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1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures to be followed when applying for authorization as a Designated Flight Instructor or Examiner. The circular outlines the qualification requirements, privileges, limitations, authorization procedures, oversight mechanisms and renewal requirements applicable to designated instructors and examiners under the Civil Aviation (Personnel Licensing) Regulations as amended.

2.0 REFERENCES

- 2.1 Regulations 5, 81-90,91 and 92 of the Civil Aviation (Personnel Licensing) Regulations 2017 as amended.
- 2.2 The prescribed application forms.
- 2.3 Relevant Authority procedures and guidance relating to licensing, training and examiner authorization.

3.0 DEFINITIONS

For the purpose of this Advisory Circular:

Flight Instructor (FI)

A pilot authorized to provide flight training for the issue, renewal or revalidation of pilot licences, ratings and certificates.

Flight Examiner (FE)

A person authorized by the Authority to conduct skill tests, proficiency checks and assessments of competence for the issue, renewal or revalidation of licences and ratings.

Type Rating Instructor (TRI)

A pilot instructor authorized to conduct training for type ratings on specific aircraft types, including initial, recurrent, or refresher training, in both aircraft and approved simulators.

Type Rating Examiner (TRE): A pilot examiner authorized to conduct skill tests and proficiency checks for the issue, revalidation, or renewal of type ratings and ATPL(A) on specific aircraft types.


Synthetic Flight Instructor (SFI)

An instructor authorized to conduct training in Flight Simulation Training Devices (FSTDs) for aircraft type ratings and other simulator-based training.

Simulator Flight Examiner (SFE)

An examiner authorized to conduct skill tests and proficiency checks using approved flight simulation training devices.

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4.0 GUIDANCE AINFORMATION

- 4.1 Applications for authorization as a Flight Instructor or Flight Examiner shall be submitted to the Authority using the prescribed forms.
- 4.2 Application forms and guidance material may be obtained from the Authority website or licensing portal.
- 4.3 Applications shall be accompanied by supporting documentation demonstrating compliance with the requirements of the Civil Aviation (Personnel Licensing) Regulations as amended.
- 4.4 Authorization as a Designated Flight Instructor or Flight Examiner is granted only to persons who demonstrate:
 - (i) Adequate operational experience
 - (ii) Instructional competence
 - (iii) Knowledge of applicable regulations
 - (iv) Professional integrity and sound judgment
- 4.5 The Authority reserves the right to grant, limit, suspend or revoke authorization where necessary in the interest of aviation safety or regulatory compliance.

5.0 QUALIFICATION REQUIREMENTS FOR FLIGHT INSTRUCTORS (FI)

5.1 General Requirements

An applicant seeking authorization as a Flight Instructor (FI) shall:

- (a) Hold a valid Commercial Pilot Licence (CPL) or Airline Transport Pilot Licence (ATPL) appropriate to the aircraft category.
- (b) Hold the aircraft class or type rating for the aircraft on which instruction will be given.
- (c) Hold a valid Instrument Rating where instruction involves instrument flight training.
- (d) Demonstrate the ability to teach theoretical knowledge subjects and flight training procedures.
- (e) Successfully complete an approved Flight Instructor training course.
- (f) Successfully complete a Flight Instructor skill test conducted by an authorized examiner.
- (g) Demonstrate knowledge of:
 - (i) Flight instruction techniques
 - (ii) Human performance and limitations
 - (iii) Threat and Error Management
 - (iv) Operational procedures and flight safety practices.

5.2 Experience Requirements

Applicants for Flight Instructor authorization should normally have:


- (i) At least 200 hours of flight time as pilot-in-command
- (ii) Adequate operational experience relevant to the type of training to be conducted
- (iii) Demonstrated proficiency in the aircraft category

5.3 Privileges of a Flight Instructor

A Flight Instructor may, within the scope of authorization:

- (a) Conduct flight training for the issue of pilot licences.
- (b) Provide training for the issue, renewal or revalidation of ratings.
- (c) Provide instrument flight training where appropriately qualified.

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- (d) Conduct training for class and type ratings where approved.
- (e) Conduct raining required prior to skill tests or proficiency checks.

5.4 Limitations

Flight Instructor privileges shall be exercised only:

- (i) Within the aircraft category and class authorized
- (ii) While holding valid instructor and pilot licence privileges
- (iii) In accordance with approved training programmes

6.0 SYNTHETIC FLIGHT INSTRUCTOR (SFI)

6.1 General

A Synthetic Flight Instructor (SFI) is authorized to conduct training in Flight Simulation Training Devices (FSTDs) for aircraft type ratings and multi-crew operations. This authorization allows experienced pilots to conduct simulator-based training even where they may not provide training in the aircraft.

6.2 Qualification Requirements

Applicants for SFI authorization shall:

- (a) Hold a CPL or ATPL with Instrument Rating.
- (b) Hold a type rating for the aircraft type represented by the simulator.
- (c) Have significant operational experience in multi-pilot aircraft operations.
- (d) Demonstrate knowledge of:
 - (i) Simulator training techniques
 - (ii) Multi-crew cooperation
 - (iii) Standard operating procedures
 - (iv) Human factors and crew resource management
- (e) Successfully complete an approved SFI training course.
- (f) Successfully complete an SFI assessment of competence conducted by an authorized examiner/inspector.

6.3 Experience Requirements


Applicants should normally have:

- (i) Significant experience in multi-crew aircraft operations
- (ii) Experience as a training captain, instructor or check pilot, or equivalent operational experience

6.4 Privileges of a Synthetic Flight Instructor

A Synthetic Flight Instructor may:

- (i) Conduct simulator training for aircraft type ratings
- (ii) Conduct multi-crew cooperation training
- (iii) Conduct instrument flight training in simulators
- (iv) Conduct training for recurrent simulator training programmes

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6.5 Limitations

SFI privileges are limited to:

- (i) Flight Simulation Training Devices
- (ii) The aircraft type represented by the simulator
- (iii) Approved training organizations or operators

7.0 QUALIFICATION REQUIREMENT FOR FLIGHT EXAMINER

7.1 An applicant seeking authorization as a Designated Flight Examiner shall meet the following general qualification requirements:


- (a) Hold a valid pilot licence and rating at least equal to the licence or rating which examiner privileges are sought.
- (b) Hold an appropriate Flight instructor rating for the aircraft category concerned.
- (c) Have completed not less than 1,000 hours of total flight time, including at least 200 hours of flight instruction, unless otherwise specified for a particular examiner category.
- (d) Demonstrate appropriate operational experience, technical knowledge and professional competence related to the privileges of an examiner.
- (e) Demonstrate adequate knowledge of:
 - (i) Skill test standards
 - (ii) Evaluation techniques
 - (iii) Licensing regulations
 - (iv) Safety procedures
- (f) Successfully complete an examiner authorization assessment under the observation of the Authority.
 - The examiner assessment shall include:
 - (i) Pre-test briefing of the candidate
 - (ii) Conduct of the practical skill test
 - (iii) Evaluation and grading of candidate performance
 - (iv) Post-flight debriefing
 - (v) Proper completion of examination documentation
- (g) Not have been subject to sanctions, suspension or limitation of licences or ratings within the previous twelve (12) months.

7.2 QUALIFICATION FOR SPECIFIC FLIGHT EXAMINER CATEGORIES

In addition to the general qualification requirements in 3.2, applicants seeking authorization to conduct skill tests for aeroplane licences shall meet the following experience levels:

7.2.1 PPL(A) Examiner

- (a) An examiner conducting skill tests for the issue of a Private Pilot Licence (Aeroplane) and associated single-pilot class ratings shall have:
 - (i) A minimum of 1,000 hours of flight time as a pilot on aeroplanes, and
 - (ii) At least 250 hours of flight instruction.

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- (b) These requirements are consistent with international examiner standards which require examiners conducting PPL skill tests to possess significant instructional experience.

7.2.2 CPL(A) Examiner

An examiner conducting skill tests for the Commercial Pilot Licence (Aeroplane) shall have:

- (i) A minimum of 2,000 hours of flight time as a pilot, and
- (ii) At least 250 hours of flight instruction.

7.2.3 ATPL Examiner

An examiner conducting skill tests for the Airline Transport Pilot Licence shall have:

- (i) At least 2,000 hours total flight time, and
- (ii) At least 500 hours of instructional flight experience.

7.3 INITIAL MULTI-ENGINE EXAMINER

7.3.1 A Multi-Engine Examiner conducts skill tests for the issue, re-issue, validation and conversion of initial multi-engine ratings.

7.3.2 Applicants shall possess:

- (i) A minimum of 2,000 hours total flight time,
- (ii) At least 450 hours of instructor flight time,
- (iii) At least 1,500 hours on multi-engine aircraft, and
- (iv) Not less than 500 hours as Pilot-in-Command on multi-engine aircraft.

7.4 INSTRUCTOR RATING EXAMINER

7.4.1 An Instructor Rating Examiner is authorized to conduct practical skill tests for the issue of a Flight Instructor Rating.

7.4.2 Applicants shall possess:

- (i) A minimum of 2,000 hours total flight time, and
- (ii) At least 100 hours of flight instruction specifically related to training instructor rating applicants.


7.5 INSTRUMENT RATING TEST EXAMINER

7.5.1 This examiner conducts practical skill tests for the issue, renewal or revalidation of Instrument Ratings.

7.5.1.1 Applicants shall:

- (i) should be a person of integrity,
- (ii) Hold CPL/IR or ATPL/IR,
- (iii) Hold a Flight Instructor Rating,
- (iv) Have 2,000 hours total flight time, and
- (v) Have at least 450 hours under Instrument Flight Rules (IFR).

7.5.1.2 The examiner for **Renewal of instrument rating** for renewal or revalidation of Instrument Ratings shall:

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- a) should be a person of integrity,
- b) should be a holder of a valid CPL/Instrument Rating or ATPL/instrument rating as appropriate
- c) shall have –
 - (i) a minimum of 2000 hours total flight time
 - (ii) not less than 450 hours under IFR

7.6 Type Rating Instructor (TRI)

7.6.1 General:

A TRI is a pilot authorized to provide training for type ratings on specific aircraft types, either in the aircraft or approved flight simulators.

7.6.2 Qualification:

- (i) Holds a valid **ATPL(A) or CPL(A)**.
- (ii) Holds a **valid type rating** on the aircraft type to be instructed.
- (iii) Completed a **TRI training course** approved by the Authority.
- (iv) Demonstrated competence in both **training techniques and aircraft operations**.

7.6.3 Privileges:

- (i) Conduct initial type rating training.
- (ii) Conduct recurrent or refresher training for type ratings.
- (iii) Conduct simulator and aircraft instruction for pilots on that type.

7.6.4 Limitations:

- (i) Cannot conduct **skill tests or proficiency checks** for license issuance; that is reserved for a TRE.
- (ii) Restricted to the **aircraft type(s) for which the TRI is qualified**.


7.7 Type Rating Examiner (TRE)

7.7.1 General:

A TRE is a pilot examiner authorized to assess pilot competence and conduct skill tests and proficiency checks for type ratings and ATPL(A) issuance.

7.7.2 Qualification:

- (i) Holds a valid ATPL(A).
- (ii) Holds a valid type rating on the aircraft type to be examined.
- (iii) Holds a current TRI authorization or equivalent experience.
- (iv) Completed a TRE training and assessment course approved by the Authority.

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7.7.3 Privileges:

- (i) Conduct skill tests for the initial issue of type ratings for aeroplanes (TRE(A)) or powered-lift aircraft (TRE(PL)).
- (ii) Conduct proficiency checks for revalidation or renewal of type ratings and instrument ratings (IRs).
- (iii) Conduct skill tests for ATPL(A) issuance on the qualified type.

7.7.4 Limitations:

- (i) TRE privileges are restricted to the specific aircraft category and type for which authorized.
- (ii) Cannot provide standard type rating training; only assessment functions are allowed.

7.8 SIMULATOR FLIGHT EXAMINER (SFE)


7.8.1 General

A Simulator Flight Examiner (SFE) is an examiner authorized to conduct skill tests, proficiency checks and assessments of competence using an approved Flight Simulation Training Device (FSTD) for multi-pilot aircraft operations.

7.8.2 Qualification Requirements

Applicants for authorization as an SFE shall:

- (a) Hold a valid ATPL or CPL with Instrument Rating
- (b) Hold a valid aircraft type rating for the aircraft type represented in the simulator
- (c) Have significant experience in multi-pilot aircraft operations
- (d) Possess relevant training or checking experience, such as:
 - (i) Type Rating Instructor (TRI)
 - (ii) Synthetic Flight Instructor (SFI)
 - (iii) Training Captain or Check Pilot experience
- (e) Demonstrate knowledge of:
 - (i) Flight Simulation Training Devices (FSTD)
 - (ii) Simulator training techniques
 - (iii) Skill test and proficiency check standards
- (f) Successfully complete an examiner assessment in an approved simulator

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7.8.3 Privileges of a Simulator Flight Examiner

A Simulator Flight Examiner may conduct the following activities in an approved simulator:

- (i) Skill tests for aircraft type ratings
- (ii) Proficiency checks for renewal or revalidation of type ratings
- (iii) Instrument rating proficiency checks
- (iv) Operator Proficiency Checks (OPC)
- (v) Assessments of competence for simulator instructors

7.8.4 Limitations

A Simulator Flight Examiner shall:

- (i) Conduct tests only for aircraft types for which authorization has been granted
- (ii) Conduct examinations only in Authority approved simulators
- (iii) Not conduct tests for candidates to whom the examiner has recently provided training, unless authorized by the Authority

8.0 QUALIFICATION REQUIREMENTS FOR HELICOPTER FLIGHT EXAMINERS

8.1.1 Applicants seeking authorization as Helicopter Flight Examiners shall:

- (i) Hold a CPL(H) or ATPL(H) with an appropriate medical certificate.
- (ii) Hold a Flight Instructor Rating for helicopters.
- (iii) Have completed at least 1,000 hours of flight time as a helicopter pilot, including not less than 50 hours of flight instruction.
- (iv) Hold the appropriate helicopter type rating endorsed as Pilot-in-Command.
- (v) Demonstrate adequate professional experience and technical knowledge related to examiner duties.


8.2 PRIVILEGES OF DESIGNATED FLIGHT EXAMINERS

8.2.1 A Flight Examiner authorized by the Authority may conduct the following activities when his or her licence, ratings and examiner authorization permit:

- (i) Conduct skill tests for the issue of pilot licences.
- (ii) Conduct proficiency checks for the renewal or revalidation of licences and ratings.
- (iii) Conduct practical tests for the issue of aircraft type ratings.
- (iv) Conduct instrument rating skill tests and proficiency checks.
- (v) Conduct simulator proficiency checks for multi-pilot aircraft.
- (vi) Conduct practical tests for class ratings including single-engine and multi-engine ratings.

8.2.2 Aeroplane Flight Examiner privileges may include conducting:

- (i) Skill tests for Private Pilot Licence (PPL(A))
- (ii) Skill tests for Commercial Pilot Licence (CPL(A))

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- (iii) Skill tests and proficiency checks for single-pilot class and type ratings
- (iv) Skill tests and proficiency checks for Light Sport Aircraft /microlight pilot licence
- (v) Skill tests for specialized ratings such as mountain ratings, where applicable
- (vi) Proficiency checks for instrument ratings

8.2.3 Helicopter Flight Examiner privileges may include conducting:

- (i) Skill tests for PPL(H)
- (ii) Skill tests for CPL(H)
- (iii) Skill tests and proficiency checks for single-pilot helicopter type ratings
- (iv) Skill tests and proficiency checks for multi-engine helicopter type ratings

8.2.4 Where authorized by the Authority, examiners may also conduct:

- (i) Initial or recurrent proficiency checks
- (ii) Operator Proficiency Checks (OPC)
- (iii) Simulator proficiency checks

8.3 LIMITATIONS APPLICABLE TO FLIGHT EXAMINERS

8.3.1 A Flight Examiner shall exercise examiner privileges only within the scope of the authorization issued by the Authority.

8.3.2 A Flight Examiner shall not conduct a skill test or proficiency check for a licence or rating unless:

- (i) The examiner holds a valid licence and rating equivalent to the licence or rating being tested.
- (ii) The examiner holds a current examiner authorization covering that category or class of aircraft.

8.3.3 A Flight Examiner shall not normally conduct a skill test for an applicant to whom the examiner has provided recent flight instruction for that licence or rating, except with prior written approval from the Authority.

8.3.4 Examiners shall ensure that all skill tests and proficiency checks are conducted in accordance with the approved testing requirements and procedures established by the Authority.

8.3.5 Examiners shall maintain objectivity and impartiality and shall not allow personal interests, employment relationships or other considerations to influence the outcome of a test.


8.3.6 The Authority may limit the scope of an examiner authorization where necessary in the interest of safety or regulatory compliance.

8.3.7 An examiner who fails to maintain required standards of performance, professional conduct or regulatory compliance may have his or her authorization suspended, restricted or withdrawn by the Authority.

8.4 AUTHORIZATION PROCEDURES

8.4.1 Application Process

- (a) Applicants seeking authorization as a Designated Flight Instructor or Flight Examiner shall submit an application to the Authority using the prescribed application forms.

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- (b) Applications shall be submitted through the Authority’s online licensing and certification portal, where available. The applicant shall complete the online application form and upload all required supporting documentation.
- (c) Where online submission is not available or feasible, applications may be submitted directly to the Authority using the prescribed forms.
- (d) The application shall be accompanied by supporting documents including, but not limited to:
 - (i) Copies of the applicant’s pilot licence and ratings
 - (ii) Evidence of flight experience and instructional experience
 - (iii) Evidence of current medical certification
 - (iv) Logbook extracts demonstrating the required flight time and instructional experience
 - (v) Any other documentation required by the Authority to verify compliance with regulatory requirements.

8.4.2 Evaluation of Application


- (a) Upon receipt of the application, the Authority shall review the submission to determine whether the applicant meets the applicable qualification and experience requirements.
- (b) The evaluation process shall include:
 - (i) Verification of licences, ratings and medical certification
 - (ii) Verification of flight experience and instructional experience
 - (iii) Confirmation that the applicant satisfies the minimum regulatory requirements for the relevant instructor or examiner category
 - (iv) Determination of whether additional information or clarification is required.
- (c) Where deficiencies are identified, the Authority may request the applicant to provide additional documentation before further processing of the application.

8.4.3 Training Requirements

- (a) Where applicable, the Authority shall advise the applicant in writing of any training requirements that must be completed prior to authorization.
- (b) Such training shall be conducted in accordance with Regulation 92 of the Civil Aviation (Personnel Licensing) Regulations, 2017 as amended, and may include:
 - (i) Instructor training programmes
 - (ii) Examiner standardization training
 - (iii) Familiarization with applicable regulatory requirements
 - (iv) Training in examination procedures and evaluation techniques.

8.4.4 Examiner or Instructor Assessment

- (a) After completion of the required training, the applicant shall undergo an assessment of competence conducted by an inspector of the Authority or by an examiner authorized by the Authority for that purpose.
- (b) The assessment shall evaluate the applicant’s ability to perform the duties of a Flight Instructor or Flight Examiner, including:
 - (i) Pre-test briefing of the candidate
 - (ii) Conduct of the skill test or training exercise
 - (iii) Evaluation and grading of candidate performance

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- (iv) Post-flight or post-simulator debriefing
- (v) Proper completion of examination or training documentation.

8.4.5 Authorization

- (a) Where the Authority determines that the applicant has satisfactorily met all applicable requirements, the applicant shall be granted authorization as a Designated Flight Instructor or Flight Examiner.
- (b) The Authority shall issue a letter or certificate of authorization specifying:
 - (i) The scope of privileges granted
 - (ii) The aircraft category, class or type applicable
 - (iii) Any limitations attached to the authorization
 - (iv) The validity period of the authorization.

8.4.6 Notification and Publication

Upon issuance of the authorization, the Authority shall:

- (a) Notify the applicant in writing of the privileges, responsibilities and limitations associated with the authorization.
- (b) Notify Approved Aviation Training Organizations (ATOs) and relevant air operators of the individuals authorized to conduct training, skill tests or proficiency checks.
- (c) Maintain a register of authorized instructors and examiners for regulatory oversight purposes.


8.4.7 Oversight and Surveillance

- (a) The Authority shall conduct oversight and surveillance of authorized Flight Instructors and Flight Examiners to ensure continued compliance with regulatory requirements.
- (b) Oversight activities may include:
 - (i) Review of examination and training records
 - (ii) Observation of skill tests or training sessions
 - (iii) Periodic audits or inspections
 - (iv) Feedback from applicants, operators and training organizations.
- (c) Where necessary, the Authority may restrict, suspend or withdraw authorization if regulatory requirements or professional standards are not maintained.

9.0 VALIDITY OF DESIGNATED INSTRUCTOR AND EXAMINER AUTHORIZATION

- 9.1 Authorization issued to a Designated Flight Instructor or Flight Examiner shall remain valid for a period of twelve (12) months, unless suspended, limited or revoked by the Authority.
- 9.2 The privileges associated with the authorization may only be exercised when:
 - (i) The holder maintains a valid pilot licence and rating appropriate to the privileges exercised
 - (ii) The holder maintains valid instructor privileges, where applicable
 - (iii) The holder complies with the conditions and limitations specified in the authorization letter
- 9.3 Checking or examining privileges shall not be exercised where the corresponding pilot licence, instructor rating or medical certificate is no longer valid.

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10.0 RENEWAL AND RE-AUTHORIZATION REQUIREMENTS

- 10.1 Examiners and instructors seeking renewal of their authorization shall submit an application for re-authorization to the Authority not less than twenty-one (21) days before the expiration date.
- 10.2 The application for renewal shall include:
- (i) A completed prescribed renewal application form
 - (ii) A record of examinations or instructional activities conducted during the previous twelve months
 - (iii) Copies of relevant licence pages and ratings
 - (iv) Evidence of recent proficiency checks or instrument rating validity
 - (v) Evidence of attendance at Authority seminars or refresher training
- 10.3 To qualify for renewal, a Designated Flight Instructor or Examiner shall normally have:
- (a) Conducted at least four (4) skill tests or instrument rating tests within the validity period of the authorization.
 - (b) Attended a Designated Flight Instructor or Flight Examiner seminar or refresher training conducted by the Authority during the validity period.
 - (c) Successfully completed an Assessment of Competence conducted by an Authority Inspector or a Senior Designated Flight Examiner authorized by the Authority.
 - (d) Maintained valid:
 - (i) Pilot Proficiency Check (PPC)
 - (ii) Instrument Rating (where applicable)
 - (iii) Instructor privileges.
- 10.4 Where the authorization has **expired for more than one year**, renewal may require the applicant to:
- (i) Observe at least one skill test or proficiency check, and
 - (ii) Conduct two skill tests or proficiency checks under supervision in an aircraft or approved simulator, and
 - (iii) Successfully complete an assessment of competence conducted by the Authority.
- 10.5 Renewal of authorization shall be granted only when the Authority determines that the applicant continues to meet all competence, experience and regulatory requirements.

11.0 REFRESHER / RECURRENT TRAINING FOR DESIGNATED EXAMINERS AND INSTRUCTORS

- 11.1 To maintain the required level of professional competence, regulatory knowledge and standardization, all Designated Flight Instructors and Flight Examiners shall undergo periodic refresher or recurrent training approved or conducted by the Authority.
- 11.2 Refresher or recurrent training shall normally be conducted at least once every twelve (12) months, or as determined necessary by the Authority.
- 11.3 The refresher or recurrent training programme may include, but is not limited to, the following subjects:
- (i) Updates on Civil Aviation Regulations and licensing requirements
 - (ii) Changes to testing standards, procedures and guidance materials
 - (iii) Standardization of skill tests, proficiency checks and simulator assessments

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- (iv) Review of common errors and deficiencies observed during examinations
- (v) Updates on flight safety, human factors and risk management
- (vi) Best practices in instructional techniques and examiner conduct
- (vii) Updates on new aircraft types, training methodologies, or simulator technologies

11.4 Refresher or recurrent training may be conducted through:

- (i) Authority organized seminars or workshops
- (ii) Standardization meetings
- (iii) Online training sessions or virtual sessions

11.5 Participation in refresher or recurrent training shall be recorded and maintained by the Authority as part of the instructor or examiner's authorization file.

11.6 Completion of refresher or recurrent training shall be considered during the renewal or revalidation of examiner or instructor authorization.

11.7 Failure to complete the required refresher or recurrent training within the specified period may result in:

- (i) Suspension or limitation of examiner or instructor privileges, or
- (ii) Requirement to undergo additional training or assessment of competence before privileges may be exercised.

12.0 ANNUAL EXAMINER AND INSTRUCTOR STANDARDIZATION MEETINGS

12.1 In order to ensure the continued standardization, competence and regulatory compliance of Designated Flight Instructors and Flight Examiners, the Authority shall convene at least one annual meeting or seminar for all authorized instructors and examiners.

12.2 The purpose of the annual meeting is to:


- (a) Provide updates on regulatory amendments, licensing procedures and Authority policies
- (b) Promote standardization of testing and instructional practices
- (c) Discuss common deficiencies identified during skill tests, proficiency checks and training activities
- (d) Review examiner and instructor performance
- (e) Provide guidance on best practices in training, assessment and aviation safety
- (f) Address operational issues encountered by instructors and examiners in the conduct of their duties.

12.3 Attendance at the annual meeting or seminar shall be mandatory for all Designated Flight Instructors and Flight Examiners holding valid authorization issued by the Authority.

12.4 The Authority shall maintain a record of attendance for all instructors and examiners participating in the meeting.

12.5 Participation in the annual meeting or seminar shall form part of the requirements for renewal or revalidation of instructor or examiner authorization.

12.6 Where an authorized instructor or examiner is unable to attend the annual meeting due to exceptional circumstances, the individual shall notify the Authority and may be required to attend an alternative briefing, refresher training or standardization session approved by the Authority.

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12.7 Failure to attend the required annual meeting without acceptable justification may result in:

- (i) Delay in renewal of authorization, or
- (ii) Suspension or limitation of examiner or instructor privileges until the required standardization training has been completed.

13.0 SENIOR DESIGNATED FLIGHT EXAMINERS (SDFE'S)

13.1.1 For the purpose of carrying out duties on behalf of Inspectors, the TCAA may nominate a Senior Designated Flight Examiner within an organisation.

13.1.2 Minimum qualifications of a Senior designated flight examiner (SDFE):

- (a) The senior examiner designated by the Authority to conduct skill test or proficiency checks for revalidation of examiner authorization should have:
 - (i) Valid examiner authorization appropriate to the privileges being given
 - (ii) Experience level accepted by the Authority
 - (iii) Have conducted a number of skill tests or proficiency checks not less than 4 tests
- (b) The Authority may conduct an observation of the applicant or candidate carrying out a skill test and proficiency check under supervision of an inspector.
- (c) Applicants or candidates should be required to attend a senior examiner briefing, seminar arranged by the Authority. The seminar content and duration will be determined by the Authority and should include:
 - (i) Regulatory requirements;
 - (ii) Technical guidance materials (orders, checklist, forms);
 - (iii) the role of the senior examiner;
 - (iv) an examiner assessment;
- (d) The validity of the authorisation should not exceed the validity of the examiner's authorization, and in any case should not exceed 12 months. The authorisation may be renewed in accordance with procedures established by the Authority

13.1.3 Validity, revalidation and renewal of examiner authorization


(a) Validity

An examiner authorization shall be valid for 12 months

(b) Revalidation

To revalidate an examiner authorization, the examiner holders shall comply with all of the following conditions:

- (i) before the expiry date of the authorization have conducted at least 4 skill tests, proficiency
- (ii) in the period of 12 months immediately preceding the expiry date of the certificate, have attended an examiner refresher/seminar which is provided by the Authority

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(c) Renewal

- (i) If the authorization has expired, before resuming the exercise of the privileges, the applicants shall comply with the renewal requirements.
- (ii) An examiner authorization shall only be revalidated or renewed if applicants demonstrate continued compliance with the requirements and attendance of Authority seminar.


13.1.4 Conduct of skill test or proficiency checks and assessment of competence

(a) When conducting skill tests, proficiency checks and assessments of competence, examiners shall:

- (i) ensure communication with the applicant can be established in understandable language;
- (ii) verify that the applicant complies with the qualification, training and experience requirements for the issue, revalidation or renewal of the licence, rating or authorization for which the skill test, proficiency check or assessment of competence is taken;
- (iii) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.

(b) After completion of the skill test or proficiency check, the examiner shall:

- (i) inform the applicant of the result of the test.
 In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any training requirement and explain the applicant's right of appeal;
- (ii) in the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's licence or authorization complete the assessment checklist and submit to the Authority;
- (iii) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the Authority.
- (iv) Examiners shall maintain records with details of all skill tests, proficiency checks and assessments of competence performed.

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14.0 SPECIAL CONDITIONS FOR AUTHORIZATION

14.1 General

In cases where newly introduced aircraft types or specific operational circumstances result in a lack of suitably qualified instructors or examiners, special authorization may be granted under controlled conditions to ensure continued compliance with regulatory requirements.


14.2 Scope

Special authorizations may apply to:

- (a) Newly certified aircraft types for which no personnel currently hold the required type rating.
- (b) Unique operational roles or specialized training tasks where standard instructor or examiner qualifications cannot be immediately met.
- (c) Temporary assignments to maintain training and checking continuity while personnel complete full qualification requirements.

14.3 Conditions for Issuance

- (a) Special authorization shall only be granted by the Authority following a formal application and demonstration of competency relevant to the intended duties.
- (b) Applicants must provide documented evidence of operational experience, technical knowledge, and prior instructional or examining experience where applicable.
- (c) Authorization will include clearly defined privileges, limitations, and validity periods.
- (d) Where local oversight expertise is not available, the holder of special authorization must adhere to additional safeguards, which may include:
 - (i) Supervised operations by a recognized foreign training or checking authority,
 - (ii) Use of approved training devices or simulators,
 - (iii) Remote or periodic review by the Authority, and

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(iv) Submission of detailed activity reports for monitoring purposes.

14.4 **Procedures**

Procedures applicable to special authorizations shall be conducted in accordance with the guidance contained in Aeronautical Information Circular TCAA-FRM-ANS-AIM-30 of April 2025, issued by the Authority, and the requirements set forth in the Civil Aviation (Personnel Licensing) Regulations as amended.

14.5 **Oversight and Reporting**

- (a) Holders of special authorization shall submit activity reports to the Authority, including training or checking conducted, to support oversight.
- (b) The Authority shall monitor performance and may impose additional restrictions, suspend, or revoke special authorizations if safety or regulatory compliance is compromised.

14.6 **Validity and Renewal**

- (a) Special authorizations shall be valid for a period not exceeding 12 months, unless otherwise specified by the Authority.
- (b) Renewal or extension of a special authorization requires submission of updated documentation demonstrating continued competency and justification for ongoing privileges.
- (c) Renewal shall be subject to review and approval by the Authority, with any additional training or supervision requirements applied as necessary.


3.23 **CONFLICT OF INTEREST FOR EXAMINERS**

3.23.1 **General Principle**

Examiners must carry out their duties with impartiality, objectivity, and integrity. A conflict of interest arises when an examiner's personal or professional relationship with a candidate could compromise, or appear to compromise, the fairness of the test.

3.23.2 **Examiners within the same Operator**

The Authority recognizes that, due to operational realities and limited examiner resources, many

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Designated Flight Examiners are also employed as instructors or check pilots within the same airline or Aviation Training Organization (ATO). In such cases, the designation letter authorizing the examiner shall explicitly extend to testing pilots from their own operator, provided the safeguards in 3.23.3 are applied.

3.23.3 Safeguards to Ensure Impartiality

- a. Separation of Roles While the examiner may also serve as instructor or check pilot, during the conduct of a test, the examiner is expected to act solely in the capacity of examiner. The examiner shall clearly brief the candidate that the activity is a regulatory skill test, not operator training.
- b. No Sole Assessment of Own trainees – As far as practicable, an examiner should not test a candidate for whom they have provided the majority of recent training on the same licence or rating. Where unavoidable, the examiner must declare this in the test report to the Authority.
- c. Authority oversight – The Authority will conduct periodic sampling of examination reports and may observe or shadow tests to ensure impartiality is being maintained.
- d) Transparency – All examiner assignments within an operator shall be logged and available for Authority review to demonstrate fairness and even distribution.
- d. Confidentiality – Examiners must treat all candidate performance records, reports, and communications strictly confidential, and share them only with the candidate, the operator (where applicable), and the Authority.

3.23.4 Statement in designation letter

Designation letters issued to examiners working within an airline or ATO shall include a clause acknowledging that the examiner is authorized to conduct tests for pilots of the same operator, subject to compliance with this conflict-of-interest policy and Authority oversight.

3.23.5 Sanctions

Any breach of these safeguards, including failure to disclose relevant training relationships, or evidence of biased testing, will be considered a serious violation and may result in suspension or withdrawal of examiner authorization.



Director of Safety Regulation