

UK CAA Examiner Notification/Informing Form



FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

With the exception of CPL and IR skill tests all examiners are required to inform the UK CAA on each occasion of their intention to conduct a **skill test**, by completing the following form and sending returning it to testnotification@caa.co.uk. The subject title in the email MUST start with **ST** followed by the examiners name and licence number (example "**ST Biggles GBR.FCL.123456A.A**"). ST is to be used for requesting a Skill Test.

Non UK examiners authorised by other EASA States must inform the UK CAA on each occasion of their intention to conduct a **skill test, proficiency check or assessment of competence** by completing the following form and sending returning it to testnotification@caa.co.uk. The subject title in the email MUST start with **ST, PC or AC** followed by the examiners name and licence number (example "**ST Biggles GBR.FCL.123456A.A**"). ST is to be used for requesting a Skill Test, PC for a Proficiency Check and AC for an Assessment of Competence.

Applicant Details

First Name:

Surname:

Licence No:

Date of Birth:
(dd/mm/yyyy)

Examiner Details

First Name:

Surname:

Licence No:

Date of Birth:
(dd/mm/yyyy)

Date of Examiner Briefing (If applicable) (dd/mm/yyyy):

Note: Non-UK examiners shall include a scanned copy of their examiner certificate and provide the date when the examiner briefing as required under Part-FCL.1015 was completed.

Test Details

Type of Test:

(i.e. LAPL/PPL/CPL/ATPL/IR/CLASS/TYP)

Date of Test:

(dd/mm/yyyy)

Class or Type of A/C:

(i.e. B737-700, BE20)

Time of Test:

(24:00)

Sim No or A/C Reg:

(i.e. G-ABCD, AB-247Z)

Venue for Test:

(i.e. Manston Aerodrome)

Date:

(dd/mm/yyyy)

Full name of submitter:

(Applicant or examiner acceptable)

- Non-UK examiners may conduct a proficiency check or an assessment of competence once they have received the examiner briefing and received 'acknowledgement' of the above email. All examiners conducting skill tests under the management system of a UK ATO may apply the ATO's approved process for 'designating' an examiner. In all other circumstances examiners shall not conduct a skill test until they have received an email from the UK CAA confirming their 'designation' as the examiner.*
- All examiners are required to have a full understanding of the Standards Documents as applicable to their examiner category. (ARA.FCL.210)*
- The UK CAA will sample skill tests, proficiency checks or assessments of competence according to a published national oversight programme. (ARA.FCL.205(a)).*
- This process is not to be used for licence validations.*
- An examiner may only endorse the certificate of revalidation in a pilot's licence to revalidate a rating, or to renew a rating which has not expired by more than 3 years and is still included in the licence. If the rating has expired by more than 3 years, or has been removed from Section XII on page 4 of the licence, the application must be submitted to Licensing & Training Standards for the rating to be entered into the certificate of revalidation and a fee will apply.*