

**CIVIL AVIATION DIRECTORATE**

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**1. Examiner Briefing – Amended procedures**

This notice is intended to provide information to examiners certified by Transport Malta Civil Aviation Directorate on the amendments to the Aircrew Regulation related to examiner briefings.

Commission Regulation (EU) No 245/2014 issued on 13 March 2014 which amended Commission Regulation (EU) 1178/2011 includes the following provision:

Holders of an examiners 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.

In addition examiners are required to sign a declaration that he/she 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;

Also examiners are required to send 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.

Transport Malta Civil Aviation Directorate is required to provide instructions to the examiners it certified on how to access these national procedures and requirements of other competent authorities when needed.

Competent authorities are required to notify the Agency (EASA) of their national administrative procedures.

**2. Accessing the Examiner Differences Document containing the national administrative procedures of different competent authorities**

EASA has published on its website an **Examiner Differences Document** to facilitate the dissemination of information received from the different competent authorities. EASA will periodically update the Examiner Differences Document when it receives updated information from the competent authorities. The amended document will have a new version number.

The Examiner Differences Document is available under the [Aircrew page](https://www.easa.europa.eu/easa-and-you/aircrew-and-medical/aircrew) <https://www.easa.europa.eu/easa-and-you/aircrew-and-medical/aircrew> and replaces the mandatory briefing and the pre-notification which was required so far.

The link to the current version (today 15/12/2016) of the Examiner Differences Document is [https://www.easa.europa.eu/system/files/dfu/Examiner%20Differences%20Document\\_version\\_07\\_2016\\_.pdf](https://www.easa.europa.eu/system/files/dfu/Examiner%20Differences%20Document_version_07_2016_.pdf) [Search on the EASA website for Examiner Differences Document if the link changes]

Examiners have to ensure that:

- They access the Examiner Differences Document posted on the EASA website
- Review and apply the briefing provided by the competent authority of the applicant on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees, 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
- Sign 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.
  - The declaration should 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 to the competent authority of the applicant 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

**3. Notification of proficiency checks and assessments of competence for revalidation and renewal.**

Notification is no longer mandatory unless required by the particular competent authority. Malta does not require notification for proficiency checks and assessment of competence for revalidation and renewal of ratings and certificates.

**4. Designation of examiners for Skill tests and initial assessments of competence**

Competent authorities have developed procedures to designate examiners for the conduct of skill tests.

Before conducting a skill test examiners must ensure that they follow the requirements of the competent authority of the applicant and are properly designated by it to conduct the skill test.

**5. Endorsement of licences by Examiners certified by Transport Malta**

The administrative procedures in sections 1 to 4 of the Malta section of the Examiner Differences Document published on EASA website also applies to examiners certified by Transport Malta

**5. Queries**

Any queries regarding the amended procedures for the examiner briefing and the EASA Differences Document are to be sent to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)

**Personnel Licensing Section**

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