



REPUBLIC OF CYPRUS

INFORMATION NOTICE

Number: LIC 2023/01



DEPARTMENT OF CIVIL
AVIATION

Issued: 24 July 2023

License Endorsement after the conduct of Assessment of Competence for the Initial Issue or Revalidation or Renewal of an Instructor Certificate

This information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted organisations and relevant outside contractors).

Applicability:	
Licensing:	All DCA Approved and Declared Training Organisations (ATOs & DTOs)
Licensed/Unlicensed Personnel:	<ul style="list-style-type: none">- Candidates for the initial issue/ revalidation/ renewal of any Instructor Certificate,- To all Examiners
Airworthiness:	Not primarily affected
Flight Operations:	All DCA approved Commercial Operators

1. INTRODUCTION

Regulation ARA.GEN.300 Oversight states that:

(a) *The competent authority shall verify:*

(1) *compliance with the requirements applicable to organisations or persons prior to the issue of an organisation certificate, approval, FSTD qualification certificate or **personnel licence, certificate, rating, or attestation, as applicable;***

(2) *continued compliance with the requirements applicable to the **persons holding licences, ratings and certificates,....***

(3) *implementation of appropriate safety measures mandated by the competent authority as defined in ARA.GEN.135(c) and (d).*

(b) *This verification shall:*

(1) *be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;*

The purpose of this notice is to inform applicants, Approved Training Organisations (ATOs), Declared Training Organisations (DTOs), Commercial Operators and Examiners on Department's policy related to the license endorsement requirements after the conduct of an Assessment of Competence for the purpose of the initial issue or revalidation or renewal of **ANY Instructor Certificate**.

For the purpose of this notice an Assessment of Competence for the issue or revalidation or renewal of an instructor certificate or for the extension of instructor privileges is considered to be a skill test and is processed in the same manner.

2. PROCEDURE FOR NOTIFICATION, ACCEPTANCE & DESIGNATION

For the purpose of the initial issue of any Instructor Certificate, the instructions as described in the Information Notice “*LIC 2021-02_ARA.FCL.205_Designation of DCA Examiners for Skill Tests for Initial Issue of Licenses, Ratings and Certificates*” still apply.

For the purpose of the Revalidation or Renewal of any Instructor Certificate, no notification or designation procedures apply.

3. EXAMINER OBLIGATION

- a. Follow examiner obligations as described in “FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence”
- b. After completion of the skill test or proficiency check, the examiner shall:
 - i. provide the applicant with a signed report of the skill test (AoC) and submit without delay copies of the report to the competent authority responsible for the applicant’s licence (DCA),
 - ii. and to the competent authority that issued the examiner certificate
- c. Upon request by the competent authority responsible for the applicant’s licence (DCA), examiners shall submit all records and reports, and any other information, as required for oversight activities.
- d. Examiners are not allowed to proceed to any license endorsements after the completion of AoC.

4. APPLICANT OBLIGATIONS

- a. Complete, sign and submit forms:
 - LIC-08_Application for Instructor Certificate, or
 - LIC-08 A,B,C,D or E_Application to Extend the Privileges of an Instructor Certificate, or
 - LIC-09_Application for the Revalidation or Renewal of an Instructor Certificate in Accordance with Part-FCL
- b. Submission instructions as detailed on the above forms should be strictly followed.
- c. Applicant should have available all documents and paperwork as instructed by the Examiner.

5. EXAMINERS NOT CERTIFIED BY DCA

Examiners must be authorised in accordance with Part-FCL.

The Examiner must access the Examiner Differences Document containing the national administrative procedures for Cyprus.

The updated version of the Examiner Differences Document is available on the EASA website.

Examiners must ensure that:

- They access the Examiner Differences Document (EDD) posted on the EASA website;
- Review and apply the briefing provided by Cyprus on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees, when conducting skill test for an applicant holding or applying for a licence issued by Cyprus;

- Sign a declaration that the examiner has reviewed and applied the national procedures and requirements of Cyprus;
- The declaration (this is included in DCA forms) shall state that the examiner reviewed and applied the national procedures and the requirements of the applicant's competent authority contained in version (insert document version as published on the EASA website) of the Examiner Differences Document;
- Send a copy of all documents described in EDD to the Licensing Section, Cyprus Department of Civil Aviation, 27 Pindarou str, 1060, Nicosia, Cyprus or by email to eld@dca.mcw.gov.cy.

6. DOCUMENTATION REVIEW

The Department, as per Part-ARA.GEN.300 shall verify continued compliance with the requirements applicable to the persons holding licences, ratings and certificates by performing a review of license holder's submitted documents.

If during this review evidences are found that shows a non-compliance with the applicable requirements, then as per ARA.GEN.355, a finding will be raised and DCA will carry out an investigation. The license holder will be notified, the license will be put on hold until findings are clarified.

If the finding is confirmed, the Department may:

- (a) limit, suspend or revoke the licence, certificate, rating or attestation as applicable, when a safety issue has been identified; and
- (b) take any further enforcement measures necessary to prevent the continuation of the non-compliance.

7. INSTRUCTIONS FOR THE "CERTIFIED TRUE COPY"

The following people can act as 'certifiers for True Copies':

- Head of Training of ATO/DTO or
- Compliance Monitoring Manager of Approved Training Organisation.

Instructions for the certifier of your original documents are as follows:

- a) Insert on the copy to be enclosed with the application: *'I have seen the original document and I certify that this is a complete and accurate copy of the original'*.
- b) Insert signature and date.
- c) Certifier's name must be printed in block capitals.
- d) Must include position or capacity, e.g. Head of Training

8. EFFECTIVE DATE: 14 August 2023