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9 / 94
23 rd Dec

FILE : PTU/4/17 VOL. III

DCA AUTHORISED EXAMINER

These instructions govern the conduct of those pilots who have been authorised by the Department of Civil Aviation to be examiners in respect of certain flight tests, and who are authorised to sign Certificate of Test and Certificate of Experience for the following purposes as described in the Air Navigation Order :

1 GENERAL

1.1 Period Of Validity

Authorisations (to conduct test and certify licence documents) will normally be valid for **three years** but will cease to be valid after the last expiry date shown on them. It is the responsibility of authorised examiners to make arrangements for revalidation tests with the Licensing Unit, Department of Civil Aviation. Revalidation test may be undertaken at any time within the six months preceding the expiry date without affecting the subsequent expiry date. Within six months after expiry a revalidation test may be taken but thereafter a fresh application for appointment will be required.

1.1.1 Recent Examination Requirement.

An authorised examiner is required to conduct a minimum number of tests in every yearly period in order to maintain the authority. An instrument Rating examiner must complete six Instrument Rating (renewal) Tests; a Type Rating examiner must complete two Type Rating Tests. An examiner who does not comply with this requirement must report the circumstances to the Head of Licensing Unit, DCA, so that the continued validity of the appointment may be considered. Failure to make such a report may invalidate subsequent tests.

1.1.2 Periodic Visits.

DCA Examiner from Licensing Unit will pay periodic visits to observe an authorised examiner conducting a flight test at any time during the three year period of validity to ensure that appropriate standards are maintained. The company will be advised when this is required.

1.1.3 Record Of Tests.

The authorised examiner must maintain a written record of the persons tested and the dates and particulars of these tests. Examiners are reminded that they are personally responsible for all tests which they conduct in pursuance of their authorisation, and they may not always be able to use a particular operators' record of tests. Subject to the maintenance of this personal responsibility records of periodic competency checks, as required by the Air Navigation Order, are acceptable provided that they are annotated to show that the Certificate of Test in the licence was signed on satisfactory completion of the check, but it is strongly urged that authorised examiners keep their own personal records, showing date, candidate, test, a/c, sim, result and Certificate of Test entry in the candidates licence.

1.1.4 Inspection Of Record.

DCA examiner may require to see at any time the written records of any test conducted by the authorised examiners.

1.2 Flight Deck Facilities.

Whenever it is necessary for a DCA Examiner to observe an authorised examiner conducting a test, provision must be made for the DCA Examiner to occupy a position from which observation can be made of everything that goes on, besides monitoring all radio aids and transmissions and the aircraft intercommunications system.

1.3 Examiners Employment.

In the event that the authorised examiner ceases to be employed on examining duty by the Company named in the authorisation documents they will automatically become invalid and the examiner must return them to the office of issues. Moreover, Department of Civil Aviation may at any time suspend the authorisations with a view to investigation and its subsequent revocation.

1.4 Examiners Licence.

The authorised Examiner must hold a valid and appropriate licence when exercising an authority to conduct flight tests. When conducting a flight test for the granting or renewal of an aircraft type rating this licence must include an appropriate 'Certificate of Test' or 'Certificate of Experience' in respect of the type of aircraft in which the test is being conducted. In respect of All Instrument Rating tests the examiner's licence must include a valid Instrument Rating. *Where the authorised examiners licence contains only a Multi-Crew Instrument Rating then the IRR test conducted must relate to a Multi-Crew Instrument Rating only.*

1.4.1 Medical Fitness.

The authorised examiner must notify the Head of Licencing Unit of any restriction to the privileges of the authorised examiner' licence resulting from a medical condition and establish the affect on the authorisation before further flight tests are carried out.

1.4.2 Crew Licences For IR Tests

Should an authorised instrument rating examiner conduct an Instrument Rating (Renewal) test in an aircraft of a type not endorsed in Part 1 of the examiners' licence, the authorised examiner must ensure that the aircraft carries a properly licensed crew in accordance with the requirements of the relevant Certificate of Airworthiness, with the crew members located at their correct stations. The authorised examiner must occupy a position which will enable complete observation of the actions of the pilot under test.

1.5 Examining In Aircraft

An authorised examiner may conduct tests in aircraft on pilots not employed by the company named in his authorisation document subject only to agreement between the interested parties and the authorised examiner to conduct tests on the type of aircraft to be used.

1.5.1 Authorised Examiner To Occupy A Pilot's Seat.

During a Type Rating Test in an aircraft the authorised examiner must occupy a pilot's seat.

1.6 Examining In Simulators

Any flight simulator which is used for the purpose of testing pilots must first be approved by the Department of Civil Aviation. Details of the test items approved are shown in the approval document sent annually to the Company.

1.6.1 Conditions Of Simulator Approval

Before conducting tests in a flight simulator an examiner must ensure legal entitlement to do so and must refer to the simulator and the conditions attracted there to. Attention is drawn to a requirement for both the examiner and the candidate to be employed by the company named on the approval document. Should either the examiner or the candidate not be so employed the examiner must ensure that a special once only Authority to conduct the test has been previously obtained. Application should be made to the Head Licencing Unit, DCA for the grant of this authorisation not less than 14 days before the proposed date of the test.

1.7 Criteria to become Authorised Examiner.

The following criteria must be met before one can be appointed as AE.

- 1.7.1 Recommended by the operator for appointment.
- 1.7.2 Must hold a valid relevant licences for appointment.
- 1.7.3 Have attended Authorise Examiner course or QFI/QHI which is recognised by DCA.
Please note that approval must be obtained from DCA prior to attending the AE course.
- 1.7.4 Passed all ground and Flight Tests conducted by DCA Examiner.

1.8 Experience.

- 1.8.1 Minimum of 2000 total hours.
- 1.8.2 At least 200 hours on type.
- 1.8.3 Minimum of 200 hours Simulated Instrument Flying.
- 1.8.4 Minimum of 50 hours Actual Instrument Flying.
- 1.8.5 Minimum of 100 hours Night Flying.
- 1.8.6 Sufficient Airways Flying and Approaches.

1.9 Conduct of Tests.

Only authorise examiner are to Conduct the test on behalf of the department and subsequently authorise to sign the appropriate Certificate of Test forms.

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