

**This page is not part of the application form and is for your information only.  
This page has not to be sent to the Belgian CAA.**

Record of versions

Version number	Date of revision	Topics
0.1	01/04/2013	Initial version
1.0	08/08/2013	Application form adapted for ATPL test application Information about how to fill in the form has been included
2.0	19/04/2019	Application form for CPL and examiner certificates only

***Which sections to fill in?***

**Section 1 – Details of the applicant – has to be filled in systematically.**

- The details concerning the applicant are self-explanatory.

**Section 2 – Address for correspondence – has to be filled in when this address is different from section 1.**

**Section 3 – Proposed examiner(s) – has to be filled in systematically.**

- The applicant may propose up to 3 examiners.

**Section 4. – ATO certification and recommendation – has to be filled in systematically.**

- This section has to be filled in and signed by the ATO responsible person for the training.
- The ATO confirms that the training has been completed to a satisfactorily standard.
- The ATO recommends the applicant for the corresponding skill test.

**Section 5 – Declaration of applicant – has to be filled in systematically.**

***What happens next?***

BCAA will forward you the present document signed with the designated examiner. Please contact him/her to make an appointment for your test.

**Application for designation of an examiner for a skill test or assessment of competence**

**Date of reception:**

After completion and verification by the ATO, the applicant has to submit the present form to Licensing department

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: .....  
 Town: ..... Postcode: ..... Country: .....  
 Telephone: ..... Alternative telephone number: .....  
 E-mail: ..... Fax number: .....

Supporting documentation required with the application:  
 Copy of your valid passport, EEA/EU national identity card or full EU driver's licence

**2. Address for correspondence (if different from above)** to be completed by the applicant

Postal address: .....  
 .....  
 ..... Postcode: .....

**3. Proposed examiners** to be completed by the applicant

I propose the following examiner(s) to take my test:  
*(up to 3 examiners may be proposed)*

1. ....  
 2. ....  
 3. .....

*Note: the BCAA can randomly designate an examiner who is not listed hereabove.*

CAA use only

Examiner designated for the test: .....

Date: .....

Signature of the head of the personnel licensing department:

4. ATO certification and recommendation

to be completed by the approved training organisation

I certify that (applicant) .....  
has satisfactorily completed a course of training in accordance with Part-FCL for the following licence, rating(s)  
or certificate and I further recommend that (applicant) .....

may take the corresponding test as stated below:

for the following licence\*: CPL

for the following type or class rating\*: .....

for the following Instrument Rating\*: Single-engine  Multi-engine

in the following operations\*: Single-pilot  Multi-pilot

for the following examiner certificate\*: .....

I certify that the corresponding training records will be made available to the designated examiner.

Approved training organisation: ..... ATO approval N° .....

Competent authority issuing approval: .....

Name of person having the rights to engage the responsibility of the ATO:  
.....

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

*\* if applicable*

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if the ATO is not approved by the Belgian CAA)

Copy of instructor certificate (if the instructor is not holder of a certificate issued by the Belgian CAA)

5. 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.

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