



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-PEL020-Rev. 00

EFFECTIVE DATE: 31st JULY 2021

Authorization of Flight Test Examiner

Director General
Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the authorization as a Flight Test Examiner.

1.2 Description of Changes

This AC is the first to be issued on this subject

1.3 References

- a) SLCAR Part 1A-Personnel Licensing
- b) The Prescribe Application Form

1.4 Cancelled Documents

Not Applicable

2. GUIDANCE AND PROCEDURES

2.1 General Information

2.1.1 The prescribed application forms and the information regarding the authorization of a flight test examiner may be obtained from the Authority's Personnel Licensing (PEL) Office.

2.1.2 An applicant for a Flight Test Examiner authorization shall –

- a) Hold a licence and rating at least equal to the licence or rating for which the authorization is sought, unless specified otherwise, the privilege to instruct for this licence or rating;
- b) pass an examiner authorization test prescribed by the Authority and supervised by a Flight Test Examiner specifically authorized for the purpose in the role of an examiner for which authorization is sought, including –
 - i) Briefing;
 - ii) Conduct of the practical (skill) test check;
 - iii) Assessment of the applicant to whom the skill test is given; and
 - iv) De-briefing and recording or documentation.

2.1.3 A check pilot of an air operator or Aviation Training Organization who has undergone the full training programme of the air operator or Aviation Training Organization may not be required to be assessed under paragraph 3.1.2(b) above

2.1.4 A Flight Test Examiner shall comply with appropriate standardization procedures for examiners, approved by the Authority

2.1.5 A Flight Test Examiner may be re-authorized at the discretion of the Authority

2.2 Private Pilot License Practical (skill) Test Examiner

2.2.1 This is an examiner to conduct practical test for issue, re-issue, validation and conversion of private pilots' licenses for either single-engine or multi-engine class rating.

2.2.2 The applicant is required to meet the following requirements –

- a) Should be a person of integrity;
- b) Should be a holder of a valid Commercial Pilots License (CPL) and Flight Instructor Rating and shall have the aircraft type rating on which the test is to be conducted endorsed as a pilot in command (PIC) in his license.
- c) shall have –
 - (i) **For single-engine class rating**
 - (a) Total flight time of 1000 hours, and
 - (b) Not less than 200 hours as an instructor
 - (ii) **For multi-engine class rating**
 - (a) A multi-engine rating
 - (b) A minimum of 1000 hours total flight time
 - (c) not less than 200 hours as an instructor out of which 100 hours shall be on multi-engine
 - (iii) **For night rating**
 - (a) A single-engine or multi-engine rating
 - (b) A minimum of 1000 hours total flight time, and
 - (c) Not less than 200 hours as an instructor
 - (d) not less than 30 night hours

2.3 Commercial (CPL) and Airline Transport Pilot Licence Practical (Skill) Test

Examiner

2.3.1 This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of Commercial Pilot Licence (CPL) and Airline Transport pilot licences (ATPL) including initial multi-engine rating

2.3.2 The applicant is required to meet the following requirements –

- a) Should be a person of integrity;
- b) Should be a holder of a valid CPL/ATPL as appropriate and Flight Instructor Rating;
- c) Shall have the aircraft type rating on which the test is to be conducted endorsed as PIC in his licence and
- d) Shall have, for a CPL single-engine rating:
 - (i) A minimum of 2000 hours total flight time; and
 - (ii) Not less than 250 hours as an instructor
- e) Shall have, for an ATPL
 - (i) A minimum of 2000 hours total flight time and
 - (ii) not less than 500 hours flight time as an instructor

2.4 Initial Multi-Engine Examiner

2.4.1 This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of CPL initial multi-engine rating

2.4.2 The applicant is required to meet the following requirements –

- a) Should be a person of integrity;

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- b) Should be a holder of a valid CPL/ATPL and Flight Instructor Rating;
- c) A minimum of 2000 hours flight time out of which 450 hours are as an instructor;
- d) Shall have a minimum of 1500 hours on Multi-engine aircraft, including 500 hours as PIC; and

2.5 Instructor Rating Examiner

2.5.1 This is an examiner to conduct practical (skill) tests for the issuance of a Flight Instructor Rating.

2.5.2 The applicant is required to meet the following requirements –

- a) Should be a person of integrity,
- b) Should be a holder of a valid CPL/ATPL and Flight Instructor Rating
- c) Shall have the aircraft rating on which the test is to be conducted endorsed as PIC in his licence, and
- d) Shall have:
 - (i) A minimum of 2000 hours total time, and
 - (ii) Not less than 100 hours flight time instructing applicants for issue of a Flight Instructor Rating

2.6 Authority to Instruct Applicants for Issue of a Flight Instructor Rating

2.6.1 This is an instructor who is to conduct training for the issuance of a flight instructor rating

2.6.2 The applicant is required to meet the following requirements –

- a) Should be a person of integrity;
- b) Should be a holder of a valid CPL/ATPL as appropriate and a Flight Instructor Rating;
- c) Shall have
 - (i) The aircraft type rating on which the test is to be conducted endorsed as PIC in his licence,
 - (ii) A multi-engine rating,
 - (iii) A minimum of 2000 hours total flight time; and
 - (iv) Not less than 500 hours flight time as an instructor

2.7 Instrument Rating Examiner

2.7.1 This is an examiner to conduct practical (skill) tests for the issue and/or renewal of an Instrument Rating

2.7.2 The applicant is required to meet the following requirements –

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

2.8 Authorization Procedures

- 2.8.1 A Flight Test Examiner shall be notified in writing by the Authority, of his responsibilities and privileges;
- 2.8.2 The Authority shall notify each approved Aviation Training Organization and national air operator of the Flight Test Examiners who have been authorised to conduct skill test for the issue of pilot licences, certificates and ratings;
- 2.8.3 A Flight Test Examiner shall, as far as practicable, not test an applicant to whom he/she has given flight instruction for that licence, certificate or rating except with the approval in writing of the Authority;
- 2.8.4 Whether out of personal interest or on recommendation an interested person shall apply to the Authority for authorization to carry out tests in his field of expertise;
- 2.8.5 A person may be recommended by an examiner or employer;
- 2.8.6 Upon receipt of an application and where the applicant is accepted as a qualified person for the authorisation, the Authority shall advise the applicant in writing of the training requirements specified in Regulation 3.11 of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 2.8.7 The Authorised Instructor will conduct training on the applicant and present the report of training and recommendations to the Authority.
- 2.8.8 The applicant is then booked for the relevant tests;
- 2.8.9 The Authorised Examiner will conduct the test and present the result of the test to the Authority.
- 2.8.10 when all the conditions have been satisfactorily met, the applicant will be issued with a letter of authorization
- 2.8.11 The Examiner shall be notified in writing by the Authority, of his reference number, responsibilities and privileges.

2.9 Flight Test Examiner Privileges and Limitations

- 2.9.1 Flight Test Examiner may, when his licence, ratings and authorisation permits, conduct-
 - a) Practical test for the issue of Type Ratings;
 - b) Proficiency checks for revalidation or renewal of multi-pilot type and Instrument Ratings;
 - c) Practical test for the initial issue and proficiency checks for the revalidation or renewal of Instrument Ratings;
 - d) Aircraft Type and Instrument Rating proficiency checks on multi-pilot aircraft in a flight simulator;
- 2.9.2 A Flight Test Examiner shall not test an applicant to whom he has given flight instruction for that licence or rating except with the express consent in writing of the Authority.

2.10 Examining Requirements and Procedures

- 2.10.1 An examiner must conduct all skill tests and proficiency checks according to the applicable requirements and procedures
 - a) An examiner is expected to honour appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a skill test if the postponement is at the examiner's request.
 - b) If an examiner cancels a skill test without rescheduling, the examiner shall instruct the applicant to contact the PEL office of the Authority. The PEL office will make arrangements to provide another examiner
 - c) The examiner must conduct the oral portion of the skill test in an 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 and may be conducted in the presence of the flight instructor.
 - d) An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.

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- e) An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for demonstrating aviation safety at all times.
- f) If the performance of a pilot who has successfully passed a skill test, is found unsatisfactory due to an accident, incident, or other significant event, or if other evidence reveals a deficient performance by a flight examiner, a flight check of that examiner may be required by an authorised examiner

2.11 Annual Meeting

The Authority shall hold at least three examiner meetings every year to review problem areas, examiner performance, requirements and procedures and all examiners are required to attend at least one meeting. Attendance at these meetings shall be recorded in the examiner's file.

2.12 Additional Authorizations

Where a Flight Test Examiner meets the licence qualification, authorization and experience requirements set out in the regulation for each role undertaken, he may exercise a number of roles as Type Rating Examiner, Instrument Rating Examiner or Simulator Flight Test Examiner.

2.13 Re-Authorization

- 2.13.1 Examiners should apply for re-authorization at least 21 days before the authorization expires. If the examiner has not applied within 21 days before the expiration date it could be understood that the examiners does not desire to renew the authorization. The examiner must submit to the Authority a completed prescribed application form for re- authorization along with a list of activities and tests done within the previous 12 months preceding the application.
- 2.13.2 The examiner should have conducted at least four skill tests within the validity period of the authorisation, and that the services of the examiner are still required

2.14 Flight Examiner's Records

2.14.1 An Examiner shall:-

- a) Sign the logbook or any other acceptable record keeping document of each person to whom the examiner has tested;
- b) Maintain a record in a logbook or a separate document that contains the name of each person the examiner has examined, and a record of the kind of test, the date, and the results
- c) Retain the records required by Regulation 3.1.7 of Part 1A of the Sierra Leone Civil Aviation Regulations for at least three years from the date of conducting the test

2.15 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected

2.16 Issue of the Authorization

Applicants who meet all criteria and requirements for authorization will be issued a Flight Examiner Authorization in the form of a designation letter indicating the type, and expiration date of the authorization given

2.17 Non-Renewal or Termination of the Authorisation.

- 2.17.1 The examiner services could be terminated by not renewing the authorization, rather than by cancellation of the authorization during its validity period
- 2.17.2 Where there is no longer a need for the examiner's services the authorization will be terminated either for the whole authorization or for part of the authorization

