SWEDISH TRANSPORT AGENCY

Examiner certificate application form and examiner assessment of competence report

☐ Initial issue (practical syllabus must be attached) ☐ Revalidation ☐ Renewal ☐ Extension (new type, class or role) ☐ Removal of restriction "Not to perform instructor AoC" (SFE & TRE only) in accordance with FCL.1005.TRE/SFE (a)(5)	APPLICATION FOR, AND REPORT FORM FROM ASSESSMENT OF COMPETENCE FOR ISSUING OR REVALIDATION OF EXAMINER CERTIFICATE ACCORDING TO SUBPART K OF COMMISSION REGULATION (EU) NO 1178/2011 OF 3 NOVEMBER 2011. COMMISSION REGULATION (EU) 2018/395 AND COMMISSION IMPLEMENTING REGULATION 2018/396

A. Applicant information

Last name	Licence number
First and middle name	
Street or box	
Postcode / Town/city	
Country	
Telephone number / E-mail address	

☐ Applicant verification of compliance according to ARA.GEN.315 and AMC1 ARA.GEN.315 (c) (see instructions, page 6)

B. Application for authorisation as (tick all applicable boxes)

Role of examiner			
☐ ST-examiner	☐ PC-examiner	☐ Sen-examiner	
☐ Flight examiner (FE)	☐ Aeroplane	☐ Helicopter	☐ Sailplane
☐ Instrument rating examiner (IRE)	☐ Aeroplane	☐ Helicopter	☐ Sailplane
☐ Class rating examiner(CRE)	☐ Aeroplane	☐ Helicopter	☐ Sailplane
☐ Type rating examiner (TRE)	☐ Aeroplane	☐ Helicopter	☐ Sailplane
☐ Synthetic flight examiner (SFE)	☐ Aeroplane	☐ Helicopter	☐ Sailplane
☐ Flight instructor examiner (FIE)	☐ Aeroplane	☐ Helicopter	☐ Sailplane

Send the form as a scanned file in pdf-format to: certifikat.w3d3@transportstyrelsen.se
or as mail to: Transportstyrelsen, SE-601 73 Norrköping

Swedish Transport Agency
Civil Aviation and Maritime Department
SE-601 73 Norrköping, Sweden
Office address
Olai kyrkogata 35, Norrköping

transportstyrelsen.se
kontakt@transportstyrelsen.se

Telephone +46 771 503 503
Telefax +46 11 185 256

Balloon only

Role of examiner

☐ Examiner (ST & PC) ☐ Examiner (ST, PC & commercial rating) ☐ SEN-Examiner

Hot air balloon class

☐ Group A
☐ Group B
☐ Group C
☐ Group D

☐ Gas balloon class ☐ Mixed balloon class ☐ Hot-airship class

C. On the following types/classes of aircraft/balloon

Type/Class	Flight time total on type/class	As instructor on type/class
1.		
2.		
3.		
4.		
5.		
6.		
IFR flight time / of which as instructor (Initial IRE only)		

D. Revalidation and renewal

Last examiner standardization meeting attended, place/date (attach certificate of completion) or planned attendance date

Tests conducted, last three years, as examiner (PC, Skill test, Assessment of Competence only)

Examiner assessment of competence report form (if applicable)

E. Before assessment

<table>
<tr><td>☐ Valid licence
☐ Valid medical (N/A for SFE)
☐ All relevant type/class ratings valid (N/A for SFE)
☐ Valid relevant Instructor rating (-s)
☐ Personal identification card</td><td>For revalidation;
☐ ≥ 6 test/checks during the validity period of the certificate
☐ Attended examiner refresher seminar within the last year of the validity period. (or planned attendance date noted on page 1)</td><td>For renewal;
☐ Consultation with the Swedish Transport Agency confirmed
☐ Attended examiner refresher seminar within the last 12 months (or planned attendance date noted on page 1)</td></tr>
<tr><td>Initial issue
☐ Examiner standardisation course passed within the last 12 months.
☐ Practical training completed (attach protocols to application)</td><td colspan="2">☐ All prerequisites checked and confirmed including latest revision of Examiner differences document, revision no:

Senior examiner</td></tr>
<tr><td>Type of test or check observed</td><td colspan="2">Aircraft type and registration (or simulator Qualification no)</td></tr>
</table>

Crew member(s)	
Name	Licence number
Name	Licence number

F. Result of the test

Final result

☐ Pass	☐ Fail
☐ Temporary certificate issued	☐ Temporary certificate not issued
Date	Place
Senior examiner certificate number	Signature of senior examiner
Stamp or printed name	

1. General	**0**	**2**	**1**	**N/A**
1.1 Establishing a relaxed and friendly atmosphere	☐	☐	☐	☐
1.2 Attitude towards applicant(s)	☐	☐	☐	☐
1.3 Attitude towards senior examiner / inspector	☐	☐	☐	☐

2. Pre-flight	**0**	**2**	**1**	**N/A**
2.1 Stating the objectives of the flight/test	☐	☐	☐	☐
2.2 Checking applicant(s) licence and identification	☐	☐	☐	☐
2.3 Checking the applicant's training records, logbook and/or course completion certificate (including ATO recommendation if relevant)	☐	☐	☐	☐
2.4 Verification that the applicant(s) meet all applicable qualification, experience and training requirements for the licence, rating or certificate applied for	☐	☐	☐	☐
2.5 Inviting and allowing questions during the breifing	☐	☐	☐	☐
2.6 Setting a practical scenario and indicating all conditions for the flight	☐	☐	☐	☐
2.7 Setting a relevant test schedule, allowing all necessary items to be covered	☐	☐	☐	☐

2.8 Giving due regard to weather, ATC etc.	☐	☐	☐	☐
2.9 Establishing SOP, checklists, charts and which manuals to be used for the test	☐	☐	☐	☐
2.10 Requesting a weather assessment from the applicant(s)	☐	☐	☐	☐
2.11 Establishing the roles and responsibilities to be assumed during the test (including different roles during a FSTD session)	☐	☐	☐	☐
2.12 Briefing the test content, including the expected sequence of events	☐	☐	☐	☐
2.13 Conducting the oral exam	☐	☐	☐	☐
2.14 Establishing speeds, power settings, configuration for the required manoeuvres	☐	☐	☐	☐
2.15 Checking of mass and balance calculations	☐	☐	☐	☐
2.16 Establish any operational limitations for the test, e.g. bank angles, speeds etc.	☐	☐	☐	☐
2.17 Establishing and approving operating minima, minimum descent height and missed approach point	☐	☐	☐	☐
2.18 Briefing of any relevant safety considerations for simulated or actual abnormal and emergency procedures (including emergency egress procedures etc. for tests in FSTDs)	☐	☐	☐	☐
2.19 Ensuring the completion of administrative procedures, e.g. submission of flight plan, PPR etc.	☐	☐	☐	☐
2.20 Verifying that the aircraft or simulator is airworthy/qualified and suitable.	☐	☐	☐	☐

3. Test session	**0**	**2**	**1**	**N/A**
3.1 Avoiding negative remarks and criticism during the test	☐	☐	☐	☐
3.2 Ensuring that the applicant operated the aircraft as PIC and carried out the test as if no other crew members were present (SP tests)	☐	☐	☐	☐
3.3 Testing the applicant(s) as both PF and PNF (MP tests)	☐	☐	☐	☐
3.4 Avoiding to take any part in the operation of the aircraft except where intervention was necessary in the interests of safety	☐	☐	☐	☐
3.5 Avoiding the role of an instructor	☐	☐	☐	☐
3.6 Ensuring that the applicant(s) could perform the test to the best of their ability	☐	☐	☐	☐
3.7 Maintaining a flight and assessment log	☐	☐	☐	☐
3.8 Conducting the test as briefed	☐	☐	☐	☐
3.9 Ensuring that the applicant(s) understand and accept any changes to the test schedule	☐	☐	☐	☐
3.10 Assessing all items separately	☐	☐	☐	☐

3.11 Not allowing marginal or questionable performance of one test item to influence the assessment of a subsequent item	☐	☐	☐	☐
3.12 Allowing sufficient time for each manoeuvre	☐	☐	☐	☐
3.13 Handling of repeated items (if applicable)	☐	☐	☐	☐
3.14 Using a suitable means of screening to simulate IMC for any manoeuvres required to be flown by sole reference to instruments	☐	☐	☐	☐
3.15 Handling the aircraft or simulator when necessary	☐	☐	☐	☐
3.16 Displaying good airmanship and flight discipline during the test	☐	☐	☐	☐

4. Assessment	**0**	**2**	**1**	**N/A**
4.1 Assessing the candidate(s) against the required test standards	☐	☐	☐	☐
4.2 Correctly applying the Pass/Partial Pass/Fail criteria	☐	☐	☐	☐
4.3 Giving due regard to test conditions	☐	☐	☐	☐

5. Post-flight	**0**	**2**	**1**	**N/A**
5.1 Delivering a clear result of the test	☐	☐	☐	☐
5.2 Stating any reasons for a failed or partially passed test	☐	☐	☐	☐
5.3 Stating re-training requirements (if applicable)	☐	☐	☐	☐
5.4 Stating re-test requirements (if applicable)	☐	☐	☐	☐
5.5 Giving constructive criticism and offering advise on how to correct any errors	☐	☐	☐	☐
5.6 Providing the applicant(s) the signed test report	☐	☐	☐	☐
5.7 Completing the necessary test report and application forms	☐	☐	☐	☐
5.8 Completing the necessary license administration	☐	☐	☐	☐

G. Remarks

Item no	Comment
Disagreement with or comment on senior examiner´s report	Signature of applicant

H. Additional information

TSL7373 - INSTRUCTIONS FOR COMPLETING FORM

This form must be used for when applying for the issue, revalidation, renewal or extension of examiner certificates. A copy of the form shall be submitted by the senior examiner to the address indicated on the bottom of page one.

A. The applicant shall enter all the information required

AMC1 ARA.GEN.315 Applicant VERIFICATION OF COMPLIANCE

By ticking this box you certify that you:

(1) do not hold any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another Member State;

(2) has not applied for any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category in another Member State; and

(3) has never held any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another Member State which was revoked or suspended in any other Member State.

Incorrect information could disqualify you from being granted a personnel licence, certificate, rating, authorization or attestation.

B. The applicant shall tick all applicable examiner roles for which examiner privileges are sought, according to his/her instructor ratings.

C. The types and classes on which tests/checks are to be conducted on and the flight time on types/classes respectively. Please note that the instrument flight time and instrument instructing time is only relevant for the first issue of IRE authorisation.

D. For revalidation or renewal the certificate of completion from the last attended examiners standardization meeting must be attached or planned attendance date noted.

E. The senior examiner shall tick all applicable boxes and enter the relevant information.

F. The senior examiner shall enter the result of the test and sign the form. If the examiner does not have a stamp he/she must type out the examiner certificate number. The grading of the test items is to be done as follows:

0. Pass - Completed without any errors or mistakes

2. Pass - Completed with minor mistakes which did not affect the outcome of the test but leaves room for improvement, but still to an acceptable level.

- Errors in administration forms
- Assuming an instructor role, without affecting the outcome of the test
- Incorrect setting of simulator, which is corrected
- Having to extend the time frame of the test due to poor planning

1. Fail - Completed with major errors or mistakes which indicates an unacceptable level.

Examples of major errors or mistakes could be

- Awarding the wrong result
- Not including all mandatory items
- Assuming an instructor role, and affecting the outcome of the test
- Creating a hostile environment

G. The senior examiner shall note all errors and mistakes under remarks, with a reference to the relevant item. Please bear in mind that this information will also be used for examiner standardization purposes so a clear description of the events is required.

H. The senior examiner shall enter any other relevant information regarding the test, e.g. test completed on two separate occasions due to weather etc.