

Advisory Circular

SYNCHRONISATION OF VALIDITY PERIODS FOR AUTHORISED FLIGHT EXAMINER AND FLYING INSTRUCTOR APPOINTMENTS

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|---|---|
| General | 1 |
| Purpose | 1 |
| Applicability | 1 |
| Cancellation | 1 |
| Effective Date | 1 |
| References | 1 |
| Introduction | 1 |
| Synchronisation of Validity Periods for Authorised Flight Examiner and Flying Instructor Rating | 1 |
| Instructions | 2 |
| Reappointment Criteria for AFE | 2 |
| Reappointment Criteria for SAFE | 2 |
| Appendix A Examples of Synchronisation | 3 |

- 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 information on the synchronisation of the certificate validity dates for Authorised Flight Examiners and Flying Instructors.
- 3 **APPLICABILITY.** This AC is applicable to all Authorised Flight Examiners and Senior Authorised Flight Examiners.
- 4 **CANCELLATION.** This is the first AC issued on this subject.
- 5 **EFFECTIVE DATE.** This AC is effective on 27 July 2012.
- 6 **REFERENCES.** Singapore Air Safety Publication Part 7 (SASP 7)
- 7 **INTRODUCTION.**
 - 7.1 With effect from 15 May 2012, the appointment tenure for Authorised Flight Examiners (AFE) and Senior Authorised Flight Examiners (SAFE) was increased from 1 year to a **maximum period of 2 years**. Since Flying Instructor (FI) ratings are also valid for a maximum of 2 years, the issue dates, and similarly for expiry dates, for AFE appointment and the FI rating can be set as the same, or synchronised.
- 8 **SYNCHRONISATION OF VALIDITY PERIODS FOR AUTHORISED FLIGHT EXAMINER AND FLYING INSTRUCTOR RATING.**
 - 8.1 CAAS will synchronise the validity periods of the FI rating and AFE and SAFE appointments at the next renewal of the AFE/SAFE appointments. After the synchronisation is complete, the expiry dates of the FI rating and AFE/SAFE appointments would be the same. AFE and SAFE can thus monitor the expiry dates and plan for their FI rating and AFE appointment renewals more easily.

- 8.2 Due to this synchronisation effort, those currently holding an AFE and/or SAFE appointment may be re-appointed for less than two years, depending on the validity of their FI rating. Subsequent AFE/SAFE appointments will be valid for two years and have the same issue and expiry date as the FI rating.

9 INSTRUCTIONS.

- 9.1 AFEs and SAFEs who have met the appointment or reappointment requirements for 2012 can apply now. Applications should be submitted early to avoid delays in processing.

- 9.2.1 The AFE/SAFE is required to submit the following where applicable:

- (a) Application form CAAS (FC) 37 for initial application/ reappointment of AFEs, CAAS (FC) 37FE for initial application/ reappointment of AFE (Flight Engineers), or CAAS (FC) 37SE for initial application/ reappointment of SAFE.
- (b) List of tests conducted (Form CAAS (FC) 37A)
- (c) A copy of the Flying Instructor Rating
- (d) A copy of the AFE Certificate
- (e) A copy of the SAFE letter of appointment for SAFE appointments

10 REAPPOINTMENT CRITERIA FOR AFE.

- 10.1 The requirements for the re-appointment of an AFE is specified in paragraphs 2.4.1 of SASP 7 respectively. Paragraph 2.4.2 of SASP 7 allows the DGCA to vary or waive the re-appointment requirements for cases where the AFE appointment is less than two years. Pursuant to paragraph 2.4.2, an AFE whose appointment is for less than two years may be re-appointed if he completes the following item(s) in lieu of the re-appointment requirements in paragraph 2.4.1:

- (a) For an AFE whose appointment period is not more than 6 months at the point of application for re-appointment:
 - (i) *Nil*
- (b) For an AFE whose appointment period is longer than 6 months but not more than 1 year at the point of application for re-appointment:
 - (i) *Conduct at least 2 proficiency tests*
- (c) For an AFE whose appointment period is more than 1 year at the point of application for re-appointment:
 - (i) *Conduct at least 6 proficiency tests, with at least 2 tests conducted in every 180-day period, from the date of appointment.*
 - (ii) *Complete AFE Flight Surveillance Check conducted by an SAFE or a CAAS inspector.*

- 10.2 Refer to **Appendix A** for examples on the synchronisation.

11 REAPPOINTMENT CRITERIA FOR SAFE.

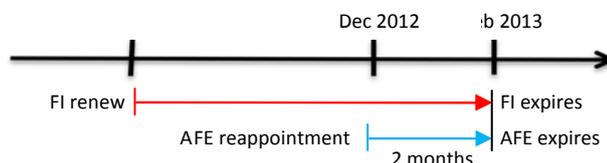
- 11.1 The requirements for the re-appointment of an SAFE is specified in paragraph 3.4.1 of SASP 7. Paragraph 3.4.2 of SASP 7 allows the DGCA to vary or waive the re-appointment requirements for cases where the SAFE appointment is less than two years. Pursuant to paragraph 3.4.2, an SAFE whose appointment is for less than two years may be re-appointed if he completes the following item, in lieu of the re-appointment requirements in paragraph 3.4.1:

- (a) For an SAFE whose appointment period is not more than 1 year at the point of application for re-appointment:
 - (i) *Nil*
- (b) For an SAFE whose appointment period is more than 1 year at the point of application for re-appointment:
 - (i) *Complete an SAFE Flight Surveillance Check conducted by a CAAS inspector*

APPENDIX A : EXAMPLES ON SYNCHRONISATION

1. FI rating due to expire less than 6 months after AFE reappointment

Example: If the nominee's FI rating is due to expire on 1 February 2013 and he applies for AFE reappointment on 1 December 2012, his AFE appointment will expire on 1 February 2013, together with the FI rating.



Since the AFE/SAFE appointment period is not more than 6 months, the AFE need not show that he has completed any test/checks to support his re-appointment in Feb 2013.

2. FI rating due to expire more than 6 months but less than 1 year after AFE reappointment

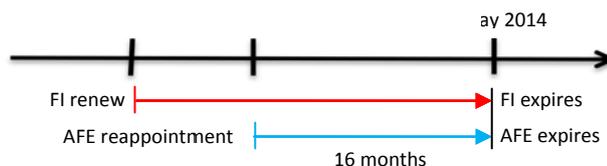
Example: If the nominee's FI rating is due to expire on 1 August 2013 and he applies for AFE reappointment on 1 December 2012, his AFE authorisation will expire on 1 August 2013, together with the FI rating.



Since the AFE appointment period is 9 months, the AFE must conduct at least 2 checks.

3. FI rating is due to expire more than 1 year after AFE reappointment

Example: If the nominee's FI rating is due to expire on 1 May 2014 and he applies for AFE reappointment on 1 December 2012, the AFE authorisation will expire on 1 May 2014, together with the FI rating.



Since the AFE appointment period is 16 months, the AFE must conduct at least 6 proficiency tests/checks (at least 6 proficiency tests/checks, of which at least 2 tests/checks in every 180-day period commencing from date of appointment.). The AFE must also complete the AFE Flight Surveillance Check.