



**Send to:**  
[postmottak@caa.no](mailto:postmottak@caa.no) (pdf format only) or  
**Luftfartstilsynet**  
**Postboks 243**  
**8001 BODØ**

APPROVED APPLICATION FORM AND REPORT FORM FOR ASSESSMENT OF COMPETENCE FOR ISSUING OF EXAMINER CERTIFICATE ACCORDING TO SUBPART K OF COMMISSION REGULATION (EU) NO 1178/2011 OF 3 NOVEMBER 2011.

## Assessment of Competence and Application form for examiner certificates

1. Test and type of application for authorization		
<b>Type of AoC</b>  <input type="checkbox"/> First issue <input type="checkbox"/> Renewal <input type="checkbox"/> Revalidation <input type="checkbox"/> Extension (new type/class/role)	<b>Type of examiner certificate</b>  <input type="checkbox"/> Flight examiner (FE) <input type="checkbox"/> Instrument rating examiner (IRE) <input type="checkbox"/> Class rating examiner (CRE) <input type="checkbox"/> Flight instructor examiner (FIE) <input type="checkbox"/> Type rating examiner (TRE) <input type="checkbox"/> Synthetic flight examiner (SFE)	<b>Type of aircraft</b>  <input type="checkbox"/> Aeroplane <input type="checkbox"/> Helicopter
2. Personal details of applicant (To be completed by applicant)		
Licence number	Date of birth	State of issue
Last name	First name(s)	
Address	Postal Code and City	
Phone	E-mail	
Date	Signature of the applicant	
3. Payment (To be completed by applicant)		
The application is subject to a charge in accordance with BSL A 1-2 "Forskrift om gebyr til Luftfartstilsynet (Gebyrforskriften)". <input type="checkbox"/> Invoice payment by applicant <input type="checkbox"/> Invoice payment by company Company name: ..... (Norwegian registered only)		

4. On the following classes / types of aircraft								
Type/Class	Flight time total on type/class	PIC flight time	MPO (Multi-pilot flight time)		Instrument flight time on relevant category*	Flight time as instrument instructor on relevant category*	Time as instructor on type/class	Rating valid until
			PIC	CO-PIC				

\*Initial issue of IRE or FE(EIR) only

5. Initial						
Practical training with remarks (ref FCL.1015). Training assessment (Except AoC).						
Date	Rating(s)	IR	FSTD / Aircraft	Hours	Examiner signature	Examiner no
Remarks						

6. Revalidation / Renewal						
	Skilltests		PC		Assessment of competence	
Number of tests/checks conducted, during the validity period of the certificate, as examiner:						
Combined revalidation when more than one examiner category held. State number of checks / AoCs conducted on the other examiner category:	TRE		TRE		TRE	
	SFE		SFE		SFE	
	FE		FE		FE	
	CRE		CRE		CRE	
	FIE		FIE		FIE	
	IRE		IRE		IRE	
Last examiner standardization meeting attended, place/date:	Date and signature of the applicant					

**7. Inspector / Senior examiners report (AoC)**

<input type="checkbox"/> Valid licence <input type="checkbox"/> Valid medical <input type="checkbox"/> All relevant type / class ratings valid <input type="checkbox"/> Valid relevant Instructor rating(s) <input type="checkbox"/> Personal identification card	<b>Initial issue</b> <input type="checkbox"/> Examiner standardization course passed within the last 12 months.
	<b>Revalidation</b> <input type="checkbox"/> ≥ 6 test / checks during the validity period of the certificate. <input type="checkbox"/> Attended examiner refresher seminar within the last year of the validity period.
	<b>Renewal</b> <input type="checkbox"/> Attended examiner refresher seminar within the last 12 months.
	<input type="checkbox"/> Extension of privileges

<input type="checkbox"/> All prerequisites checked and confirmed	Inspector / Senior examiner, signature
------------------------------------------------------------------	----------------------------------------

Type of test or check observed	Aircraft type and registration or simulator qualification no
--------------------------------	--------------------------------------------------------------

Crew member(s)	Name	Licence no
	Name	Licence no

Assessment of Competence	Accepted	Not accepted
Appearance/behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of briefing	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of oral examination	<input type="checkbox"/>	<input type="checkbox"/>
Content of test / check items in compliance with PART-FCL	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of test/check scenario	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of practical part	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of candidate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of de-briefing	<input type="checkbox"/>	<input type="checkbox"/>
Completion of relevant records	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of licence administration, including granting privileges	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge of the requirements associated with the function of an examiner	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the training standards (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

On the basis of my observation of above test/check i recommend that the examiner / applicant can be:

Certified (Initial)                     
  Re-certified (Revalidation / Renewal)                     
  Not certified

Date	Examiner cert.no	Inspector / Senior examiner in capital letters	Signature of Inspector / Senior examiner
------	------------------	------------------------------------------------	------------------------------------------

<b>A. Pre-flight</b>		<b>Evaluated</b>	<b>Remarks</b>
1	Preparation and administration	<input type="checkbox"/>	
2	Briefing the candidate(s)	<input type="checkbox"/>	
3	Oral examination	<input type="checkbox"/>	

<b>B. Work attitude</b>		<b>Evaluated</b>	<b>Remarks</b>
1	Compliance with rules and regulations	<input type="checkbox"/>	
2	Knowledge and application of Operational procedures (PANS-OPS)	<input type="checkbox"/>	
3	Handling of flight crew and/or safety pilot / flight engineer (stress and applied roles)	<input type="checkbox"/>	
4	Questioning candidate(s) (sticking to facts and figures)	<input type="checkbox"/>	
5.a	Attitude towards senior examiner	<input type="checkbox"/>	
5.b	Attitude towards applicant	<input type="checkbox"/>	
6	Communication and atmosphere	<input type="checkbox"/>	

<b>C. Test management</b>		<b>Evaluated</b>	<b>Remarks</b>
1	Giving instructions / directions	<input type="checkbox"/>	
2	Managing unexpected or difficult situations	<input type="checkbox"/>	
3	Handling unsatisfactory performance	<input type="checkbox"/>	
4	Simulating roles as cabin staff, ATC, etc	<input type="checkbox"/>	
5	Managing equipment to be used	<input type="checkbox"/>	
6	Managing time	<input type="checkbox"/>	
7	Allowing repetition of mandatory items	<input type="checkbox"/>	

<b>D. Assessment</b>		<b>Evaluated</b>	<b>Remarks</b>
1	Assessing candidate(s) performance	<input type="checkbox"/>	
2	Applying correct test criteria	<input type="checkbox"/>	
3	Concidering exceptional circumstances	<input type="checkbox"/>	

<b>E. Post flight</b>		<b>Evaluated</b>	<b>Remarks</b>
1	Delivering assessment	<input type="checkbox"/>	
2	Giving constructive feedback of performance	<input type="checkbox"/>	
3	Handling questions from the candidate(s)	<input type="checkbox"/>	
4	Administration	<input type="checkbox"/>	

**All attached copies shall be readable and in colour.  
Please note that failure to submit all required documentation  
may result in the return of your application**

**Read our privacy policy here:**

In order to process your application we need information about you for identification to secure that the rating/licence is issued/revalidated/ or renewed to the correct person. Your personal data will be handled in accordance with regulation (EU) 2016/679 – General Data Protection Regulation (GDPR). Article 6 (1)(e), Civil Aviation Act § 5-3 regulation on certifying crewmember and EU-regulation no. 1178/2011 FCL.015 and MED. A.035 specifies the criteria on which your application will be processed.

Your personal data will be stored only as long as required for the purpose in which they were collected. You have the right to access your personal data, and, if necessary, have them corrected. If you believe that your personal data is not handled in accordance with the GDPR, you may appeal to the Norwegian Data Protection Authority. The Civil Aviation Authority – Norway (CAA-N) is responsible for the processing of your application. Contact our data protection officer at [personvernombud@caa.no](mailto:personvernombud@caa.no).

All written inquiries to CAA-N are subject to the Archive Act and the Freedom of Information Act. The public's right to access information does not apply to personal data which is subject to confidentiality.

Read our privacy policy here: <https://luftfartstilsynet.no/en/about-us/privacy-policy/>