



REPUBLIC OF CYPRUS

INFORMATION NOTICE

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DEPARTMENT OF CIVIL
AVIATION

Issued: 10 August 2021

Designation of DCA Examiners for Skill Tests for Initial Issue of Licenses, Ratings and Certificates

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 & Declared Training Organisations (ATO/DTO)
Licensed/Unlicensed Personnel:	<ul style="list-style-type: none">- Candidates for the issue of Initial Flight Crew License,- Candidates for the initial issue of Instructor's/Examiner's Certificates,- To all Examiners
Airworthiness:	Not primarily affected
Flight Operations:	All DCA approved Operators

1. INTRODUCTION

Regulation ARA.FCL.205 Monitoring of examiners states that:

(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.

The purpose of this notice is to inform applicants, Approved Training Organisations (ATOs), operators and examiners on how DCA designates examiners for the skill test.

For the purpose of this notice an assessment of competence for the issue 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.

The Inspector / Senior Examiner for the assessment of competence for the issue, revalidation or renewal of an examiner certificate must be designated by DCA.

Examiners must be individually designated by Cyprus Department of Civil Aviation (DCA) for each:

- licence skill test,
- class or type rating skill test,
- instrument rating (including the Basic Instrument Rating [BIR] and the Competency Based Instrument Rating [CB-IR]) skill test,
- assessment of competence for the issue of an initial instructor certificate,
- assessment of competence for the extension of an instructor privilege,
- for all examiner assessments of competence.

As per FCL.1005, an examiner cannot be designated if he/she has a vested interest as stated below:

- (a) The examiner has 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; or
- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

2. PROCEDURE FOR NOTIFICATION, ACCEPTANCE & DESIGNATION

For each test/AoC the applicant shall propose an examiner, but DCA may designate a different examiner. An examiner cannot nominate himself/ herself for a test.

DCA will not normally designate an examiner who has conducted at an ATO/DTO the last three tests (partials not included) for that ATO/DTO.

The test reports by an Examiner may only be accepted if DCA has previously informed the applicant the acceptance of the that examiner to conduct the test.

Candidates will need to complete and submit form **LIC-064** at least 5 working days before the requested date of the Skill test or AoC, for sufficient programming in the case that a Department's Inspector will conduct or observe the Test.

For the purpose of initial issue, revalidation or renewal of an Examiner certificate, candidates will need to complete and submit form **LIC-010** at least 30 days before the requested date for the EAoC, for sufficient programming in the case that a Department's Inspector will conduct or observe the EAoC.

A change of examiner up to 1 day before the event is allowed at the discretion of DCA. The request shall be sent to eld@dca.mcw.gov.cy , indicating the reasons for the change.

The Department after reviewing application form will notify in writing (by email) the candidate and the designated examiner either for the acceptance of the nominated Examiner or for the designation of an in-house Examiner. In this case the in-house Examiner will contact the candidate for test details arrangements.

Note: The Department reserves the right to, if deemed necessary, to designate any other DCA external authorised Examiner holding the above privileges to contact the requested test.

The same procedure applies for the purpose of test repeat after an initial test full failure.

In the cases where the test is not conducted in Cyprus and DCA requires a DCA Inspector to conduct or observe the test, all the expenses for the inspector including travel, accommodation and subsistence will be tolerated by the operator/applicant.

3. APPLICANT OBLIGATIONS

- a. Complete, sign and submit form “LIC-010” or “LIC-064” on due time.
- b. Submission instructions as detailed on forms LIC-10 & LIC-064 should be strictly followed.
- c. Applicant should be presented at the place of the test properly dressed, prepared and on time as agreed with the designated Examiner.
- d. Applicant should have available all documents and paperwork as instructed by the Examiner.

4. 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 Examiner Differences Document is posted 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.

5. 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.

6. 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

7. EFFECTIVE DATE: 01 September 2021