than that represented on the ECAA Form or that an attempt at falsification has been made, do not continue the process. Notify the FICA.

FIGURE 1 SAMPLE LETTER OF DISCONTINUANCE

[Applicant's Name and Address]

Dear _____:

On this date, [Enter Date], you successfully completed a portion of the practical test indicated below:

Certificate/Rating:

Private Commercial ATP

Additional Aircraft Category/Class Rating:

ASEL ASES AMEL AMES

Rotorcraft - Helicopter Rotorcraft - Gyroplane

LTA - Free Balloon LTA - Airship

Glider

Instrument Rating: Airplane Helicopter

Type Rating: Aircraft Type _____ [Enter Type] _____

Flight Instructor: Initial Renewal Reinstatement

Additional Instructor Rating _____ [Enter Rating] _____

Aircraft Used: Registration No. _____ Make/Model _____

The practical test was discontinued because of: _____ [Indicate Reason] _____

If application is made by [Enter Date 60 Days From Date of Test], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

_____ [List Areas of Operation Satisfactorily Completed] _____

AFTER [Expiration Date], YOU MUST REPEAT THE ENTIRE TEST.

NOTE: This letter does not extend the expiration date(s) for your written/computer test results, your graduation certificate, airman medical certificate, or the required instructor endorsements.

Sincerely,

[Examiner's Signature] Designation Number: _____

FIGURE 2 LIST OF SHORT TESTS AUTHORIZED

KEY: A = Rating Held (Required)
 B = Rating Sought
 C = Short Test

A = Instrument - Airplane
B = Instrument - Helicopter
C = IHS

A = Instrument - Helicopter
B = Instrument - Airplane
C = IAS

A = Flight Instructor - Airplane
B = Flight Instructor - Gyroplane
C = GFA

A = Flight Instructor - Airplane
B = Flight Instructor - Helicopter
C = HFA

A = Flight Instructor - Instrument - Helicopter
B = Flight Instructor - Instrument - Airplane
C = AIF

A = Flight Instructor - Instrument - Airplane
B = Flight Instructor - Instrument - Helicopter
C = HIF

A = Flight Instructor - Gyroplane
B = Flight Instructor - Airplane
C = AFA

A = Flight Instructor - Gyroplane
B = Flight Instructor - Helicopter
C = HFA

A = Flight Instructor - Helicopter
B = Flight Instructor - Airplane
C = AFA

A = Flight Instructor - Helicopter

B = Flight Instructor - Gyroplane
C = GFA

A = Flight Instructor - Airplane or Helicopter
B = Flight Instructor - Glider
C = AFG

A = ATP - Airplane
B = ATP - Helicopter
C = ARH

A = ATP - Helicopter
B = ATP - Airplane
C = ARA

A = Recreational Pilot - Airplane
B = Private Pilot - Airplane
C = PAT

A = Recreational Pilot - Helicopter
B = Private Pilot - Helicopter
C = PHT

A = Recreational Pilot - Gyroplane
B = Private Pilot - Gyroplane
C = PGT

FIGURE 3 SAMPLE COMPUTER TEST REPORT

EGYPTIAN CIVIL AVIATION AUTHORITY
Airman Computer Test Report

EXAM TITLE: Pilot Airplane (PAR)

NAME:

ID NUMBER: 123456789 TAKE: 1
DATE: SCORE: 82 GRADE: Pass

Subject areas in which questions were answered incorrectly

A20 B01 B03 H01 H04 I21 I22 J03 J05 K52 M92

EXPIRATION DATE: 08/12/2001

DO NOT LOSE THIS REPORT

Authorized instructor's statement (If Applicable)

I have given Mr./ Ms. _____ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.

Last _____ Initial _____ Cert. No. _____ Type _____
(Print Clearly)

Signature _____

ECAA
Seal

FIGURE 4 LETTER FROM 141 SCHOOL WITH WRITTEN TEST EXAMINING AUTHORITY

(SCHOOL LOGO)

ECAA Certificate Number: _____

This certifies that:

[Name]

[Address]

has satisfactorily completed each required stage and the test for those stages in the program of study as prescribed in Part 141, Subpart D, Examining Authority. The applicant is issued this document as evidence of meeting the ECAA knowledge test requirements for pilot certification.

(If Applicable)

NOTE: Written testing and grading for instructor certificates and ATP ratings was conducted in accordance with exemption number _____ to Section 141, dated _____.

FINAL EXAMINATION RESULTS:

Test: _____

Date of Test: _____

Expiration Date: _____

Take Number: _____

Grade: _____

Subject Areas Failed: _____

[Signature]

[Printed Name],

Embossed
Seal

