

**Page 1 to 3 are no part of the application and must not be sent to the Belgian CAA. They are for information only.**

Record of versions

Version number	Date of revision	Topics
0.1	01/04/2013	Initial version
2.0	01/10/2015	Complete review

***When to use this application form?***

When applying for an initial or a variation of the examiner certificate for the following categories: FE(A/H/As/S), TRE(A/PL/H), CRE(A), IRE(A/H/As), SFE(A/H) and FIE(A/H/As/S)

Holders of a certificate as TRE who also want to conduct assessments for the issue, renewal or revalidation of a TRI or SFI certificate must introduce an application for a variation.

Holders of a TRE certificate who want to extend their privileges to other types need to pass an assessment of competence on the specific type.

**The balloon category remains under national law until 8 April 2018. A different procedure and form applies.**

***Process flow:***

Phase 1 (section 1 – 6):

Applicant must fill out Sections 1, 2, 4 and 5

The sponsor, when applicable, must fill out section 3.

The ATO must fill out the section 6

The ATO providing the training must send the fully completed section 1 to 6 of the application form and the attachments to the following e-mail address: [bcaa.lic.dir@mobililit.fgov.be](mailto:bcaa.lic.dir@mobililit.fgov.be). Please indicate in the subject of the mail : "application for examiner certificate – name applicant"

The ATO and the applicant will be informed by email of the decision. Only after the approval of the BCAA the applicant is allowed to attend the standardisation course. Training started before the formal approval of the course will not be accepted.

**It is the responsibility of the ATO providing the training course to verify that the candidate complies with the pré-entry and experience requirements for the course!**

Phase 2 (section 7 – 8) :

After completing the standardisation course the candidate must follow a briefing organised by the Belgian CAA. The dates will be published on the website of the BCAA ([www.mobililit.belgium.be](http://www.mobililit.belgium.be)). You can sign-up for one of these briefings by sending an e-mail to the following e-mail address: [bcaa.lic.dir@mobililit.fgov.be](mailto:bcaa.lic.dir@mobililit.fgov.be). Please indicate in the subject of the mail : "sign-up for initial examiner briefing – date of session".

**Candidates who followed a standardisation course that has been approved by the Belgian CAA are exempted from this briefing. In this case the briefing elements are included in the standardisation course.**

At the end of the briefing session the instructor from the Belgian CAA providing the briefing will complete section 8 of the application form.

Before the briefing the candidate will receive an invitation to pay a fee for the issue of the certificate. **Candidates who did not pay the fee will not be allowed to the briefing.**

Phase 3 - section 9 :

After completion of the briefing the applicant for an examiner certificate shall, in accordance with FCL.1020, demonstrate his competence to an inspector from the Belgian CAA or a senior examiner specifically authorised to do so by the Belgian CAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought. After the briefing an inspector of the BCAA will be assigned. The BCAA will not accept the use of dummies for the initial AoC. This assessment must be performed during a real skill test or AoC in case of FIE. It is the responsibility of the candidate for an examiner certificate to contact an ATO.

Therefore the candidate must send the fully completed section 7 to 9 of the application form to the following e-mail address: [bcaa.lic.dir@mobiliteit.fgov.be](mailto:bcaa.lic.dir@mobiliteit.fgov.be). Please indicate in the subject of the mail : **“designation of Senior Examiner – name applicant”**

The candidate and the Senior Examiner will be informed by email.

Phase 4 (section 10-13):

After the test mentioned in phase 3 the examiner must complete the section 10 of the application form, hand over the original of the AoC report form to the candidate and send a copy to the BCAA. To complete the application the candidate must send section 10 to 13 to the Belgian CAA.

Therefore the candidate must send the fully completed section 10 to 13 of the application form to the following e-mail address: [bcaa.lic.dir@mobiliteit.fgov.be](mailto:bcaa.lic.dir@mobiliteit.fgov.be). Please indicate in the subject of the mail : **“Application for Examiner certificate – name applicant”**

**Which sections to fill in?**

**Section 1 – Applicant details – has to be filled in systematically.**

.No special remarks

**Section 2 – Application – has to be filled in systematically.**

Variation: If you are already holder of an examiner certificate in one category of examiner and you want to obtain additional privileges, please tick the box “variation”. Note that a standardisation course and assessment of competence is mandatory for each category of examiner certificate. Additional privileges are only given if the specific requirements mentioned in PART.FCL subpart K are fulfilled.

Examiners with a TRE(A) certificate for one type of multi-pilot aircraft who want to extend their privileges to another type of aircraft only need an assessment of Competence on that type. This will **not** be endorsed on the licence.

If you wish to inform us of your personal details or of any changes in our personal details, please fill in the “2.2 Applicant details”. Otherwise fill in your personal licence number in the “2.1 Applicant details”.

**Section 3 – Sponsorship**

.No special remarks

**Section 4 – Description of the flying experience – has to be filled in systematically.**

This section provides the BCAA and the ATO with the necessary information to verify that the applicant fulfils all conditions for an examiner certificate. When applying for the certificate at the BCAA you must add copies of your logbook in order to provide proof of the information in this section. This information can also be requested by the ATO.

Holders of a pilot licence for other categories of aircraft may be credited with flight time, don't forget to fill in the corresponding experience description.

For logging PICUS hours, the method of supervision must be acceptable to the Belgian CAA and has to be previously submitted to the Belgian CAA for approval. After approval the pilot will be allowed to log PICUS flight time. All time flown before the approval from the BCAA will not be valid.

**Remark**: your logbooks have to be duly filled in. Please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050).

**Section 5 – Description of knowledge**

If required the information can be in an annexed document (CV)

### **Section 6 – BCAA approval to attend a standardisation course**

This section must be filled out by the ATO providing the standardisation training. Attachments and course material can be send in electronic format.

In case the ATO has been **approved by the Belgian CAA** there is **no need** to send any approval certificate or documents as attachment.

Important: The BCAA will only accept candidates to attend a standardisation course that has been approved by another Member State, if there is no possibility to follow the course in a Belgian approved ATO.

### **Section 7 – Approved standardisation certificate**

Please add a copy of the course planning as executed.

### **Section 8 - Attendance of briefing organised by BCAA**

This is not required if the course has been approved by the BCAA. This part is included in the syllabus of standardisation courses that has been approved by the Belgian CAA.

### **Section 10 – Confirmation of AoC – has to be filled in systematically.**

This section will be filled in by the inspector from the BCAA or a specifically authorised senior examiner.

Holders of a TRE certificate who want to extend their privileges to other types need to pass an assessment of competence on the specific type.

### **Section 11 – Declaration of applicant – has to be filled in systematically.**

### **Section 12**

date of application is the date the candidate send in section 10-13. This section has to be completed by the BCAA.

### **Section 13 - Evaluation box**

You can leave your appreciation about the quality of the service provided

## Application for Part-FCL Examiner certificate

**Date of receipt:**

### False representation statement

Any incorrect information could disqualify the applicant from taking any examination or being granted a personnel licence, certificate, rating, authorisation or attestation.

### 1. Applicant details to be completed by the applicant

Title: ..... Forename(s): ..... Surname: .....

Date of birth (dd/mm/yyyy): ..... Nationality: .....

Town of birth: ..... Country of birth: .....

Permanent address: .....

..... Postcode: .....

Alternative address (if different from above): .....

..... Postcode: .....

Telephone: ..... Mobile phone number: .....

E-mail: ..... Fax number: .....

Pilot licence number: ..... Number Medical Certificate: .....

### 2. Application (tick / delete as appropriate) to be completed by the applicant

#### I am applying for:

Issue  Variation

#### Type of certificate being applied for:

Flight examiner FE(A)  FE(H)  FE(As)  FE(S)

Variation of FE  : .....

Type rating examiner TRE(A) (please specify type): .....

Type rating examiner TRE(H) (please specify type): .....

Type rating examiner TRE(PL) (please specify type): .....

Variation of TRE  : .....

Class rating examiner CRE(A)

Variation of CRE  : .....

Instrument rating examiner IRE (A)  IRE (H)  IRE (As)

Synthetic flight examiner SFE (A)  SFE (H)  SFE (PL)

Variation of SFE  : .....

Flight instructor examiner FIE(A)  FIE(H)  FIE(B)  FIE(As)  FIE(S)

CAA use only

**3. Sponsorship**

to be completed by the sponsor

**Sponsorship** (only for TRE and SFE):

Company Name:.....

Manager Name:..... Title: .....

Sponsors declaration:

I hereby confirm sponsorship for the applicant to be issued with an examiner certificate for this company.

Signature: ..... Date: .....

**4. Flying experience**

to be completed by the applicant

	Aeroplanes	Helicopters	Airships	Balloons	Sailplanes
Total flight time as a pilot					
Total flight time as PIC					
Total flight time as a pilot of MPA or HPCA					

Total flight time as PIC of MPA or HPCA					
Total flight instruction as TRI, SFI or FI(H) ME					
Total flight time under IFR					
Total flight time as an instructor under IFR					
Total flight time as an instructor for the instructor rating					
Total launches as an instructor for sailplanes					
Total take-offs and landings as an instructor for the mountain rating					
Supporting documentation required with the application:					copy flying logbooks
CAA use only					



6. BCAA approval to attend standardisation course to be completed by the ATO

**ATO providing the Standardisation Course:**

- ATO approval issued by the Belgian CAA :*(name ATO)*.....
- ATO approval issued by another MS of the EU:*(name ATO)*.....

I hereby include the copies of the following documents:

- Approval certificate of the ATO
- syllabus with reference to the course material used
- content of training program (manual) with revision .....
- additional information: .....

CAA use only:

I hereby declare that:

- the applicant, in conformity with FCL.1010 b), has not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with Part-FCL, for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years,
- the applicant complies with the conditions of art.18, 19 and 20 of the Royal Decree of 25 October 2012<sup>1</sup>
- the standardisation course as detailed below:

Revision:.....  
Date if issue:.....  
.....  
.....

, has been accepted.

Director Licensing Directorate,

Signature: .....

Date:.....

1. Royal Decree implementing COMMISSION REGULATION (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council



**7. Approved standardisation course certificate** to be completed by the ATO conducting the training

I certify that (name) ..... has satisfactorily completed an examiner standardisation course approved in accordance with FCL.1015 for the following:

- 1. Flight Examiner
- 2. Type Rating Examiner
- 3. Class Rating Examiner
- 4. Instrument Rating Examiner
- 5. Synthetic Flight Examiner
- 6. Flight Instructor Examiner

in the following category of aircraft: .....

Approved training organisation (ATO): .....

Name of head of training: .....

Signature (head of training): ..... Date: .....

CAA use only

**8. Attendance of briefing organised by BCAA** (\* not required for Belgian ATO)

to be completed by the CAA

I hereby declare that,

Name applicant: ..... Licence number: .....

attended a briefing on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees as required by FCL.1015 (b)(3)

Instructor Name & Signature: .....

Date: .....

**9. Designation of Senior Examiner or Inspector**

to be completed by the CAA

Examiner designated for the test: .....

Designation number: ..... Date: .....

Signature of the Director of the licensing Directorate: .....

**10. Confirmation of assessment of competence** to be completed by the senior examiner or inspector

I certify that I have successfully completed an assessment of competence for the issue of an examiner certificate of (name) .....

Assessment of competence date: .....

Aircraft type and registration: ..... or

FSTD identification number: .....

I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of an examiner certificate.

Name of examiner: ..... Examiner N° .....

Signature (examiner): ..... Date: .....

**11. Declaration of applicant** to be completed by the applicant

I declare that the information provided on this form is correct.

I have fully reviewed all applicable guidance material and have submitted all of the necessary paperwork for my application to be considered.

I authorise the Belgian Civil Aviation Authority to publish my contact information such as email address and phone number on their public website.

Signature (applicant): ..... Date: .....

**12. CAA use only**

Date of application: .....

Prepared by: .....

Signed by: .....

Remarks:

**13. Evaluation box** can be completed by the applicant

Please complete this box afterwards to give us your evaluation of the quality of the service provided

Good  Average  Poor

Remarks/comments: .....