

Briefing for Non-Lithuanian examiners

Appendix I to the European Aircrew Regulation (FCL.1015(c)) requires, that all Non-Lithuanian Examiners shall not conduct skill tests, proficiency checks or assessments of competence to Lithuanian licence holders unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority.

1. Licence skill tests (LST) and Assessments of Competence (AoC) shall be conducted by an examiner with the valid examiner certificate, authorized by Lithuania TKA CAA or an examiner accepted and assigned for such purpose by Lithuania TKA CAA (examiner holding authorization issued by another EASA Member State).
2. TKA CAA require, that the foreign Examiner, exercising their privileges on Lithuanian licence holders, shall fulfil the following requirements:
 - a. Be included into the list of foreign examiners;
 - b. Inform TKA CAA without delay about any changes, affecting their Examiner's privileges, during the entire period of validity of certification;
 - c. Comply with restrictions of Examiners' privileges applied by TKA CAA to Non-Lithuanian Examiners when they act on the Lithuanian licence holders;
 - d. Be familiar and comply with the latest information available on TKA CAA web page – www.caa.lt.
3. Conditions for non-Lithuanian Examiners to be included into Examiners:
 - a. Applicant must hold a valid Examiner authorisation issued by competent authority according to EU Regulation No. 1178/2011;
 - b. Fill in and sign application form for Non-Lithuanian examiners;
 - c. Receive entitlement from Lithuanian TKA CAA.

The registration process can take up to 2 weeks, since the application has been submitted. Should the application be rejected, the applicant is informed by email. The entitlement of an Examiner is issued when his name appears on the list of foreign Examiners. Only when he/she is actually listed on the TKA CAA list of certified foreign Examiners, an applicant can start exercising his/her Examiner's privileges on the Lithuanian license holders. Certification of a Non-Lithuanian Examiner is valid until the date of expiry of his/her Examiners' authorisation.

4. **Examiners may exercise all their privileges of their Examiners' authorisation on the Lithuanian licence holders with the following restrictions:**

Examiner must hold individual authorisation by Lithuanian TKA CAA for each CPL, IR and ATPL skill test.

For all other skill-tests and any Assessment of Competence:

Non-Lithuanian Examiners must inform TKA CAA of their intention to conduct such test at least 5 business days before the examination by sending notification email (refer to Appendix 1). As long as the Examiner receives acknowledgement of his/her notification by email, this fulfils the notification requirement. The Examiner may only conduct the test once they are entitled to do so by TKA CAA for the particular event; any change in the organisation of the test (change of Examiner, date, time, place of the event) must be strictly coordinated and approved by TKA CAA other vice examination/test will be considered invalid.

5. Examiners shall:

a. Provide filed and signed test/check original form to the candidate once the test/check is fully completed. Tests/Checks must be recorded on the proper paper form downloadable from Lithuanian TKA CAA website. The form to be used depends on the type of test/check. All forms related to flight crew licensing and examination are available on the Lithuanian TKA CAA web site <http://www.caa.lt/index.php?3337330103> or <http://www.caa.lt/index.php?1854193954>.

b. Forward the copy of test/check to TKA CAA according the procedure described in Appendix 1.

Note: It is mandatory for Examiners to notify TKA CAA within 3 business days.

c. If applicable by national procedures of their state, forward a copy to the competent Authority they authorised by;

d. Keep a full record of all tests in their personal archives for a period not less than 5 years (copy of the entire completed test report form).

e. Keep records of tests/checks details for 5 years and then destroy them.

When applicable, details of an incomplete examination can be transferred to a new examiner (in case of partial pass).

6. It is mandatory for Examiners to notify TKA CAA without delay:

a. Of changes to their contact details (email address, phone, etc.);

b. Of any change affecting their Examiner privileges (A/C type, limitation affecting licence or medical, ceasing of examiner activities) or when the authorisation has expired;

7. The applicant shall bear the costs carrying out of the test.

8. Examiners shall consider insuring against any direct or indirect involvement in incident or accident that might result in losses or injuries (affecting themselves or third parties). In case they rely on a third party liability provided through an operator, they shall take all necessary precautions to get a comprehensive understanding of the contract provided.

9. The examiners shall not enter any endorsement in the pilot licence.

Appendix 1.
EMAIL FORMAT TO BE USED

In order to allow a smooth, quick and efficient circulation of information, Examiners are invited to strictly adhere to the following E-mail formats:

1) Information before a skill test:

1.Examiner details:	2.Candidate details:	3.Skill test details:
<ul style="list-style-type: none"> ▪Examiner's (complete) name and initials ▪Examiner's certificate number ▪Country of examiner certification ▪Contact details: mobile phone number, e-mail address 	<ul style="list-style-type: none"> ▪Candidate's name and initials ▪Candidate's licence number 	<ul style="list-style-type: none"> ▪ Type of skill test ▪ Type of aircraft ▪ Specify skill test in aircraft or FSTD ▪ Name of FSTD operator ▪ FSTD approval certificate ▪ Aircraft registration ▪ Date and time ▪ Place

2) Information after a skill test, proficiency check or assessment of competence

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

<ol style="list-style-type: none"> 1. A skill test or proficiency check or assessment of competence form, 2. A flight test schedule (if applicable). 3. Copy of the statement of the approved training organisation (ATO) which confirms the required training has been completed (if applicable). 4. Copy of FSTD approval certificate (if applicable). 5. Copy of the examiner's licence. (if applicable). 6. Copy of the examiner's certificate. 7. Copy of the examiner's medical certificate. (if applicable). 8. Copy of endorsed licence (if entry on licence by examiner).
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Notes:

The email must be sent no later than 3 business days after the examination date.

The entire report form must be attached.

Examiners are encouraged to forward any useful information/feedback about the event.

Please ensure that you send good quality scanned pdf copies when sending the information via e-mail.

Email: examiner@caa.lt

