

Advisory Circular

AUTHORISATION OF FLIGHT EXAMINERS

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1. GENERAL

Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (CAAS) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number

2. PURPOSE

This AC provides guidance to a nominating organisation, an applicant for and a holder of a Certificate of Authorised Flight Examiner (AFE) or Senior Authorised Flight Examiner (SAFE) on the authorisation and reauthorisation requirements.

3. APPLICABILITY

This AC is applicable to a nominating organisation, an applicant and a holder of a Certificate of AFE or SAFE.

4. CANCELLATION

This is the first AC issued on this subject.

5. EFFECTIVE DATE

This AC is effective on 9 July 2020.

6. REFERENCES

- Paragraphs 20(13) and 20(14) of the Air Navigation Order (ANO)
- Singapore Air Safety Publication Part 7 (SASP 7) – Authorisation of Flight Examiners

7. INTRODUCTION

- 7.1 The authorisation of an AFE or SAFE is at the discretion of the DGCA. This Advisory Circular provides further guidance to the SASP 7 on the authorisation and reauthorization of the AFE and SAFE.

8. AUTHORISATION OF A FLIGHT EXAMINER BASED ON A FOREIGN LICENCE

- 8.1 With reference to paragraph 1.2.1(b) and (c) of the SASP 7, if the applicant holds a foreign flight crew licence acceptable to the DGCA, the ratings associated with the test or check (such as the Aircraft Rating, Instrument Rating, Flying Instructor Rating) should be issued by the same foreign licensing authority. Such applicants shall assist with the verification of their licence and ratings as required with their licence issuing authorities.
- 8.2 With reference to paragraph 1.2.1(d) of the SASP 7, good knowledge of Singapore aviation regulations and the licensing regime can be demonstrated by passing the Air Law examination at the CPL or ATPL level.

9. TEMPORARY AUTHORISATION OF A FOREIGN FLIGHT EXAMINER

- 9.1 With reference to the paragraph 1.2.2 of the SASP 7, the DGCA may grant a temporary authorisation to a foreign flight examiner if nominated by an ATO located outside of Singapore, or a Singapore organisation which intends to introduce a new aircraft type into its fleet. Such temporary authorisations are normally granted on a once-off basis. Applicants for temporary authorisations shall assist with the verification of their licence and ratings as required with their licence issuing authorities.
- 9.2 To comply with the requirement of demonstrating good knowledge of Singapore aviation regulations and the licensing regime, an applicant for temporary AFE authorisation should pass the Air Law examination at the CPL or ATPL level, or undergo a briefing on Singapore's aviation regulations.

10. AUTHORISATION TO CONDUCT TESTS FOR INSTRUMENT RATING

- 10.1 With reference to paragraph 2.1.1.3(c) of the SASP 7, an AFE seeking authorisation to conduct Instrument Rating Tests (IRT) is required to have at least 450 hours of instrument flight experience under Instrument Flight Rules (IFR). For this purpose, instrument experience under simulated IFR conditions are acceptable as meeting this requirement. Thus simulated instrument flight and instrument instructional duties are not limited to those conducted under actual Instrument Flight Rules (IFR) conditions only.

11. AFE TRAINING PROGRAMME AND CAAS CHECK FOR INITIAL AUTHORISATION

- 11.1 With reference to paragraphs 2.2.1(b) and 2.2.3 of the SASP 7, the applicant for authorisation as AFE has to complete an AFE Training Programme approved by the DGCA. As the applicant is nominated by a Singapore organisation to be a Flight Examiner, the nominating organisation has to also seek the DGCA's approval for the AFE Training Programme. The AFE Training Programme should, as a minimum, include:
- (a) For authorisation to conduct tests for Aircraft Rating, Instrument Rating, Flying Instructor Rating and MPL on multi-crew certificated aircraft:
 - (i) Two simulator sessions that consist of:
 - (1) One 4-hour simulator training session - the applicant is to observe an AFE conducting the flight test for the first two hours and to conduct the same test under the supervision of the AFE for the next two hours.
 - (2) One 4-hour simulator test session - the applicant is to conduct the flight test while being assessed by an AFE. Thereafter, the AFE is to make a recommendation to the DGCA if the applicant is ready for an AFE Check by the DGCA.
 - (ii) The AFE Training Programme should be completed within 8 weeks from the commencement of the first of the simulator sessions mentioned in paragraph 11.1(1)(a).

- (b) For authorisation to conduct tests for PPL, CPL, Aircraft Rating, Instrument Rating and Assistant/ Flying Instructor Rating on single pilot certificated aircraft:
- (i) Four flights that consist of:
 - (1) Two flights – The applicant is to observe an AFE conducting the flight test in each flight.
 - (2) One flight – The applicant is to conduct flight test while under the supervision of an AFE.
 - (3) One flight – The applicant is to conduct flight test while being assessed by an AFE. Thereafter, the AFE is to make a recommendation to the DGCA if the applicant is ready for an AFE Check by the DGCA.
 - (ii) The AFE Training Programme should be completed within 16 weeks from the commencement of the first of the flights mentioned paragraph 11.1(2)(a).

12. ADDITIONAL AUTHORISATION ON A SINGLE PILOT CERTIFICATED AIRCRAFT

12.1 With reference to paragraph 2.2.3 of the SASP 7, the nominating organisation must ensure that an AFE who is authorised to conduct tests for PPL and Aircraft Rating Tests on a single pilot certificated aircraft, and is seeking additional authorisation to conduct tests for –

- (a) CPL;
- (b) Instrument Rating; or
- (c) Assistant/ Flying Instructor Rating,

completes an approved programme comprising a minimum of two flights that consists of:

- (i) One flight – The applicant is to observe an AFE conducting the flight test.
- (ii) One flight – The applicant is to conduct flight test while being assessed by an AFE. Thereafter, the AFE is to make a recommendation to the DGCA if the applicant is ready for an AFE Check by the DGCA.

12.2 A nominating organisation must ensure that an AFE who is authorised to conduct tests for PPL, CPL, Aircraft Rating on a single pilot certificated aircraft, and is seeking additional authorisation to conduct tests for –

- (a) Instrument Rating; or
- (b) Assistant/ Flying Instructor Rating,

completes an approved programme comprising a minimum of two flights that consists of:

- (i) One flight – The applicant is to observe an AFE conducting the flight test.
- (ii) One flight – The applicant is to conduct flight test while being assessed by an AFE. Thereafter, the AFE is to make a recommendation to the DGCA if the applicant is ready for an AFE Check by the DGCA.

13. INSTRUCTIONAL EXPERIENCE FOR CHANGE OF AIRCRAFT TYPE

13.1 An AFE wishing to add a multi-crew aircraft type to his AFE authorisation must, in addition to holding a valid FI rating specific to the new aircraft type, provide evidence that he has instructional experience in the appropriate type rating training programme on the new aircraft type. Only the instructional experience obtained whilst holding the FI rating endorsed on the new aircraft type, will be accepted.

13.2 Appropriate type rating programme that may be accepted by the DGCA includes type rating training programmes, recurrent training programmes that includes normal and non-normal exercises. This should consist of at least two 4-hour sessions in a Type VII FSTD representing the aircraft type for which the authorisation is sought.

14. REAUTHORISATION OF AN AFE

14.1 Before the AFE can be reauthorised, the nominating organisation is to satisfy the DGCA that there is a need for that AFE to continue to hold the AFE authorisation. This may be demonstrated by the nominating organisation providing evidence that –

- (a) the AFE nominee will be one of the 2 AFEs that the organisation may have; or
- (b) the nominating organisation, if requesting for more than 2 AFEs does not exceed the ratio of 1 AFE : 20 candidates.

14.2 In the event an AFE is not reauthorised within 6 months after the expiry of his Certificate, he should undergo the initial AFE authorisation process.

15. REAUTHORISATION OF A SAFE

15.1 For reauthorisation of a SAFE, the nominating organisation is to satisfy the DGCA that there is a need for the SAFE to continue to hold the SAFE authorisation. This may be demonstrated by the nominating organisation providing evidence that –

- (a) the SAFE nominee is the sole SAFE in the organisation; or
- (b) the nominating organisation does not exceed the ratio of 1 SAFE : 5 AFEs.

15.2 In the event a SAFE is not reauthorised within 6 months after the expiry of his Certificate, he should undergo the initial SAFE authorisation process.