



ANAC

Autoridade Nacional da Aviação Civil
Portuguese Civil Aviation Authority

FLIGHT EXAMINER HANDBOOK

Airplanes and helicopters



Autoridade Nacional de Aviação Civil
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Diretora da Direção de Licenciamento e
Examinação

Presentation and amendments

This handbook is divided into sections which are numbered and titled.

Each section may be divided into subsections which are equally numbered with always a reference to the respective section, e.g. 3.2, section 3, subsection 2.



Pages are numbered in sequence independently of the sections and from the beginning through to the end, excluding the cover.

Numbering is placed in the lower right corner of the page.

Revisions to this handbook, are numbered, in sequence and dated and are listed in page 4.

Each page has a reference to the revision in which it was created, or in which any changes were introduced.

Reference to the revision and respective date is placed in the lower left corner of the page and in case of doubt, should be cross-referenced with the Revision List and List of Effective Pages presented in page 4.

Changes to text, might be an introduction, replacement or removal of one or several words and are identified by a straight vertical line on the left hand border of the page next to the line(s) of text where the change(s) are made, as shown in the example left of this paragraph.

Whenever deemed necessary, temporary arrangements or differences to the rules herewith stated may be applicable.

In this case a Temporary Information Letter (TIL) is issued and will contain the destinataries, timeframe, and content.

When applicable, TIL's are placed in the end of this FEH and easily identified by their yellow pages.



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Revision	Date
0	30 April 2014
1	25 October 2021

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Introduction

With the entry into force of the new Regulations, particularly Commission Regulation (CR) 216/2008, CR 1178/2011 and CR 290/2012, new rules affecting the function of flight examiners were established.

And since the first publication of this Handbook, some changes were in order:

- 1) INAC is since April 2015, ANAC;
- 2) Some changes in EDD Portuguese;
- 3) New Forms were approved;
- 4) New procedures were approved;
- 5) New EU Regulation 2018/1139.

As representatives certified or approved by ANAC to act on its behalf, it is essential that all examiners are well aware of the Regulations and particularly familiarize and adapt themselves to the procedures established in EU Regulation 2018/1139.

Therefore, the purpose of this Flight Examiner Handbook (FEH) is to provide standardization directives and guidance in various aspects concerning the conduct of skill tests, proficiency checks and assessments of competence to holders of ANAC issued PART-FCL licences, providing all ANAC PART-FCL certified examiners a tool to fulfil correctly their function.

Published Commission Regulations, Rules or CIA's, prevail above any directives hereby contained.

Any doubts that might arise, requiring clarification, can be placed to ANAC flight examiners area via the email Lpf.examinadores@anac.pt .

Feedback and comments are equally appreciated and can be sent to the same email.



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Section 1 - Abbreviations

AFM	Aircraft Flight Manual
AIP	Aeronautical Information Publication
AoC	Assessment of Competence
AOM	Aircraft Operating Manual
AMC	Acceptable Means of Compliance
ARA	Authority Requirements Aircrew
ATO	Approved Training Organization
ATPL	Airline Transport Pilot Licence
BPL	Balloon Pilot Licence
BR	Basic Regulation
CA	Competent Authority
CC	Cabin Crew
CIA	<i>Circular de Informação Aeronáutica</i> Aeronautical Information Circular
CPL	Commercial Pilot Licence
CR	Commission Regulation
CRD	Comment Response Documents
CRI	Class Rating Instructor
CS	Certification Specifications
EBT	Evidence Based Training
ER	Essential Requirements
FCL	Flight Crew Licence
FI	Flight Instructor
FIE	Flight Instructor Examiner
FEH	Flight Examiners Handbook
FSTD	Flight Simulation Training Device

GM	Guidance Material
IR	Implementing Rule
IR	Instrument Rating
IRI	Instrument Rating Instructor
LAPL	Light Aircraft Pilot Licence
LPC	Licence Proficiency Check
MED	Medical
MP A/H	Multi-pilot Aeroplane/Helicopter
MPL	Multi-crew Pilot Licence
NPA	Notice of Proposed Amendment
OM	Operations Manual
ORA	Organisational Requirements Aircrew
PC	Proficiency Check
PF	Pilot Flying
POH	Pilot Operating Handbook
PPL	Private Pilot Licence
SFI	Synthetic Flight Instructor
SP A/H	Single-pilot Aeroplane/Helicopter
SPL	Sailplane Pilot Licence
ST	Skill Test
ToR	Terms of Reference
TRI	Type Rating Instructor
UPRT	Upset prevention and recovery training
VMC	Visual Meteorological Conditions

Section 2 - Definitions

This section highlights some of the most important definitions under the scope of the functions of an examiner and the scope of this guide:

Renewal

The administrative action taken **after a rating or certificate has lapsed** for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Revalidation

The administrative action taken **within the period of validity of a rating or certificate** which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Skill test

The demonstration of skill for a licence or rating issue, including such oral examination as may be required.

Proficiency check

The demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.

Assessment of competence

The demonstration of skill for the issue, revalidation or renewal of an instructor or examiner certificate.

Evidence based training (EBT) operator

Means an organization that is holding an air operator certificate (AOC) in accordance with Annex III (Part-ORO) to Regulation (EU) No 965/2012 and that has implemented an EBT programme approved by the competent authority, in accordance with the provisions of that Regulation.

Exam(s)

For the purpose of this handbook, the definition of '**exam(s)**' is/are any skill test(s), proficiency check(s) or assessment(s) of competence.

Certified examiner

A holder of a ANAC issued PART-FCL licence, that has complied with all requirements to be certified by ANAC as an examiner to conduct tests to other holders of ANAC issued PART-FCL licences.

Section 3 - Regulations

This section will cover the Regulations applicable to certified and authorized flight examiners, under the aircrew regulation.

The main purpose is to condense the essential regulations affecting flight examiners, allowing quick and easy consultation.

As previously mentioned, significant changes to the rules affecting flight examiners have occurred with the entry into force of the aircrew Regulation.

These mainly involve:

- a) prior approval by Competent Authorities other than the examiners certifying/Competent Authority;
- b) prior notification of skill tests, proficiency checks or assessments of competence (further referred to as 'exams' in this document);
- c) prior approval of exams (as established by each Competent Authority).



3.1 - Regulation (EC) 2018/1139

Regulation (EC) 2018/1139 *on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/E*, is known as the “**Basic Regulation**” and establishes Community competence for the regulation of the airworthiness and environmental compatibility of aeronautical products, parts and appliances, pilot licensing, air operations and third country aircraft.

Some extracts from this Regulation, that concern flight examiners, are:

Article 26 – “Pilots”

Paragraph 1

Persons responsible for providing flight training, flight simulation training, or for assessing pilots' skills, as well as aero-medical examiners, shall be required to hold a certificate, except for situations in which, as a result of the adoption of implementing acts referred to in point (a) of Article 27(1), taking into account the objectives and principles set out in Articles 1 and 4, and in particular the nature and risk of the activity concerned, such certificates are not required.

Annex III-Essential requirements for pilot licensing referred to in Article 26

Paragraph 1.4 - Practical Skill

A pilot must acquire and maintain the practical skills as appropriate to exercise his or her functions on the aircraft. Such skills must be proportionate to the risks associated to the type of activity and must cover, if appropriate to the functions exercised on the aircraft, the following:

- (a) pre-flight and in-flight activities, including aircraft performance, mass and balance determination, aircraft inspection and servicing, fuel/energy planning, weather appreciation, route planning, airspace restrictions and runway availability;*
- (b) aerodrome and traffic-pattern operations;*
- (c) collision avoidance precautions and procedures;*
- (d) control of the aircraft by external visual reference;*

- (e) flight manoeuvres, including in critical situations, and associated 'upset' manoeuvres, as technically achievable;*
- (f) normal and cross-wind take-offs and landings;*
- (g) flight by reference solely to instruments, as appropriate to the type of activity;*
- (h) operational procedures, including team skills and resource management, as appropriate to the type of operation, whether single or multi-crew;*
- (i) navigation and implementation of rules of the air and related procedures, using as appropriate, visual reference or navigation aids;*
- (j) abnormal and emergency operations, including simulated aircraft equipment malfunctions;*
- (k) compliance with air traffic services and communications procedures;*
- (l) aircraft type or class specific aspects;*
- (m) additional practical skill training that may be required to mitigate risks associated with specific activities; and*
- (n) non-technical skills, including the recognition and management of threats and errors, using an adequate assessment methodology in conjunction with the technical skills assessment.*

Paragraph 1.5 - Demonstration and maintenance of practical skill

1.5.1. A pilot must demonstrate the ability to perform the procedures and manoeuvres with a degree of competence appropriate to the functions exercised on the aircraft, by:

- (a) operating the aircraft within its limitations;*
- (b) exercising good judgement and airmanship;*
- (c) applying aeronautical knowledge;*
- (d) maintaining control of the aircraft at all times in such a manner that the successful outcome of a procedure or manoeuvre is assured; and*
- (e) non-technical skills, including the recognition and management of threats and errors, using an adequate assessment methodology in conjunction with the technical skills assessment.*

1.5.2. An appropriate level of competence in practical skill must be maintained. Compliance must be demonstrated by regular assessments, examinations, tests or checks. The frequency of examinations, tests or checks must be proportionate to the level of risk associated with the activity.

Annex IV Paragraph 1.10. Examiners

Persons responsible for assessing the skill of pilots must:

- (a) meet the requirements for flight or flight simulation instructors; and*
- (b) be capable of assessing pilot performance and conducting flight tests and checks.*



3.2 – Commission Regulations (EU) 1178/2011 & 290/2012

Commission Regulation (EU) 1178/2011 of 03/11/2011 *laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 2018/1139 of the European Parliament and of the Council*, are known as the “**Aircrew Regulation**”.

The Aircrew Regulation is thus composed of the Cover Regulation (12 Articles) and seven annexes, which contain the implementing rules on pilot licensing (Annex I - Part-FCL), conversion of existing national licences (Annex II), medical certification and attestation (Annex IV – Part-MED), qualification of cabin crew (Annex V - Part-CC), authority requirements for aircrew (Annex VI – Part-ARA) and organisation requirements for aircrew (Annex VII - Part-ORA), and (Annex VIII – Part DTO).

Further amendments have been included.

Some extracts from this Regulation, that concern flight examiners, are hereby included.

Annex I – Part-FCL

Subpart K - Examiners

FCL.1000 Examiner certificates (Regulation 2019/1747)

(a) General. Holders of an examiner certificate shall:

- (1) hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them;*
- (2) be qualified to act as PIC on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.*

FCL.1005 Limitation of privileges in case of vested interests (Regulation 2019/1747)

Examiners shall not conduct:

- (a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate to whom they have provided more than 25 % of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; and*

- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.*

FCL.1010 Prerequisites for examiners (Regulation 1178/2011)

Applicants for an examiner certificate shall demonstrate:

- (a) relevant knowledge, background and appropriate experience related to the privileges of an examiner;*
- (b) that they have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with this Part, for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years.*

FCL.1015 Examiner standardisation (Regulation 2020/2193)

- (a) An applicant for an examiner certificate shall undertake a standardisation course which is provided by the competent authority or which is provided by an ATO and approved by the competent authority.*
- (b) The standardisation course shall consist of theoretical and practical instruction and shall include, at least:*
- (1) the conduct of 2 skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;*
 - (2) instruction on the applicable requirements in this part and the applicable air operations requirements, the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting;*
 - (3) a briefing on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees.*
 - (4) a briefing on the need to review and apply the items in (3) when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate; and*
 - (5) an instruction on how to get access to these national procedures and requirements of other competent authorities when needed;*
- (c) Holders of an examiner certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information*



containing the relevant national procedures of the applicant's competent authority.

FCL.1020 Examiners assessment of competence (Regulation 1178/2011)

Applicants for an examiner certificate shall demonstrate their competence to an inspector from the competent authority or a senior examiner specifically authorised to do so by the competent authority responsible for the examiner's certificate through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

FCL.1025 Validity, revalidation and renewal of examiner certificates

(Regulation 2020/2193)

(a) Validity

An examiner certificate shall be valid for 3 years.

(b) Revalidation

To revalidate an examiner certificate, holders shall comply with all of the following conditions:

(1) before the expiry date of the certificate, have conducted at least six skill tests, proficiency checks, assessments of competence, or EBT evaluation phases during an EBT module referred to in point ORO.FC.231 of Annex III (Part-ORO) to Regulation (EU) No 965/2012;

(2) in the period of 12 months immediately preceding the expiry date of the certificate, have completed an examiner refresher course which is provided by the competent authority or which is provided by an ATO and approved by the competent authority;

(3) one of the skill tests, proficiency checks, assessments of competence or EBT evaluation phases conducted in accordance with point (1) shall take place in the period of 12 months immediately preceding the expiry date of the examiner certificate and shall:

(i) have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so by the competent authority responsible for the examiner certificate; or

(ii) *comply with the requirements in point [FCL.1020](#).*

If applicants for the revalidation hold privileges for more than one category of examiner, all examiner privileges may be revalidated if applicants comply with the requirements laid down in points (b)(1) and (2) and point [FCL.1020](#) for one of the categories of examiner certificates held, in agreement with the competent authority.

(c) *Renewal*

If the certificate has expired, before resuming the exercise of the privileges, the applicants shall comply with the requirements in point (b)(2) and point [FCL.1020](#) in the period of 12 months immediately preceding the application for the renewal.

(d) *An examiner certificate shall only be revalidated or renewed if applicants demonstrate continued compliance with the requirements laid down in points [FCL.1010](#) and [FCL.1030](#).*

FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence (Regulation 245/2014)

(a) *When conducting skill tests, proficiency checks and assessments of competence, examiners shall:*

- (1) *ensure that communication with the applicant can be established without language barriers;*
- (2) *verify that the applicant complies with all the qualification, training and experience requirements in this Part for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken;*
- (3) *make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.*

(b) *After completion of the skill test or proficiency check, the examiner shall:*

- (1) *inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;*
- (2) *in the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's licence*

or certificate with the new expiry date of the rating or certificate, if specifically authorised for that purpose by the competent authority responsible for the applicant's licence;

(3) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. The report shall include:

(i) a declaration that the examiner has received information from the applicant regarding his/her experience and instruction, and found that experience and instruction complying with the applicable requirements in this Part;

(ii) confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;

(iii) the result of the test, check or assessment of competence.

(iv) a declaration that the examiner has reviewed and applied the national procedures and requirements of the applicant's competent authority if the competent authority responsible for the applicant's licence is not the same that issued the examiner's certificate;'

(v) a copy of the examiner certificate containing the scope of his/her privileges as examiner in the case of skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate.

(c) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.

(d) Upon request by the competent authority responsible for the examiner certificate, or the competent authority responsible for the applicant's licence, examiners shall submit all records and reports, and any other information, as required for oversight activities.

Annex VI - Part-ARA

Subpart FCL - Specific Requirements Relating to Flight Crew Licensing

ARA.FCL.200 Procedure for issue, revalidation or renewal of a licence, rating or certificate (Regulation 2020/359)

(a) Issue of licences and ratings. The competent authority shall issue a pilot licence and associated ratings, using the form as established in [Appendix I](#) to this Part.

If a pilot intends to fly outside Union territory on an aircraft registered in a Member State other than the Member State that issued the flight crew licence, the competent authority shall:

(1) add the following remark on the flight crew licence under item XIII: “This licence is automatically validated as per the ICAO attachment to this licence”; and

(2) make the ICAO attachment available to the pilot in print or electronic format.

(b) Issue of instructor and examiner certificates. The competent authority shall issue an instructor or examiner certificate as:

(1) an endorsement of the relevant privileges in the pilot licence as established in [Appendix I](#) to this Part; or

(2) a separate document, in a form and manner specified by the competent authority.

(c) Endorsement of licence by examiners. Before specifically authorising certain examiners to revalidate or renew ratings or certificates, the competent authority shall develop appropriate procedures.

(d) Endorsement of licence by instructors. Before specifically authorising certain instructors to revalidate a single-engine piston or TMG class rating, the competent authority shall develop appropriate procedures.

(e) Instructors for FI(B) or FI(S) certificates: The competent authority shall develop appropriate procedures for the conduct of the training flights under supervision specified in:

(1) points BFCL.315(a)(5)(ii) and BFCL.360(a)(2) of Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395; and

(2) points SFCL.315(a)(7)(ii) and SFCL.360(a)(2) of Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976.

ARA.FCL.205 Monitoring of examiners (Regulation 245/2014)

(a) The competent authority shall develop an oversight programme to monitor the conduct and performance of examiners taking into account:

(1) the number of examiners it has certified; and

- (2) *the number of examiners certified by other competent authorities exercising their privileges within the territory where the competent authority exercises oversight.*
- (b) *The competent authority shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the competent authority.*
- (c) *The competent authority shall develop procedures to designate examiners for the conduct of skill tests.*

ARA.FCL.210 Information for examiners (Regulation 245/2014)

- (a) *The competent authority shall notify the Agency of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate.*
- (b) *To facilitate dissemination and access to the information received from competent authorities under (a), the Agency shall publish this information according to a format prescribed by it.*
- (c) *The competent authority may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.*

ARA.FCL.215 Validity period (Regulation 290/2012)

- (a) *When issuing or renewing a rating or certificate, the competent authority or, in the case of renewal, an examiner specifically authorised by the competent authority, shall extend the validity period until the end of the relevant month.*
- (b) *When revalidating a rating, an instructor or an examiner certificate, the competent authority, or an examiner specifically authorised by the competent authority, shall extend the validity period of the rating or certificate until the end of the relevant month.*
- (c) *The competent authority, or an examiner specifically authorised for that purpose by the competent authority, shall enter the expiry date on the licence or the certificate.*
- (d) *The competent authority may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.*

ARA.FCL.250 Limitation, suspension or revocation of licences, ratings and certificates (Regulation 2020/359)

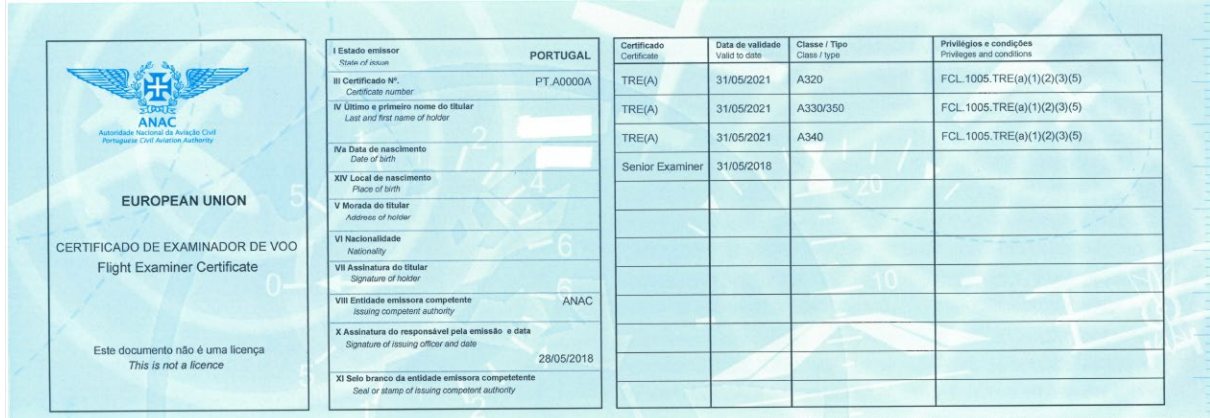
- (a) *The competent authority shall limit, suspend or revoke as applicable a pilot licence and associated ratings or certificates in accordance with ARA.GEN.355 in, but not limited to, the following circumstances:*
- (1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;*
 - (2) falsification of the logbook and licence or certificate records;*
 - (3) the licence holder no longer complies with the applicable requirements of Annex I (Part- FCL), Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395 or Annex III (Part- SFCL) to Commission Implementing Regulation (EU) 2018/1976;*
 - (4) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;*
 - (5) non-compliance with the applicable operational requirements;*
 - (6) evidence of malpractice or fraudulent use of the certificate; or*
 - (7) unacceptable performance in any phase of the flight examiner's duties or responsibilities.*
- (b) *The competent authority may also limit, suspend or revoke a licence, rating or certificate upon the written request of the licence or certificate holder.*
- (c) *All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.*



Section 4 - Examiner Certificates

Examiners certified by ANAC receive a Certificate after complying with the procedures laid down in CIA 17/2020.

The Certificate has the following layout:



The image shows a sample of a Flight Examiner Certificate from ANAC. It includes a header with the ANAC logo and the text 'EUROPEAN UNION CERTIFICADO DE EXAMINADOR DE VOO Flight Examiner Certificate'. Below this is a table with fields for issuer state, certificate number, holder's name, date of birth, address, nationality, signature, and date of issue. To the right of the form is a table listing the certificate details.

Certificado Certificate	Data de validade valid to date	Classe / Tipo Class / type	Privilégios e condições Privileges and conditions
TRE(A)	31/05/2021	A320	FCL.1005.TRE(a)(1)(2)(3)(5)
TRE(A)	31/05/2021	A330/350	FCL.1005.TRE(a)(1)(2)(3)(5)
TRE(A)	31/05/2021	A340	FCL.1005.TRE(a)(1)(2)(3)(5)
Senior Examiner	31/05/2018		

Figure 4.1

It is important to observe the privileges granted on the Certificate, so that only exams corresponding to those privileges are conducted and will be accepted.

Privileges granted are mentioned in the “Privileges and conditions” column in front of each endorsed certification.

Any restrictions to privileges will also be mentioned in that section of the Certificate.

The issue of this Examiner Certificate enables the holder to conduct exams to holders of ANAC PART-FCL licences.

For conduct of exams to holders of PART-FCL licences issued by other Competent Authorities (CA), and in accordance with FCL.1015(c), the examiner shall review the EASA “Examiners Differences Document” downloadable in the EASA website ([available here](#)) emphasizing on the national procedures of the applicable Member State.



Additionally and under FCL.1030(b)(3), ANAC certified examiners must inform ANAC of the conduct of exams to holders of PART-FCL licences issued by other CA (see 6.6 – Post Exam Procedures).

The conduct of exams to holders of licences of third countries, are subject to acceptance of the CA of those countries and are subject to their rules and procedures.

The conduct of these exams, their rules or applicability, are not under the scope of this FEH, therefore the rules, procedures and directives here contained are not applicable.

Note that those exams do not count towards any requirements under the Commission Regulations (for example, Examiner Certificate revalidations or renewals).



4.1 – ANAC PART-FCL Examiner List

In compliance with ARA.FCL.205(b), ANAC “*maintains a list of certified examiners*”.

This list is available on the ANAC website ([access here](#)), and contains all **ANAC certified examiners under PART-FCL**.

Examiners not certified under PART-FCL are not displayed.

The list contains the name of the examiner, Certificate number and validity, the privileges granted and respective class/type of aircraft.

This list is updated in real time. In other words, all examiners displayed are the examiners with a **valid PART-FCL Examiner Certificate**, at the moment that the list is accessed.

Due note of this fact should be taken into account.



Section 5 – “*Non-ANAC*” Examiners

Examiners certified by Competent Authorities of other Member States, wishing to conduct exams to holders of ANAC issued PART-FCL licences, must comply with procedures laid down in the EASA “**Examiners Differences Document**” available in the EASA website ([available here](#)) and complemented by this FEH.

“*Non-ANAC*” examiners shall comply with the procedures laid down in the documents mentioned above. Failure to do so will result in the refusal of exams conducted.

Additionally they shall only conduct exams for which they have privileges granted.

Failure to comply with those privileges will render the exam invalid and further actions may be taken by ANAC.



Section 6 – Safety considerations

ANAC, emphasizes on the observation and compliance of safety rules and policies.

This is particularly important for exams conducted on aircraft.

Below several main safety aspects are detailed, but obviously not limited to those here detailed:

- a) Planning of the exam and its conduct, shall strictly comply with the limitations stated in the applicable, valid and updated AFM, AOM or POH and OM.
- b) Particular care regarding fuel planning and mass & balance calculations is recommended.
- c) Weather minima are applicable as published in the Regulations and/or OM, whichever is higher/more restrictive.
- d) Flight profile will be briefed, with particular emphasize on malfunction and emergency procedures to be executed.
- e) Roles of crewmembers in case of an actual emergency will be clearly briefed and acknowledged.
- f) Required documentation (of crew, aircraft and any other necessary/applicable) shall always be checked prior to flight and shall always be on board the aircraft for the conduct of the exam. These documents shall be valid in accordance with Rules and Regulations.
- g) A proper pre-flight inspection will be carried out and a briefing on emergency evacuation performed between crew members.
- h) Carriage of passengers that do not have any necessary or relevant function for the exam is **forbidden**.
- i) Handover of aircraft controls (when and if applicable) shall be done in a clear and unambiguous way.
- j) Malfunctions and emergencies will always be simulated. Actual engine shut down on the aircraft is only allowed to be performed if required by the rules established in PART-FCL Appendixes, according to AFM, AOM or POH procedures and at a safe altitude.

- k) Use of screens shall be carefully used and managed. It is strongly recommended that in VMC conditions the examiner always has a clear and unobstructed view of the outside.
- l) During flight, conversation should be kept to a minimum, except to advise the next exercise or in case a potential situation that might affect flight safety evolves.
- m) Negative or conflicting comments shall be avoided and left for the debriefing, after the flight is completed.

For exams conducted (in whole or in part) in Portuguese territory, the **AIP** and/or **VFR Flight Manual** shall be consulted and used.

These publications are obtainable via the following link:
<http://www.nav.pt/ais/> (AIP upon registration only).



Section 7 - ANAC exam procedures

All administrative procedures to be taken into account and complied with relating to the conduct of exams to holders of ANAC issued PART-FCL licences, are detailed in this section.

Examiners may conduct skill tests, proficiency checks and assessments of competence, as long as they follow the administrative procedures mentioned in this section of the briefing.

The procedures hereby described **must be strictly followed**.

Failure to comply with them may result in non-acceptance of the exam(s), **therefore making it/them invalid**.

NOTE: The conduct of assessments of competence by authorized (“non-ANAC”) examiners for examiner certificates to holders of ANAC issued PART-FCL licences is restricted and will be only accepted under very special circumstances and only when dully justified.

Additional guidance on the way that exams must be conducted by examiners is given.

This guidance is based on the published AMC & GM to the Regulations.



7.1 - ATPL Skill Tests

ANAC requires that candidates for an ATPL licence must submit an application prior to the conduct of the skill test, in accordance with CIA 05/2019 ([available here](#)).

The application shall contain details of the skill test such as the date, location, examiner name and Certificate/Authorization number.

The skill test may only be conducted after the candidate obtains formal approval from ANAC.

This formal approval **does not replace** the skill test notification, which has to be done by and is the responsibility of the examiner. (refer to 7.4 - Pre-Exam Procedures for further details on the notification of exams).



7.2 – Renewal of Ratings

There are new rules concerning the renewal of ratings on a PART-FCL licence.

*FCL.740(b) for class and type ratings and FCL.625(c) for instrument ratings, specify that an applicant that if a rating has expired, the applicant must take refresher training **at an ATO**, as necessary, to reach the level of proficiency necessary to safely operate the relevant class or type of aircraft, including when applicable instrument flying.*

AMC1 FCL.625(c) (ED Decision 2017/022/R)

RENEWAL OF INSTRUMENT RATING AT AN APPROVED TRAINING ORGANISATION (ATO): REFRESHER TRAINING

(a) The objective of the refresher training at an ATO is to reach the level of proficiency needed to pass the instrument rating proficiency check, as described in [Appendix 9](#), or the instrument rating skill test as described in [Appendix 7](#) to Part-FCL, as applicable. The amount of refresher training needed should be determined by the ATO on a case-by-case basis, taking into account the following factors:

- (1) the experience of the applicant;*
- (2) the amount of time elapsed since the privileges of the rating were last used;*
- (3) the complexity of the aircraft;*
- (4) whether the applicant has a current rating on another aircraft type or class; and*
- (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in a flight simulation training device (FSTD) or an aircraft of a relevant type or class.*

The amount of training needed to reach the desired level of competency should increase with the time elapsed since the privileges of the rating were last used.

(b) Once the ATO has determined the needs of the applicant, it should develop an individual training programme based on the ATO's approved course for the rating and focusing on those aspects where the applicant has shown the greatest needs. Theoretical-knowledge instruction should be included, as necessary. The performance of the applicant should be reviewed during the training, and additional instruction should be provided where necessary to reach the standard required for the proficiency check.

(c) After successful completion of the training, the ATO should provide a training completion certificate to the applicant, which describes the evaluation of the factors listed under (a) above and the training received, and includes a statement that the training has been successfully completed. The training completion certificate should be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate and examiner report form should be submitted to the competent authority.

(d) Taking into account the factors listed in (a) above, an ATO may also decide that the applicant already possesses the required level of proficiency and that no refresher training is necessary. In such a case, the certificate or other documental evidence referred to in point (c) above should contain a respective statement including sufficient reasoning.

Instrument rating renewal,
AMC1 FCL.625(c)

Expiry period	
More than 7 years	The applicant should undergo the full training course for the issue of the IR.

Table 7.2.1

AMC1 FCL.740(b)(1) (ED Decision 2018/009/R)

RENEWAL OF CLASS AND TYPE RATINGS: REFRESHER TRAINING AT AN ATO, A DTO OR WITH AN INSTRUCTOR

(a) The objective of the refresher training is for the applicant to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a case-by-case basis by the ATO, the DTO or the instructor, as applicable, taking into account the following factors:

- (1) the experience of the applicant;*
- (2) the amount of time elapsed since the privileges of the rating were last used;*
- (3) the complexity of the aircraft;*
- (4) whether the applicant has a current rating on another aircraft type or class; and*

(5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in an FSTD or an aircraft of the relevant type or class.

It should be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the privileges of the rating were last used.

(b) After having determined the needs of the applicant, the ATO, the DTO or the instructor, as applicable, should develop an individual training programme based on the initial training for the rating, focusing on the aspects where the applicant has shown the greatest needs.

(c) With the exception of refresher training for ratings for aircraft referred to in point [FCL.740\(b\)\(2\)\(i\)](#), refresher training should include theoretical knowledge instruction, as necessary, such as for type-specific system failures in complex aircraft. The performance of the applicant should be reviewed during the training and additional instruction should be provided to the applicant, where necessary, to reach the standard required for the proficiency check.

(d) After successful completion of the training, the ATO, the DTO or the instructor, as applicable, should issue the applicant with a training completion certificate or another document specified by the competent authority, describing the evaluation of the factors listed in (a), the training received, and a statement that the training has been successfully completed. The training completion certificate should be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate or the other document specified by the competent authority and the examiner report form should be submitted to the competent authority.

GM1 FCL.740(b) Validity and renewal of class and type ratings (EU REGULATION 2020/2193)

RENEWAL OF CLASS AND TYPE RATINGS: REFRESHER TRAINING AT AN AOC HOLDER

It is recommended that an AOC holder approved for renewal of type ratings under Part-ORO may provide refresher training if the applicant is enrolled in the EBT programme; and if the rating has lapsed by no more than 1 year.

If the rating has lapsed by more than 1 year, it is recommended that the applicant consider to follow the training at an ATO and AMC1 FCL.740(b) applies.

Once the ATO has determined the needs of the applicant, it should develop an individual training programme that should be based on the initial training for the

issue of the rating and focus on the aspects where the applicant has shown the greatest needs.

In the case of a renewal, it is the examiners obligation to verify, **prior to the proficiency check**, that the applicant has complied with the minimum training determined by the ATO.

7.2.1 - Combined rating training

In the case of renewal of class or single-pilot type ratings and **simultaneous** renewal of instrument ratings, the refresher training for both ratings – and when conducted in the same aircraft – maybe combined, with credit of 50% of the training for the class or SP type rating.

Therefore, the total amount of stipulated training for the instrument rating must be conducted plus 50% of the training for the class or SP type rating.

7.2.2 – Post refresher training procedures

As mentioned in AMC1 FCL.625(c)(c):

“After successful completion of the training, the ATO should provide a training completion certificate to the applicant, which describes the evaluation of the factors listed under (a) above and the training received, and includes a statement that the training has been successfully completed. The training completion certificate should be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate and examiner report form should be submitted to the competent authority.”

and AMC1 FCL.740(b)(1)(d):

“After successful completion of the training, the ATO, the DTO or the instructor, as applicable, should issue the applicant with a training completion certificate or another document specified by the competent authority, describing the evaluation of the factors listed in (a), the training received, and a statement that the training has been successfully completed. The training completion certificate should be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate or the other document specified

by the competent authority and the examiner report form should be submitted to the competent authority.”

The examiner shall check this document, in order to assure that the refresher training has been conducted (as applicable).

Also to be checked is the filling of the “*Instructor initials when training completed*” column, by the instructor(s) that conducted the refresher training:



ST/PC SPA (no HPC) – Skill Test/Proficiency Check Single-Pilot Aeroplane (except HPC)

Date	Applicant name	Licence Nº
SECTION D – REMARKS / REASONS FOR FAILURE (AS APPLICABLE)		


SECTION 1 – DEPARTURE	Manoeuvres/procedures	Practical Training			Test / Check			
		FTD	FFS	A	Initials	Pass / Fail	PASS	FAIL
Pre-flight including:								
1.1	Documentation							
	Mass & Balance							
	Weather briefing NOTAM							
1.2 Pre-start checks								
1.2.1	External	P→		P				
	Internal			P		M		
1.3 Engine starting:								
1.3	Normal	P→	→	→		M		
	Malfunctions							
1.4	Taxiing		P→	→		M		
1.5 Pre-departure checks:								
1.5	Engine run-up (if applicable)	P→	→	→		M		
1.6 Take-off procedure:								
1.6	Normal with Flight Manual flap settings Crosswind (if conditions available)		P→	→				
	Climbing:							
1.7	Vx/Vy		P→	→		M		
	Turns onto headings							
	Level off							
1.8	ATC liaison: compliance, R/T procedure							

Examiner signature	ANAC Inspector / Senior Examiner signature	Applicant signature
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ST ATPL(A) – Skill Test Airline Transport Pilot Licence (Aeroplane)

Date	Applicant name		Licence Nº						
SECTION D – REMARKS / REASONS FOR FAILURE (AS APPLICABLE)									
SECTION 1 – FLIGHT PREPARATION									
Manoeuvres/procedures		Practical Training			Test / Check				
1.1	Performance calculation	OTD	FTD	FFS	A	Instructor initials	Fail in FTS/A	PASS	FAIL
		P							
1.2	Aeroplane external visual inspection; location of each item and purpose of inspection	PC				P			
1.3	Cockpit inspection		P→	→	→				
1.4	Use of checklist prior to starting engines, starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P→	→	→	→		M		
1.5	Taxiing in compliance with air traffic control or instructions of instructor/Examiner			P→	→				
1.6	Before take-off checks		P→	→	→		M		
SECTION 2 – TAKE-OFFS									
Manoeuvres/procedures		Practical Training			Test / Check				
2.1	Normal take-off; with different flap settings, including expedited take-off	OTD	FTD	FFS	A	Instructor initials	Fail in FTS/A	PASS	FAIL
				P→	→				
2.2	Instrument take-off; transition to instrument flight is required during rotation or immediately after becoming airborne			P→	→				
2.3	Crosswind take-off			P→	→				
2.4	Take-off at maximum take-off mass (actual or simulated maximum take-off mass)			P→	→				
2.5	Take-off; with simulated engine failure: shortly after reaching V_1 in aeroplanes which are not certificated as transport category or commuter category aeroplanes, the engine failure shall not be simulated until reaching a minimum height of 300 ft above runway end. In aeroplanes having the same performance as a transport category aeroplane regarding take-off mass and density altitude, the instructor may simulate the engine failure shortly after reaching V_1 .			P→	→				
2.5.1 ^a				P	X		M		
2.5.2 ^a	between V_1 and V_2			P	X		M		
2.6	Rejected take-off at a reasonable speed before reaching V_1			P→	→		M		
Examiner signature		ANAC Inspector / Senior Examiner signature			Applicant signature				

Figure 7.2.4



ST/PC SPA (no HPC) – Skill Test/Proficiency Check Single-Pilot Aeroplane (except HPC)

Date	Applicant name		Licence Nº						
SECTION 2 – AIRWORK (VMC)									
Manoeuvres/procedures		Practical Training			Test / Check				
2.1	Straight and level flight at various airspeeds including flight at critically low airspeed with and without flaps (including approach to VMCA when applicable)	FTD	FFS	A	Instructor initials	Fail in FTS/A	PASS	FAIL	
			P→	→					
2.2	Steep turns (30° left and right at 40° bank)			P→	→		M		
2.3	Stalls and recovery: (i) Clean stall (ii) Approach to stall in descending turn with bank with approach configuration and power (iii) Approach to stall in landing configuration and power (iv) Single engine aeroplanes only: Approach to stall, steepening turn with take-off flap and climb power			P→	→		M		
2.4	Handling using autopilot and flight director (may be conducted in section 3) if applicable			P→	→		M		
2.5	ATO Helicon – Compliance, R/T procedure								
Section 3A shall be completed to revalidate a type or multi-engine class rating, VFR only, where the required experience of TD route section within the previous 12 months has not been completed. Section 3A is not required if section 3B is completed.									
SECTION 3A – EN-ROUTE PROCEDURES VFR									
Manoeuvres/procedures		Practical Training			Test / Check				
3A.1	Flight plan, dead reckoning and map reading	FTD	FFS	A	Instructor initials	Fail in FTS/A	PASS	FAIL	
3A.2	Maintenance of altitude, heading and speed								
3A.3	Orientation, timing and reaction of ETAs								
3A.4	Use of radio navigation aids (if applicable)								
3A.5	Flight management (flight log, routine checks including fuel, systems and instruments)								
3A.6	ATO Helicon – Compliance, R/T procedure								
The starred and shaded (*) items of section 3B and for multi-engine, section 6, shall be flown solely by reference to instruments if revalidation/renewal of an IR is included in the skill test or proficiency check. If those items are not flown solely by reference to instruments during the skill test or proficiency check, and when there is no crediting of IR privileges, the class or type rating will be restricted to VFR only.									
SECTION 3B – INSTRUMENT FLIGHT									
Manoeuvres/procedures		Practical Training			Test / Check				
3B.1*	Departure IFR	FTD	FFS	A	Instructor initials	Fail in FTS/A	PASS	FAIL	
			P→	→			M		
3B.2*	En-route IFR			P→	→		M		
3B.3*	Holding procedures			P→	→		M		
3B.4*	ILS to CR(A) of 200' (50 m) or to procedure minima (autopilot may be used to glide slope intercept)			P→	→		M		
3B.5*	Non-precision approach to MDA and MSL			P→	→		M		
3B.6*	Flight exercises including simulated failure of the compass and attitude indicator, rate 1 turns, recoveries from unusual attitudes			P→	→		M		
3B.7*	Failure of localiser or glide slope			P→	→		M		
3B.8*	ATO Helicon – Compliance, R/T procedure								
Examiner signature		ANAC Inspector / Senior Examiner signature			Applicant signature				

Examiners must check the completion of these sections of the form prior to the check. In case they are not filled the **check shall not be conducted**.

7.3 – Number and Duration of Exams

Examiners must plan all Exams, allowing all necessary and reasonable time for:

- preparation and briefing before the flight/session, including oral questions when applicable; (*Normally not more than 1 hour*) – AMC2 FCL.1015 ED 2020/005/R
- conduct of the Exam;
- debriefing and assessment of the candidate;
- filling of the applicable documentation.

7.3.1 – Daily number of exams

An Examiner shall plan, per day, not more than the following number of Exams:

Test for	Daily maximum
LAPL	4 Skill tests or proficiency checks
SPL	
BPL	
SP type ratings	
MP type ratings (LPC or OPC)	4 Proficiency checks combined in 2 sessions.
PPL	3 Skill tests or proficiency checks
CPL	
IR	
Class ratings	
Class ratings or SP type ratings with IR	2 Skill tests
CPL & IR (combined)	
ATPL	2 Assessments of competence
Instructor Certificate	
Examiner Certificate	

Table 7.3.1

In the case of the combination of different exams, checks or assessments of the table above, **they must never exceed three exams in the same day**

7.3.2 – Exam duration

In terms of duration of a exam, the next tables establish the **minimum times** for the several exams.

Skill tests for issue of licences or ratings

Skill test for	Duration of flight / session- minimum	Total duration ¹⁾
LAPL (B)	45 min.	2 hrs
LAPL (A)	90 min. ²⁾	
LAPL (H)		
LAPL (S)	3)	
SPL		
BPL	45 min.	3 hrs
PPL	90 min. ²⁾	
CPL		
IR	60 min.	
SP Class/Type rating	60 min.	
SP Class/Type rating with IR	90 min. ⁴⁾	4 hrs
CPL & IR	120 min.	
MP type rating		
MPL		
ATPL		

Table 7.3.2

- 1) includes briefing, debriefing, etc...
- 2) including navigation section.
- 3) sufficient time to allow that all the items in each test or check section can be fully completed.
- 4) Minimum recommended exam time with 50% credit.

Revalidation or renewal of ratings

Proficiency checks for	Duration of flight / session- minimum	Total duration ¹⁾
IR	60 min.	3 hrs
SP Class/Type rating	60 min. ²⁾	
SP Class/Type rating with IR	90 min. ^{2) 3)}	
MP type rating (LPC or OPC)	120 min.	4 hrs

Table 7.3.3

- 1) includes briefing, debriefing, etc...

- 2) in case the route sector is required to be conducted during the proficiency check for revalidation of a class or type rating, as foreseen in FCL.740.A(a)(2)(ii) or no FCL.740.PL(a)(2)(ii), 15 minutes shall be added to the duration of the flight/session.
- 3) Minimum recommended exam time with 50% credit.

Assessments of competence for instructors and examiners ¹⁾

Assessment of competence for	Duration of flight / session- <u>minimum</u>		Total duration ²⁾
		3)	4)
Instructor certificate	FI / CRI / IRI, <u>a/c</u>	90 min.	60 min.
	TRI, <u>a/c</u>		
	SFI / TRI, <u>FSTD</u> :	180 min.	
Examiner certificate	5)		4 hrs

Table 7.3.4

- 1) ANAC imposes restrictions to the conduct of AoC by non-ANAC examiners; see Section 5, for more details.
- 2) includes briefing, debriefing, etc...
- 3) for issue (initial);
- 4) for revalidation or renewal of Certificate;
- 5) duration of the test/check conducted.



7.4 - Pre-Exam procedures

Skill tests, assessments of competence for initial issue of instructor certificates, examiner standardization and assessments of competence for examiner certificates to be conducted must be **always** notified prior to its conduct.

For Skill tests, assessments of competence for initial issue of instructor certificates and examiner standardization this notification must be done **up to 5 days prior** to the date and time of the exam, the date of the exam and the day of the notification don't count for the 5 days.

For assessments of competence for examiner certificates this notification must be done **up to 15 days prior** to the date and time of the exam, the date of the exam and the day of the notification don't count for the 15 days.

A change of examiner is allowed up to 24 hours before the event. This change shall be reported to Lpf.examinadores@anac.pt.

7.4.1 – For ANAC certified examiners

The notification will be made in the examiner web portal, to which they have been granted access, under the option “**Schedule Exam**” (“*Agendar Prova ANAC*”).

The link to the web portal is: <https://casr.anac.pt/login/>

It may also be accessed via the ANAC website:

www.anac.pt → *Pessoal Aeronáutico* → *Examinadores* → *Portal de Examinadores*

7.4.2 – For “Non-ANAC” examiners

The notification will be made by email to Lpf.examinadores@anac.pt, containing the following information:

- a) The subject title of the email **shall** contain: “Skill Test or AOC (as applicable) / examiner name / candidate name”.
- b) Content:

1.Examiner details

- Examiner's complete name and initials
- Examiners certificate number
- Country of examiner certification

- Contact details; mobile phone number, Email address

2.Candidate details:

- Candidate's name and initials
- Candidate's licence number

3.Skill Test, ESTD or AOC details:

- Type of skill test or AOC
- Type of aircraft
- Specify Test in aircraft or FSTD
- Name of FSTD operator
- Aircraft registration
- Date and time
- Place

Prior notification of **proficiency checks**, and **assessments of competence for revalidation/renewal of instructor certificates**, is not required.



7.5 – Conduct of the Exam

Details concerning the conduct of exams can be found in AMC & GM to PART-FCL, specifically, **AMC2 FCL.1015 Examiner standardization**

Safety considerations laid down in Section 10 of this FEH, shall be taken into account, particularly for exams conducted on aircraft.

An exam is comprised of:

- a) oral examination on the ground (where applicable);
- b) pre-flight briefing;
- c) in-flight exercises;
- d) post-flight debriefing.

In detail:

- a) oral examination on the ground should include:
 - 1) aircraft general knowledge and performance;
 - 2) planning and operational procedures;
 - 3) other relevant items or sections of the test or check.
- b) pre-flight briefing should include:
 - 1) test or check sequence;
 - 2) power setting, speeds and approach minima, if applicable;
 - 3) safety considerations observance (see Section 6 of this FEH).

As a proper pre-flight briefing is of crucial importance, the following detailed items shall be followed:

- i) An examiner should allow an applicant adequate time to prepare for a test or check, normally not more than 1 hour.
- ii) The briefing should cover the following:
 - the objective of the flight;
 - licensing checks, as necessary;
 - freedom for the 'candidate' to ask questions;
 - operating procedures to be followed (for example operators manual);
 - weather assessment;
 - operating capacity of 'candidate' and examiner;
 - aims to be identified by 'candidate';
 - simulated weather assumptions (for example icing and cloud base);
 - use of screens (if applicable);
 - contents of exercise to be performed;
 - agreed speed and handling parameters (for example V-speeds, bank angle, approach minima);
 - use of R/T;
 - respective roles of 'candidate' and examiner (for example during emergency);
 - administrative procedures (for example submission of flight plan).
- iii) An exam is intended to simulate a practical flight. Thus, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.

c) in-flight exercises will include each relevant item or section of the exam;

Particular attention is recommended concerning safety considerations observance (see Section 6 of this FEH) and the execution of the mandatory items of the exam profile, as detailed in the exam forms.

d) post-flight debriefing should include:

- 1) assessment or evaluation of the applicant;
- 2) documentation of the test or check with the applicant's FI present, if possible.



7.6 - Post Exam procedures (“examiner report”)

ALL skill tests, proficiency checks and assessments of competence, shall be reported without delay to ANAC, although a 10 day period is granted.

7.6.1 – For ANAC certified examiners

The submission of the report will be made in the examiner web portal, to which they have been granted access.

For notified exams (in accordance with 7.4.1) the report shall be made through option “*Close ANAC exam*” (“*Fechar prova ANAC*”).

For the other exams (**PCs**, and **AoC for revalidation/renewal of instructor certificates**), the report shall be made through the option “*Register ANAC Exam*” (“*Registo Prova ANAC*”).

The session details shall be filled and a pdf scan of the completed exam form attached.

NOTE 1: In case of exams conducted to holders of PART-FCL licences issued by CA of other Member States, the examiner must register those exams in the web portal under the option “*Register Non-ANAC Exam*” (“*Registo Prova Não ANAC*”).
There are no time limitations to make that registration.

NOTE 2: In case of exams conducted to holders of licences issued by CA of third countries, no report is applicable.

7.6.2 – For “Non-ANAC” Examiners

The report will be made via email to Lpf.examinadores@anac.pt, attaching a pdf scan of the completed exam form.

The subject title of the email **shall** contain: “**Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name**”.

IMPORTANT: As mentioned in FCL.1030(b)(3), all examiners must hand over the **original exam forms** (properly filled) to the applicant or the organization representing the applicant, as established in applicable procedures/rules.

It is recommended that examiners keep (paper or digital) copies of the exam form(s) used.

NOTE: the submission of the exam report, by the web portal or by mail (as applicable) **does not initiate, neither replace** the applicants’ procedure for issue, revalidation or renewal of licences, ratings or certificates.



7.7 - EASA Forms

The forms to be used for reporting the conduct of any exam are available in the following link, of the ANAC website:

<http://www.anac.pt/vPT/PessoalAeronautico/Formularios/Paginas/Formularios.aspx>

It is recommended that examiners add this link to the “Favourites” list on their web browser, making access easier and quicker.

NOTE: The most recent and current exam forms are the ones obtainable in the ANAC website.
It is recommended that the forms are always downloaded from this location prior the any exam to be conducted, so that the correct version is used.

If accessing directly on the ANAC website, the following steps should be taken, in order to obtain the forms:

a) On the ANAC homepage (www.anac.pt) select the option “Pessoal Aeronáutico” / “Aeronautical personnel”:

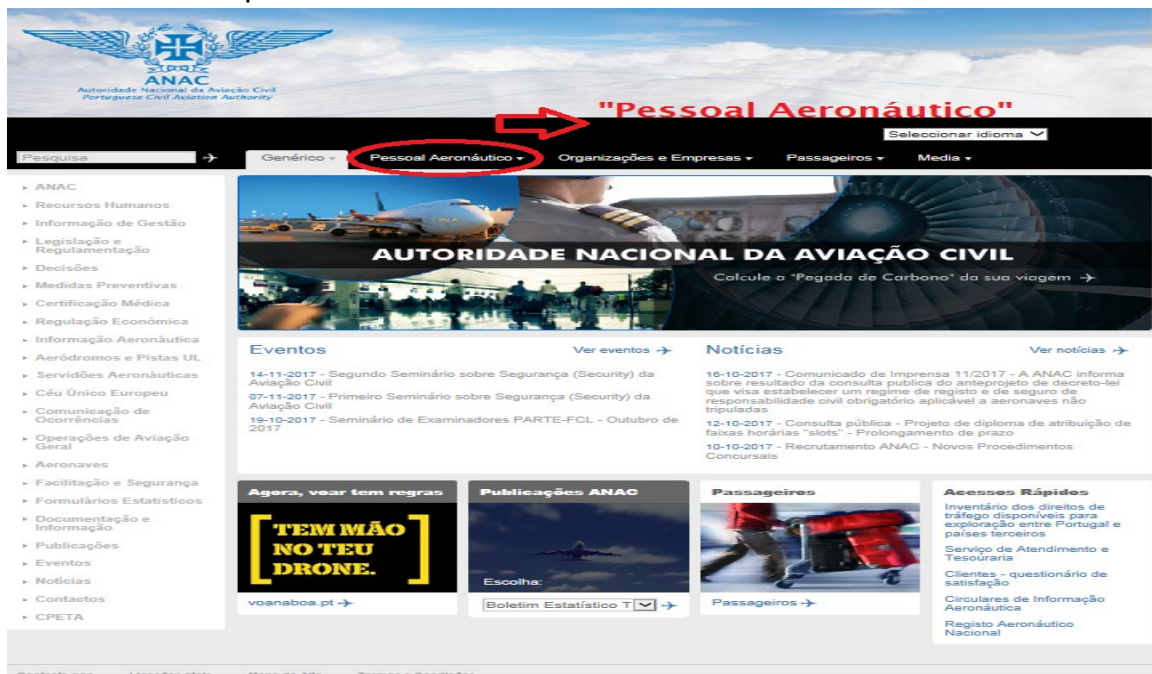


Image 7.7.1

b) Thereafter, on the menu to the left select “Formulários” / “Forms”:

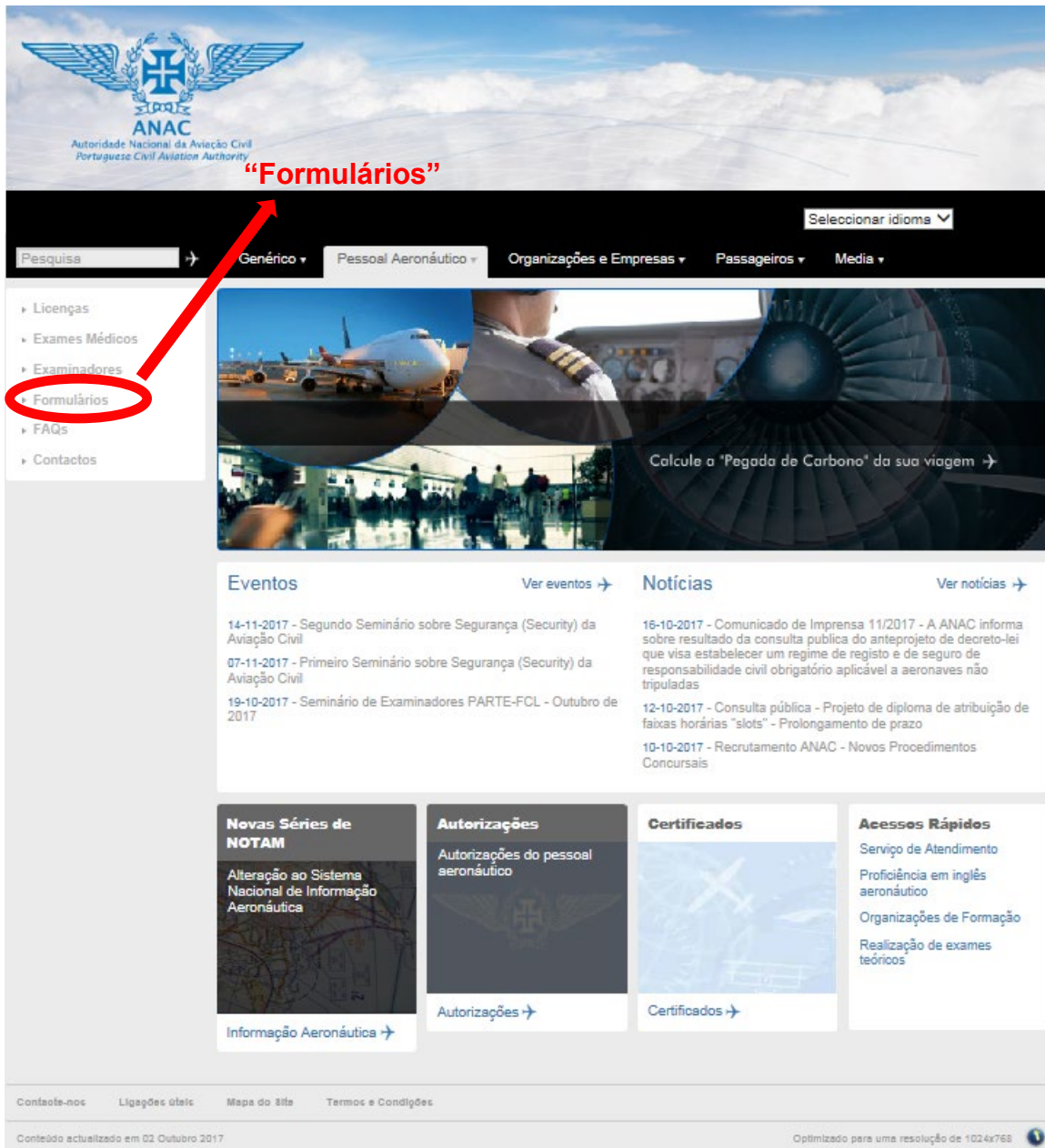


Image 7.7.2

c) A list of forms is displayed by title.

Scrolling down searching for “EASA forms” title, under which the applicable form may be selected.

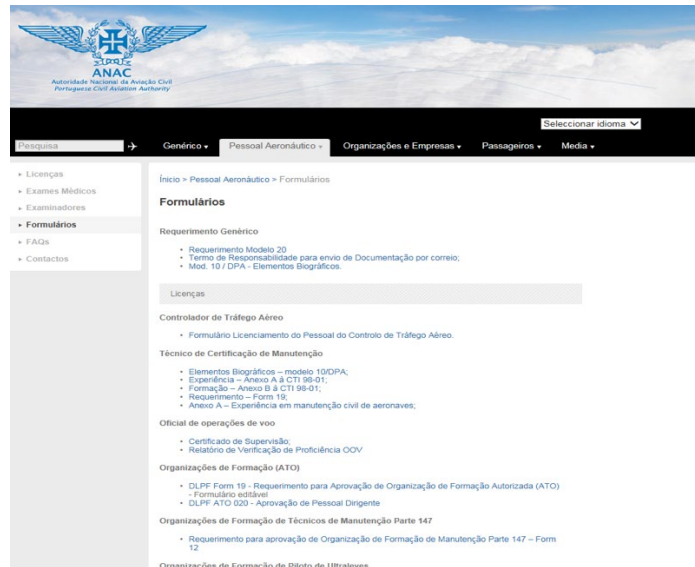


Image 7.7.3

Only ANAC EASA forms may be used for reporting the conduct of exams to ANAC issued PART-FCL license holders.

NO OTHER FORMS ARE ACCEPTED.

Any discrepancy to this rule renders the exam invalid at the responsibility of the examiner.

ANAC EASA forms have the following layout which is very similar in all cases.

They are divided into sections containing specific information and may vary depending on the type of exam for a licence or rating(s).

Two of the most commonly used forms are shown below, as an example:

DIREÇÃO DE SEGURANÇA OPERACIONAL
DEPARTAMENTO DE LICENCIAMENTO DE PESSOAL E FORMAÇÃO
ST/PC MPA - Skill Test or Proficiency Check Multi-Pilot Aeroplane

Fill in **BLUE** or **BLACK** ink, with **BLOCK CAPITALS**, after checking the instructions contained in the annex to this form.

SECTION A - APPLICANT DETAILS	
Complete Name	License Nº

Skill Test: The Examiner shall check the Course Completion Certificate issued by the ATO, prior to its conduct.
Proficiency Check for type/instrument rating renewal: The examiner shall check the Refresher Training Declaration issued by the ATO, prior to the conduct of the Proficiency Check.

SECTION B - PRE-TEST/CHECK REQUIREMENTS		
B.1 - Type rating Type	B.2 - ME type rating revalidation requirements 10 route sectors, during the validity of the rating. 1 route sector, flown with an Examiner. DoF: _____ 1 route sector, flown in the PC below. Combined LPC/OPC in CAT operator, according FCL 740.Aj(3).	B.3 - Instrument rating Revalidation <input type="checkbox"/> Renewal <input type="checkbox"/> CAT II/III <input type="checkbox"/>
Initial issue <input type="checkbox"/>		
Revalidation <input type="checkbox"/>		
Renewal <input type="checkbox"/>		

SECTION C - SKILL TEST / PROFICIENCY CHECK MPA						
C.1 - Attempts						
Attempt number	(if applicable) date of previous attempt					
C.2 - Details						
Date	Conducted in	Registration	Start time	Finish time	Duration	
1	A/C	STD				
2	A/C	STD				
Total Duration:						
C.3 - Result		C.4 - Applicant Declaration				
<input type="checkbox"/> PASS <input type="checkbox"/> PARTIAL PASS <input type="checkbox"/> FAIL		I declare that I have been informed of the result of the Test. In case of PC for revalidation and Partial Pass or Fail I acknowledge that in accordance with the Regulation, I may not exercise the privileges of the rating(s), until a PASS is achieved - FCL740.Aj(3). Signature: _____				
C.5 - Licence endorsements (Type/IR revalidation only, if within 3 months of expiry / ANAC Examiners only)						
I have endorsed the following ratings in the applicant's licence:			Rating & new validity date			
C.6 - Examiner			C.7 - (if applicable) ANAC Inspector / Senior Examiner			
Name			Name			
Examiner Certificate number/Member State			Examiner Certificate number/Member State			
FCL 10300b(3)(iv) - Applicant's experience and training complies with the applicable requirements of PART-FCL. FCL 10300b(3)(v) - All required manoeuvres and exercises have been completed in accordance with PART-FCL. Non-ANAC Examiners only: FCL 10300b(3)(vi) - I have reviewed and applied the relevant national procedures and requirements of the applicant's Competent Authority contained in the Examiner Difference Document, <u>whereas</u> : Examiner signature: _____ ANAC Inspector / Senior Examiner signature						

DIREÇÃO DE SEGURANÇA OPERACIONAL
DEPARTAMENTO DE LICENCIAMENTO DE PESSOAL E FORMAÇÃO

ST ATPL(A) - Skill Test Airline Transport Pilot Licence (Aeroplane)

Fill in **BLUE** or **BLACK** ink, with **BLOCK CAPITALS**, after checking the instructions contained in the annex to this form.

SECTION A - APPLICANT DETAILS	
Complete Name	License Nº

According AMC1 FCL 520 A, the ATPL Skill Test may also be combined for the issue or revalidation of a MP type rating. In case of combined Skill Test of a type rating, the Examiner shall receive and check the type rating Course Completion Certificate issued by the ATO, prior to Test conduct.

SECTION B - PRE-TEST REQUIREMENTS		
B.1 - Type rating Type	B.2 - ME type rating revalidation requirements 10 route sectors, during the validity of the rating. 1 route sector, flown with an Examiner. DoF: _____ 1 route sector, flown in the PC below. Combined LPC/OPC in CAT operator, according FCL 740.Aj(3).	B.3 - Instrument rating Revalidation <input type="checkbox"/> CAT II/III <input type="checkbox"/>
Combined: <input type="checkbox"/>		
Type Skill Test <input type="checkbox"/>		
Type revalidation <input type="checkbox"/>		

SECTION C - SKILL TEST ATPL(A)						
C.1 - Attempts						
Attempt number	(if applicable) date of previous attempt					
C.2 - Details						
Date	Conducted in	Registration	Start time	Finish time	Duration	
1	A/C	STD				
2	A/C	STD				
Total Duration:						
C.3 - Result		C.4 - Applicant Declaration				
<input type="checkbox"/> PASS <input type="checkbox"/> PARTIAL PASS <input type="checkbox"/> FAIL		I declare that I have been informed of the result of the Test. In case of PC for revalidation and Partial Pass or Fail I acknowledge that in accordance with the Regulation, I may not exercise the privileges of the rating(s), until a PASS is achieved - FCL740.Aj(3). Signature: _____				
C.5 - Licence endorsements (Type/IR revalidation only, if within 3 months of expiry / ANAC Examiners only)						
I have endorsed the following ratings in the applicant's licence:			Rating & new validity date			
C.6 - Examiner			C.7 - (if applicable) ANAC Inspector / Senior Examiner			
Name			Name			
Examiner Certificate number/Member State			Examiner Certificate number/Member State			
FCL 10300b(3)(iv) - Applicant's experience and training complies with the applicable requirements of PART-FCL. FCL 10300b(3)(v) - All required manoeuvres and exercises have been completed in accordance with PART-FCL. Non-ANAC Examiners only: FCL 10300b(3)(vi) - I have reviewed and applied the relevant national procedures and requirements of the applicant's Competent Authority contained in the Examiner Difference Document, <u>whereas</u> : Examiner signature: _____ ANAC Inspector / Senior Examiner signature						

Image 7.7.4

All the forms contain in the last pages instructions

It is highly recommended to read through those instructions prior to initiate completing the form.

Fill hours and times as **hh:mm**, and dates in **dd/mm/yy** format.

In Section A, Applicant Details must fill, followed by a section B in which the exam details, such as Class/type Rating of exam, and Initial, revalidation or renewal, must be tick marked, as applicable.

SECTION A – APPLICANT DETAILS	
Complete Name	Licence N°

Skill Test: the Examiner shall check the Course Completion Certificate issued by the ATO, prior to its conduct.
Proficiency Check for class/type/instrument rating renewal: The examiner shall check the Refresher Training Declaration issued by the ATO, prior to the conduct of the Proficiency Check.

SECTION B – PRE-TEST/CHECK REQUIREMENTS		
B.1 – Class/Type rating	B.2 – ME class/type rating revalidation requirements	B.3 – Instrument rating
Class/Type	<input type="checkbox"/> 10 route sectors, during the validity of the rating.	<input type="checkbox"/> Revalidation
<input type="checkbox"/> Initial issue ⁽¹⁾	<input type="checkbox"/> 1 route sector, flown with an Examiner. DoF:	<input type="checkbox"/> Renewal ⁽³⁾
<input type="checkbox"/> Revalidation	<input type="checkbox"/> 1 route sector, flown in the PC below.	
<input type="checkbox"/> Renewal ⁽²⁾	<input type="checkbox"/> Combined LPC/OPC in CAT operator, according FCL.740.A(a)(3).	

Image 7.7.5

SECTION A: Self-explanatory.

SECTION B.1: Under “Class/Type”, indicate class or type rating as in the licence or “EASA Type Rating & License Endorsement List Flight Crew” (e.g: SEP, MEP, etc.).

(1) The Examiner shall check the Course Completion Certificate issued by the ATO, prior to the conduct of the Skill Test.

(2) The Examiner shall check the Refresher Training Declaration issued by the ATO, prior to the conduct of the Proficiency Check

SECTION B.2: If applicable, for class or type revalidation only. Select appropriate option. In case of a route sector flown with an Examiner, not combined with the Check, the date of flight (DoF) shall be entered in the appropriate field.

SECTION B.3: Self-explanatory. No initial issue of an instrument rating in this form.

(3) The examiner shall check the Refresher Training Declaration issued by the ATO, prior to the conduct of the Proficiency Check.

Forms no longer have a sections for ATOs, so ATOs must present a declaration of training course conducted (when applicable), and shall be signed by the Head of Training.

Section C, is divided into several subsections

SECTION C – SKILL TEST / PROFICIENCY CHECK SPA EXCEPT HPCA										
C.1 – Attempts					C.2 – Operation					
Attempt number		(if applicable) date of previous attempt			<input type="checkbox"/> Single-Pilot OPS <input type="checkbox"/> Multi-Pilot OPS					
C.3 – Details										
Flt	Date	Conducted in		Registration	Departure AD	Arrival AD	Start time	Finish time	Duration	Ldgs
1		<input type="checkbox"/> A/C	<input type="checkbox"/> FSTD							
2		<input type="checkbox"/> A/C	<input type="checkbox"/> FSTD							
3		<input type="checkbox"/> A/C	<input type="checkbox"/> FSTD							
									Total duration & Ldgs:	
C.4 – Result				C.5 – Applicant Declaration						
<input type="checkbox"/> PASS <input type="checkbox"/> PARTIAL PASS <input type="checkbox"/> FAIL				I declare that I have been informed of the result of the Test. In case of PC for revalidation and Partial Pass or Fail: I acknowledge that in accordance with the Regulations, I may not exercise the privileges of the rating(s), until a PASS is achieved - FCL740.A(c). Signature:						
C.6 - Licence endorsements (Revalidation only, if within 3 months of expiry / ANAC Examiners only)										
<i>I have endorsed the following ratings in the applicants licence:</i>				Rating & new validity date			Rating & new validity date			
C.7 – Examiner					C.8 – (If applicable) ANAC Inspector / Senior Examiner					
Name					Name					
Examiner Certificate number/Member State					Examiner Certificate number/Member State					
FCL.1030(b)(3)(iv) – Applicant’s experience and training complies with the applicable requirements of PART-FCL. FCL.1030(b)(3)(v) – All required manoeuvres and exercises have been completed in accordance with PART-FCL. “Non-ANAC” Examiners only: FCL.1030(b)(3)(iv) - I have reviewed and applied the relevant national procedures and requirements of the applicants Competent Authority contained in the Examiner Differences Document, <u>version:</u>										
Examiner signature					ANAC Inspector / Senior Examiner signature					

Image 7.7.6

SECTION C.1: Indicate attempt number. In case of a re-Test/Check, indicate the date of the previous attempt.

NOTE

: Form(s) of previous attempt(s) shall be attached to this Form and verified by the Examiner.

SECTION C.2: Self-explanatory. When a Skill Test or Proficiency Check is performed in multi-pilot operations, the class/type rating shall be restricted to multi-pilot operations.

SECTION C.3: Fill the flight or FSTD details in line 1.

In case the Test/Check is conducted in more than one flight/FSTD session, use additional lines 2 & 3 for subsequent flights/FSTD sessions.

In case an **aircraft is used**

, all items are self-explanatory, except:

- “**Start time**”, “**Finish time**” and “**Duration**”, according definitions contained in FCL.010, for flight time.

- In case of the conduct of an IR Proficiency Check, indicate in SECTION D the AD(s) where IFR approaches took place.

In case an **FSTD is used**

, all items self

- explanatory, except:

- “**Registration**” column, insert the FSTD Qualification Certificate number;

- “**Start time**” and “**Finish time**” will be the time of start and end of the FSTD session, respectively;

- “**Duration**” will be the FSTD session time.

“**Total duration & Ldgs**”, respectively, the sum of duration times and sum of landings, if more than one flight/session was conducted (line 1+2+3).

SECTION C.4: Grade according to “**Pass/fail policy**” detailed below.

SECTION C.5: Applicant shall acknowledge that (s)he has been informed of the result of the Test/Check by signing this field.

In case of an Proficiency Check for revalidation of a rating and a Partial Pass or Fail

is obtained: the applicant additionally acknowledges, that in accordance with the Regulations – FCL.740.A(c) - (s)he may not exercise the privileges of the Rating, until a PASS in a new PC is obtained.

If the applicant refuses to sign, the Examiner shall record the fact in SECTION D - “**Remarks/Reasons for Failure**”. ANAC shall be informed with undue delay, with a short report of the event.

SECTION C.6: Applicable only to ANAC Examiners

and only in case of revalidation of ratings within 3 months prior of expiry date : indicate class/type rating as endorsed in the licence, followed by the new expiry date (dd/mm/yy format).

ENDORSEMENT OF RATINGS IN THE LICENCE IS NOT PERMITTED TO NON-ANAC EXAMINERS.

SECTION C.7: Self-explanatory.

By signing, the Examiner acknowledges the declarations contained within the section.

NON-ANAC Examiners, shall enter the current *Examiner Differences Document* version, after reviewing it.

No stamps allowed, except ANAC Inspectors.

In Section C – C6, “non-ANAC” Examiners must declare that they have reviewed the contents of the National Procedures in accordance with FCL.1030(b)(3)(iv), and indicate de version of the Examiner Differences Document.

C.6 – Examiner	C.7 – (If applicable) ANAC Inspector / Senior Examiner
Name	Name
Examiner Certificate number/Member State	Examiner Certificate number/Member State
<p>FCL.1030(b)(3)(iv) – Applicant’s experience and training complies with the applicable requirements of PART-FCL. FCL.1030(b)(3)(v) – All required manoeuvres and exercises have been completed in accordance with PART-FCL. “Non-ANAC” Examiners only: FCL.1030(b)(3)(iv) - I have reviewed and applied the relevant national procedures and requirements of the applicants Competent Authority contained in the Examiner Differences Document, <u>version</u>:</p>	
signature	ANAC Inspector / Senior Examiner signature

Image 7.7.7

C1 - Detalhes da verificação <i>Check details</i>					<i>A preencher pelo examinador</i> <i>To be completed by the examiner</i>
Data <i>Date</i> dd/mm/yyyy	Tipo de avião <i>Aeroplane type</i>	Matrícula/Ref^o certificado FSTD <i>Registration/FSTD certificate reference</i>	Nível do simulador <i>Simulator Level</i>	Tempo total <i>Total time</i> hh:mm	
Aeródromo de partida <i>Departure</i>	Aeródromo de destino <i>Destination</i>	Calços retirados <i>Block-OFF</i> hh:mm	Calços colocados <i>Block-ON</i> hh:mm	Descolagens <i>Take-offs</i>	Aterragens <i>Landings</i>
C2 - Resultado da verificação <i>Check result</i>					<i>A preencher pelo examinador</i> <i>To be completed by the examiner</i>
** Mencionar razão para os itens reprovados, referir em "E" ** Mention reasons for failed items in "E"					
<input type="checkbox"/> Apto <i>Pass</i>	<input type="checkbox"/> Não apto * <i>Fail **</i>	<input type="checkbox"/> Parcialmente apto * <i>Partial pass **</i>	Assinatura do candidato <i>Applicant's signature</i>		
C3 - Observações <i>Remarks</i>					<i>A preencher pelo examinador</i> <i>To be completed by the examiner</i>
<hr/> <hr/> <hr/>					
C4 - Apenas para revalidação <i>Only for revalidation</i>					<i>A preencher pelo examinador</i> <i>To be completed by the examiner</i>
<input type="checkbox"/> Confirmando que revalidei no dorso da licença com nova data de validade de: <i>I confirm that the endorsement of license was made with new validity of:</i>			dd/mm/yyyy		
C5 - Declaração do Examinador <i>Examiner Declaration</i>					<i>A preencher pelo examinador</i> <i>To be completed by the examiner</i>
<input type="checkbox"/> Confirmando que a experiência do candidato cumpre com os requisitos aplicáveis da Part-FCL. <i>I confirm that the experience of the applicant comply with the applicable requirements of Part-FCL</i>					
<input type="checkbox"/> Confirmando que as manobras e exercícios requeridos foram completados. <i>I confirm that the required manoeuvres and exercises have been completed</i>					
Nome: <i>Name</i>		Número de certificado de examinador: <i>Examiner's certificate number</i>			
Local e data: <i>Location and date</i>		Assinatura do examinador: <i>Examiner's signature</i>			

Image 7.7.8

On the second page of the form (example in figure 7.7.9 below) and when applicable, a section with the complete requirements for a certain licence or rating is published. When applicable, ATO's or in some cases the applicant him/herself, must fill in this section with the training details of the applicant, prior to the exam.

These details should meet the requirements for the respective licence or rating.

It is the Examiner's function to confirm, prior to the exam, that those requirements are met by reviewing this part of the form and tick-marking the checkboxes for the respective items.



SFI - Emissão Inicial /Initial Issue

Apelido Last name		Primeiro (s) nome (s) First name(s)		
SFI	Requirements	Fill by ATO	Examiner Check	ANAC only
Certificate of qualifications	Original	Valid until:	<input type="checkbox"/>	<input type="checkbox"/>
Document of identification	Copy		<input type="checkbox"/>	<input type="checkbox"/>
EASA Medical Certificate	Classe 1	Valid until:	<input type="checkbox"/>	<input type="checkbox"/>
Logbook filled and signed	Logbook	Valid until:	<input type="checkbox"/>	<input type="checkbox"/>
A - Prerequisites - General		Requirements	Fill by ATO	Examiner Check
1. <input type="checkbox"/> CPL or <input type="checkbox"/> MPL or <input type="checkbox"/> ATPL		Original	Valid until:	<input type="checkbox"/>
2. Proficiency check TR in an FFS *		Passed	Date :	<input type="checkbox"/>
Remarks: * Representing the applicable type, within thw 12 months preceding the application				
B - Additional Prerequisites				
B1 - Prerequisites - SFI(A) MPA		Requirements	Fill by ATO	Examiner Check
1. Flight time MPA		Min 1500h	Total hours:	<input type="checkbox"/>
2. Completed:		Pilot or observer		<input type="checkbox"/>
a) Route sectors (flight deck)		Min 3	Total route sectors:	<input type="checkbox"/>
or		or	or	<input type="checkbox"/>
b) Line-oriented flight training-based simulator sessions*		Min 2	Total hours:	<input type="checkbox"/>
Remarks: * This simulator sessions shall include 2 flights of at least 2 hours each between 2 different aerodromes, and the associate pre-flighting planning and de-briefing				
B2 - Prerequisites - SFI(A) SPHPCA		Requirements	Fill by ATO	Examiner Check
1. Flight time MPA		Min 500h	Total hours:	<input type="checkbox"/>
2. Multi-engine IR(A) rating		Hold/held		<input type="checkbox"/>
3. Completed:		Pilot or observer		<input type="checkbox"/>
a) Route sectors (flight deck)		Min 3 sectors	Total route sectors:	<input type="checkbox"/>
or		or	or	<input type="checkbox"/>
b) Line-oriented flight training-based simulator sessions*		Min 2 sectors	Total hours:	<input type="checkbox"/>
Remarks: * This simulator sessions shall include 2 flights of at least 2 hours each between 2 different aerodromes, and the associate pre-flighting planning and de-briefing				
B3 - Prerequisites - SFI(H)		Requirements	Fill by ATO	Examiner Check
1. Completed		Pilot or observer	Total hours:	<input type="checkbox"/>
a) Flight time (flight deck)*		Min h		<input type="checkbox"/>
2. Flight Experience:				<input type="checkbox"/>
a) MPH				<input type="checkbox"/>
i) PIC(H)		Min 1000h	Total hours:	<input type="checkbox"/>
ii) MPH		Min 350h	Total hours:	<input type="checkbox"/>
b) SPH Multi-engine		or	or	<input type="checkbox"/>
iii) PIC(H)		Min 500h	Total hours:	<input type="checkbox"/>
iv) PIC SPH Multi-engine		Min 100h	Total hours:	<input type="checkbox"/>
c) SPH Multi-engine		or	or	<input type="checkbox"/>
v) PIC(H)		Min 250h	Total hours:	<input type="checkbox"/>
Remarks: * If the applicable type, within thw 12 months preceding the application				
B4 - Prerequisites - SFI(PL)		Requirements	Fill by ATO	Examiner Check
1. Flight time MPL		Min 1500h	Total hours:	<input type="checkbox"/>
2. Completed:		Pilot or observer		<input type="checkbox"/>
a) Route sectors (flight deck)		Min 3	Total route sectors:	<input type="checkbox"/>
or		or	or	<input type="checkbox"/>
b) Line-oriented flight training-based simulator sessions*		Min 2	Total hours:	<input type="checkbox"/>
Remarks: * This simulator sessions shall include 2 flights of at least 2 hours each between 2 different aerodromes, and the associate pre-flighting planning and de-briefing				

Image 7.7.9

7.8 - Endorsement of licences by examiners

ARA.FCL.200 (c)

Endorsement of licence by examiners. Before specifically authorising certain examiners to revalidate or renew ratings or certificates, the competent authority shall develop appropriate procedures.

7.8.1 - Issue of ratings or certificates

Examiners **MAY NEVER endorse (issue) new ratings or certificates** on an ANAC issued PART-FCL licence.

In these cases the licence holder must apply to ANAC for the issue of a new licence with the new ratings or certificates endorsed.

7.8.2 - Revalidation of ratings or certificates

Examiners may only endorse an ANAC issued PART-FCL license for **REVALIDATION** of the following ratings:

- **class;**
- **type;**
- **instrument.**

When endorsing the licence for the revalidation of the ratings mentioned above, the examiner shall comply with the established in **ARA.FCL.215 (b) - Validity Period:**

“When revalidating a rating, an instructor or an examiner certificate, the competent authority, or an examiner specifically authorised by the competent authority, shall extend the validity period of the rating or certificate until the end of the relevant month.”

Any other ratings or certificates than the ones mentioned above, **MAY NOT be endorsed** by examiners.

In those cases the licence holder must apply to ANAC for the endorsement of the rating/certificate on a new licence.

7.8.3 - Renewal of ratings or certificates

Examiners **MAY NEVER endorse an ANAC issued PART-FCL license for RENEWAL of ANY ratings or certificates.**

In the case of a renewal, the licence holder must apply to ANAC for the issue of a new licence with the renewed privileges endorsed.

7.8.4 - Licence entries

All ratings must be **individually / separately endorsed (one per line available)** on the pilot's licence as in the following example:

Nome completo do titular: Licença Nº: PT.FCL.AXXXXA
Full name of holder: Licence Nº:
XII / XIII

Averbamento de qualificação / certificado Rating certificate endorsement	Data da prova de qualificação Date of Rating test	Data da prova IR Date of IR test	Válido até / Valid until	Nº de certificado do examinador Examiners certificate no.	Assinatura do examinador Examiners signature
A330			31/08/2013	INAC I.P.	
A340			28/02/2014	INAC I.P.	
IR (ME)			28/02/2014	INAC I.P.	
A330	01/08/2013		31/08/2014	PT.A9999A	<i>A. Mendes</i>
A340	01/01/2014		28/02/2015	PT.A0000A	<i>G. Hill</i>
IR (ME)		01/01/2014	28/02/2015	PT.A0000A	<i>G. Hill</i>

Image 7.8.1

Combination of ratings in the same line / entry is NOT allowed, as in this example:

Nome completo do titular: Licença Nº: PT.FCL.AXXXXA
Full name of holder: Licence Nº:
XII / XIII

Averbamento de qualificação / certificado Rating certificate endorsement	Data da prova de qualificação Date of Rating test	Data da prova IR Date of IR test	Válido até / Valid until	Nº de certificado do examinador Examiners certificate no.	Assinatura do examinador Examiners signature
A330			31/08/2013	INAC I.P.	
A340			28/02/2014	INAC I.P.	
IR (ME)			28/02/2014	INAC I.P.	
A340 / IR (ME)	01/01/2014	01/01/2014	28/02/2015	PT.A9999A	<i>A. Mendes</i>

Image 7.8.2

7.8.5 - Mistakes

In case a mistake is made during the licence endorsement, the examiner may correct it by making invalid the mistaken entry.

In this case the examiner must double cross the boxes of the line containing the mistake, **with the exception** of the boxes of the “*Examiners certificate no.*” and “*Examiners Signature*” columns.



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Portuguese Civil Aviation Authority

The examiner **must always** place his/her certificate number and signature on the respective line, despite crossing all other boxes.

Any other form of correction is not accepted (erasing, other type of crossing, etc...). Should this happen, the holder shall apply **with undue delay** for the re-issue of the licence.

The following example is shown for reference (wrong insertion of the type “A330” and wrong new validity of that rating):

Nome completo do titular: *XII / XIII*

Licença Nº.: *PT.FCL.AXXXXA*

Averbamento de qualificação / certificado Rating certificate endorsement	Data da prova de qualificação Date of Rating test	Data da prova IR Date of IR test	Válido até / Valid until	Nº de certificado do examinador Examiners certificate no.	Assinatura do examinador Examiners signature
A330			31/08/2013	INAC I.P.	
A340			28/02/2014	INAC I.P.	
IR (ME)			28/02/2014	INAC I.P.	
A330	01/01/2014	28/02/2014		PT.A0000A	<i>G. Hight</i>
A340	01/01/2014		28/02/2015	PT.A0000A	<i>G. Hight</i>
IR(ME)		01/01/2014	28/02/2015	PT.A0000A	<i>G. Hight</i>

Image 7.8.3



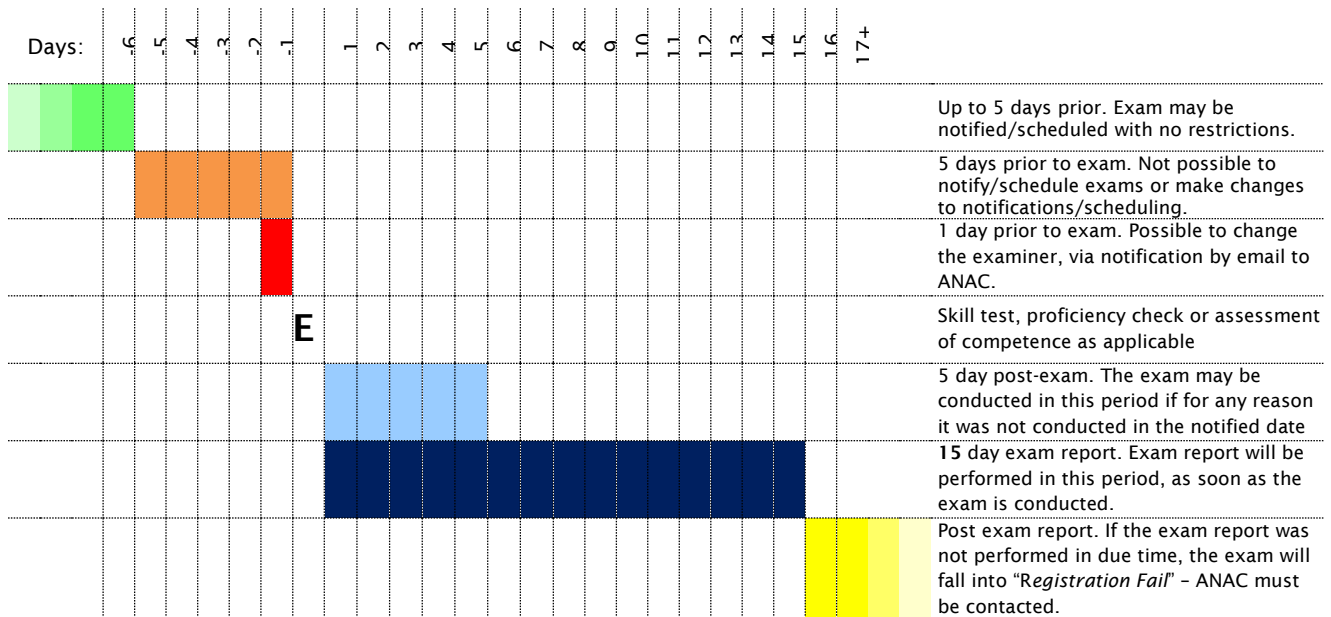
7.9 - ANAC Examiner Web Portal

The Examiner Web Portal shall be used by **ANAC certified examiners** to **notify skill test, Examiner AOC or initial Instructor AOC** and **report all exams** conducted to holders of PART-FCL licences issued by ANAC.

In case **certified examiners** conduct exams to holders of PART-FCL licences issued by Competent Authorities of other Member States, no prior notification is required. After the conduct of the exam, it should be registered through the web portal under the “*Register a non-ANAC exam*” option.

There are no time limitations to make that registration

7.9.1 - Timeframes for notification/scheduling and reporting of exams in the Web Portal.



NOTE: Exams that are not conducted for any reason shall be cancelled by the examiner anytime since scheduling, until the end of the 15 day exam report period.



Section 8 - Requirements for protection of personal data

EU Directive 95/46/EC¹ is the reference text with regard to the protection of personal data.

The Directive aims to protect the rights and freedoms of persons with respect to the processing of personal data by laying down guidelines determining when this processing is lawful.

Guidelines:

- Personal data must be collected for specified, explicit and legitimate purposes.
- Personal data must be processed fairly and lawfully.
- Personal data must be accurate and, where necessary, kept up to date.
- Personal data may be processed only if the data subject has unambiguously given his/her consent.
- It is forbidden to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, etc.
- The data subject has the right to object, on legitimate grounds, to the processing of data relating to him/her.
- Personal data must not be transferred to other countries without adequate protection.
- Personal information must be protected against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access.□

In general, skill test, proficiency check and assessment of competence forms and any other personal information may only be passed to the examiner's CA, the applicant's CA as required, to the applicant and, if applicable, to the applicant's organisation with his/her prior consent.

No information shall be passed to others.



¹ Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31).

Section 9 – Liability and Accident Insurance

ANAC, does not provide liability or accident insurance during the conduct of tests or checks. It is therefore the responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

Furthermore, the examiner is fully responsible for the safety during the skill test, proficiency check or assessment of competence, either in an FSTD or when acting as PIC in an aircraft. There are two principal types of risk against which an examiner should consider insuring himself/herself. First, the direct involvement during flying tests might lead to an accident and a claim for damages for loss or injury ensuing as a result of the accident. Secondly, professional indemnity, for example a claim made against the examiner by an applicant for an inadequate examination, or breach of contract. Examiners are advised to seek professional advice concerning appropriate insurance covering their activities as certified examiners.

An aircraft operator must have third-party liability insurance, as required by Regulation (EC) No 785/2004² on insurance requirements for air carriers and aircraft operators. Such insurance *may* cover an examiner for personal liability in case of accident; however, an examiner should always verify this carefully with the operator if he/she intends to rely on this insurance.



² Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators (OJ L 138, 30.4.2004, p. 1).

Section 10 - Fees

ANAC, does not provide financial remuneration for expenses or services rendered.

The examiner/Candidate/(ATO/Operator) shall be responsible for arrange those.

