

# **Singapore Air Safety Publication Part 7 Authorisation of Flight Examiners**

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## **CHAPTER 1           GENERAL**

### **1.1       Introduction**

- 1.1.1   The DGCA may authorise a person as an Authorised Flight Examiner (AFE) or a Senior Authorised Flight Examiner (SAFE) for a period not exceeding 24 months to conduct tests or checks.
- 1.1.2   An AFE may be authorised to conduct one or more of the following tests leading to the grant or renewal of the following licence(s) or licence endorsement(s):
- (a)     Private Pilot Licence (PPL);
  - (b)     Commercial Pilot Licence (CPL);
  - (c)     Multi-crew Pilot Licence (MPL);
  - (d)     Aircraft Rating;
  - (e)     Instrument Rating;
  - (f)     Assistant/ Flying Instructor (A/FI) Rating; or
  - (g)     English Language Proficiency (ELP).
- 1.1.3   A Senior Authorised Flight Examiner (SAFE) is authorised to conduct surveillance check “AFE Check” on an AFE conducting tests.

### **1.2       General Pre-requisites to be a Flight Examiner**

- 1.2.1   An applicant for a Flight Examiner authorisation must:
- (a)     be nominated by a Singapore organisation (referred to in this Chapter as a “nominating organisation”); and
  - (b)     hold a valid flight crew licence, issued by or acceptable to the DGCA, with the rating associated with the test or check for which the authorisation is sought;
  - (c)     hold a valid Flying Instructor (FI) Rating, issued by or acceptable to the DGCA, in respect of the aircraft group or type for which the authorisation is sought;
  - (d)     demonstrate good knowledge of Singapore aviation regulations and the licensing regime;
  - (e)     not be a subject of any technical or disciplinary inquiry that affects the applicant’s suitability to discharge his responsibilities as a Flight Examiner in the:
    - (i)     Five years immediately preceding the application for an initial authorisation; or
    - (ii)    Two years immediately preceding the application for reauthorisation; and
  - (f)     meet the specific requirements in Chapter 2 or 3, whichever is applicable.
- 1.2.2   Despite paragraphs 1.2.1(b), 1.2.1(c) and 1.2.1(f), a flight examiner authorised by a foreign licensing authority may be authorised by the DGCA as a Flight Examiner if nominated by:

- (a) an ATO located outside of Singapore, or
- (b) a Singapore organisation which intends to introduce a new aircraft type into its fleet.

1.2.3 For the purpose of paragraphs 1.2.1(a) and 1.2.2, “Singapore organisation” refers to a holder of an Air Operator Certificate granted under the Air Navigation (119 – Air Operator Certification) Regulations, an Aviation Training Organisation approved in accordance with the Singapore Air Safety Publication Part 10, or a flying club.

### **1.3 Duties of a Flight Examiner**

1.3.1 The tests or checks on a pilot that may be conducted by a Flight Examiner must:

- (a) relate only to the aircraft type or group that is endorsed on the Flight Examiner’s authorisation; and
- (b) be in accordance with the conditions specified in the AFE or SAFE Authorisation, as the case may be.

1.3.2 A Flight Examiner must ensure his flight crew licence, medical certificate, relevant rating(s), where applicable; and the AFE or SAFE Authorisation are valid before he conducts a test or check.

1.3.3 Before conducting a test or check in the aircraft, the Flight Examiner must within the preceding 1 year:

- (a) have conducted training or test or check in that aircraft type; or
- (b) have successfully completed a training session in an approved simulator or in an aircraft, conducted by:
  - (i) an AFE who satisfies the requirements in paragraph 1.3.3(a); or
  - (ii) a CAAS inspector.

1.3.4 A nominating organisation must:

- (a) maintain a current list of Flight Examiners under its employment;
- (b) take appropriate measures to avoid a conflict of interest, including appropriate procedures to avoid situations whereby the Flight Examiner was heavily involved in training the candidate; or where the Flight Examiner is related to the candidate; and
- (c) notify the DGCA immediately on any of the following:
  - (i) when the Flight Examiner is assigned to another aircraft type;
  - (ii) when the Flight Examiner relinquishes his role;
  - (iii) when the Flight Examiner is no longer required by the organisation to be a Flight Examiner;
  - (iv) the Flight Examiner is subject to any technical or disciplinary enquiry; or

- (v) the Flight Examiner has any restrictions to the privileges of his licence, for example, being medically grounded, whereby his examining authorisation shall be established with the DGCA before any tests or checks may be conducted.

1.3.5 The Flight Examiner must submit the results of tests or checks that he had conducted to the DGCA within 48 hours of the conclusion of the test or check including notifying the DGCA when a candidate fails a test or check, in a form and manner acceptable to the DGCA.

1.3.6 The Flight Examiner and the organisation must maintain a record of all reports of tests and checks that were conducted, including the failed attempts by the test candidate, for a period of at least five years.

#### **1.4 Suspension and Cancellation of Authorisation**

1.4.1 The DGCA may suspend or cancel a Flight Examiner's authorisation, if the Authority is satisfied that the Flight Examiner has failed to comply with the test or check standards, or any condition of the authorisation or the requirements set out in this SASP.

1.4.2 The Flight Examiner must return the AFE or SAFE Authorisation to the DGCA when he:

- (a) is no longer required by the organisation to hold the Flight Examiner appointment;
- (b) when he is no longer performing the functions of an AFE; or
- (c) when his AFE authorisation is cancelled.

## **CHAPTER 2            AUTHORISED FLIGHT EXAMINER (AFE)**

### **2.1        Specific Requirements for the conduct of various Types of Tests**

2.1.1     In addition to paragraph 1.2.1, an applicant for an initial authorisation to be an AFE must meet the following qualification requirements to conduct the various types of tests.

#### Authorisation to conduct tests for Aircraft Rating, Flying Instructor Rating and MPL on Multi-crew Certificated Aircraft

2.1.1.1   An applicant for an authorisation as an AFE to conduct tests for the grant of an Aircraft Rating, Flying Instructor Rating and Multi-crew Pilot Licence (MPL) on multi-crew certificated aircraft must:

- (a)     hold a valid Airline Transport Pilot Licence (ATPL), issued by or acceptable to the DGCA;
- (b)     hold a valid Aircraft Rating in respect of the aircraft type in which the test is to be conducted;
- (c)     be qualified by the organisation supporting the nomination, to act as pilot-in-command (PIC) on the aircraft type in which the test is to be conducted;
- (d)     have at least 5,000 hours of total flying experience on multi-crew certificated aircraft;
- (e)     have at least 1,000 hours of flying experience as PIC on multi-crew certificated aircraft;
- (f)     have at least 500 hours of flying experience as PIC on the aircraft type for which the authorisation is sought;
- (g)     have at least 300 hours of instructional experience on the aircraft type in which the test is to be conducted, of which at least 70 hours of instruction in the two years immediately preceding the application, is conducted on that aircraft type for any of the following:
  - (i)     type rating training;
  - (ii)    recurrent training; or
  - (iii)    reinforcement training; and
- (h)     be qualified to give instruction in the advanced phase of an MPL training course, if an authorisation is sought to conduct tests for candidates qualifying for an MPL.

#### Authorisation to conduct tests for PPL, CPL, Aircraft Rating and Assistant/ Flying Instructor Rating on an Aircraft Group for Single Pilot Certificated Aircraft

2.1.1.2   An applicant for an authorisation as an AFE to conduct tests for the grant of a PPL, CPL, Aircraft Rating and/ or Assistant/ Flying Instructor (A/FI) Rating on an aircraft group for single pilot certificated aircraft must:

- (a)     hold a valid CPL or ATPL, issued by or acceptable to the DGCA;
- (b)     hold a valid and appropriate Aircraft Rating in respect of the aircraft type(s) in which the test is to be conducted;

- (c) have at least 1,500 hours of total flying experience on single pilot certificated aircraft, if authorisation is sought to conduct tests for candidates qualifying for a PPL or Aircraft Rating;
- (d) have at least 2,000 hours of total flying experience on single pilot certificated aircraft if authorisation is sought to conduct tests for candidates qualifying for a CPL or A/FI Rating;
- (e) have at least 750 hours of ab-initio instructional experience on single pilot certificated aircraft, of which 200 hours shall be on multi-engine aircraft types, if authorisation is sought to conduct tests in a multi-engine, single pilot certificated aircraft; and
- (f) to have at least 100 hours of instructional experience training flying instructors, if authorisation is sought to conduct tests for candidates qualifying for an A/FI Rating on single pilot certificated aircraft. In the case where an authorisation is sought on multi-engine single pilot certificated aircraft types, the applicant for a Certificate of AFE shall have at least 30 hours of instructional experience in a multi-engine, single pilot certificated aircraft.

#### Authorisation to conduct tests for Instrument Rating (IR)

2.1.1.3 An applicant for an authorisation as an AFE to conduct tests for the grant of an Instrument Rating must:

- (a) be a holder of or an applicant applying for an AFE Authorisation containing the authorisation to conduct tests on single pilot or multi-crew certificated aircraft;
- (b) hold a valid and appropriate Instrument Rating; and
- (c) have at least 450 hours of instrument flight time under Instrument Flight Rules, of which:
  - (i) at least 50 hours are actual or simulated instrument flight; and
  - (ii) at least 250 hours are instrument instructional duties.

2.1.1.4 For the purpose of paragraph 2.1.1.3(b), “appropriate Instrument Rating” means:

- (a) an Instrument Rating for a specific multi-crew certificated aircraft type, when authorisation is sought to conduct tests in a multi-crew certificated aircraft;
- (b) a Single Engine Instrument Rating (SEIR) for a single pilot certificated aircraft, when authorisation is sought to conduct tests in a single engine, single pilot certificated aircraft; or
- (c) a Multi Engine Instrument Rating (MEIR) for a single pilot certificated aircraft when authorisation is sought to conduct tests in a single or multi-engine, single pilot certificated aircraft.

#### Authorisation to conduct ELP Screening

2.1.1.5 An applicant for an authorisation to conduct ELP Screening must:

- (a) be a holder of or an applicant for an authorisation as an AFE to conduct tests on multi-crew or single pilot certificated aircraft;
- (b) have been certified to Level 6 of the ICAO Language Proficiency Rating Scale; and

- (c) have attended the CAAS ELP Screener Briefing.

## **2.2 Qualification Process to Obtain an Initial Authorisation to Conduct Tests**

2.2.1 A person to be authorised by the DGCA (other than a person mentioned in paragraph 2.2.2) as an AFE must:

- (a) attend the CAAS AFE Briefing;
- (b) complete an AFE Training Programme that is approved by the DGCA; and
- (c) complete the AFE Check.

2.2.2 A person who is authorised as a Flight Examiner by a foreign licensing authority and has been nominated to be an AFE must:

- (a) attend the CAAS AFE Briefing; and
- (b) complete such training and checks as the DGCA may require.

2.2.3 The nominating organisation must seek the approval of the DGCA for the AFE Training Programme that must comprise, at the minimum, the following:

- (a) the conduct of a pre-test briefing;
- (b) the conduct of a post-test debrief;
- (c) on-the-job-training for the conduct of test for which the authorisation is sought, including:
  - (i) an adequate number of observations acceptable to the DGCA on the conduct of the test whereby the applicant shall observe an AFE or CAAS inspector conducting the test;
  - (ii) an adequate number of tests conducted under supervision that is acceptable to the DGCA whereby the applicant shall conduct the test under the supervision of an AFE or a CAAS inspector;
  - (iii) the appropriate training environment acceptable to the DGCA; and
- (d) an assessment of the applicant's competency in conducting a test before recommending the applicant for the AFE Check.

Note: The applicant must not sign on the test report or in the licence of the flight crew being tested.

2.2.4 The applicant must complete the AFE Training Programme within the six months preceding the AFE Check conducted by a CAAS inspector.

2.2.5 The DGCA may grant the authorisation as an AFE to the applicant upon the applicant's satisfactory completion of the AFE Check.

## **2.3 Change of Aircraft Type or Addition of Aircraft Group**

- 2.3.1 An AFE may apply to the DGCA to vary the authorisation to add an aircraft type or aircraft group to the authorisation, if:
- (a) he holds a valid FI rating specific to the new aircraft type or aircraft group sought;
  - (b) he has instructional experience in:
    - (i) an appropriate type rating course on the new aircraft type for which the test authorisation is sought, in the case of a multi-crew certificated aircraft type; or
    - (ii) an appropriate type rating course within the aircraft group for which the test authorisation is sought, in the case of a single pilot certificated aircraft type;
  - (c) he has satisfactorily completed the AFE Check conducted by either a SAFE or CAAS inspector; and
  - (d) attended the CAAS AFE Briefing during the last year of the authorisation period.

## **2.4 Reauthorisation of an Authorised Flight Examiner**

- 2.4.1 A person who is authorised as an AFE may be reauthorised as an AFE by the DGCA if he meets the general prerequisites to be authorised as an AFE specified in Chapter 1.
- 2.4.2 A holder of an AFE authorisation may apply to the DGCA to be reauthorised as an AFE, if he:
- (a) satisfies the DGCA on the need to continue to hold the AFE authorisation;
  - (b) had conducted at least 1 test in each year of the authorisation period;
  - (c) had conducted at least 1 Instrument Rating (IR) Tests in each year of the authorisation period, if authorised to conduct IR Tests;
  - (d) had satisfactorily completed the AFE Check conducted by an SAFE or a CAAS inspector not more than 6 months immediately before the application for reauthorisation; and
  - (e) had attended the CAAS AFE Briefing during the last year of the Certificate's authorisation period.
- 2.4.3 Notwithstanding para 2.4.2(d), the DGCA may accept an assessment of competence conducted by a foreign Licensing Authority for renewal of the AFE's foreign examiner authorisation as satisfying the requirement of para 2.4.2(d) for an AFE seeking reauthorisation.

## **CHAPTER 3 SENIOR AUTHORISED FLIGHT EXAMINER (SAFE)**

### **3.1 Criteria to be authorised as an SAFE**

- 3.1.1 In addition to paragraph 1.2.1, an applicant for an initial authorisation to be an SAFE must:
- (a) hold a valid authorisation as an AFE;
  - (b) have held the authorisation as an AFE for at least four consecutive years immediately preceding the date of application;
  - (c) pass an interview with CAAS; and
  - (d) satisfactorily complete the SAFE Check conducted by a CAAS inspector.

### **3.2 Reauthorisation for a Senior Authorised Flight Examiner**

- 3.2.1 An applicant to be reauthorised as a SAFE by the DGCA must:
- (a) meet the general prerequisites to be authorised as an AFE specified in Chapter 1; and
  - (b) hold a valid authorisation as an AFE.
- 3.2.2 A person who is authorised as a SAFE for a validity period of less than 12 months may apply to the DGCA to be reauthorised as an SAFE, if the DGCA is satisfied that there is a need to continue to hold the SAFE authorisation.
- 3.2.3 A person who is authorised as an SAFE for a period of 12 months or more may apply to the DGCA to be reauthorised as an SAFE, if he:
- (a) satisfies the DGCA the need to continue to hold the SAFE authorisation; and
  - (b) had satisfactorily completed the SAFE Check conducted by a CAAS inspector not more than 6 months prior to the expiry of his authorisation as a SAFE.