	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 1 of 13</b>

## PROCEDURE FOR AUTHORIZATION OF DESIGNATED FLIGHT INSTRUCTOR/EXAMINER

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the authorization as a Flight Instructor /Examiner.

### 2.0 REFERENCES

- 2.1 Regulations 5, 81-90,91 and 92 of the Civil Aviation (Personnel Licensing) Regulations 2017 as amended.
- 2.2 The prescribed Forms.

### 3.0 GUIDANCE AND PROCEDURES


#### 3.1 General Information

**3.1.1** The prescribed application form and the information regarding the authorization of a Flight instructor/examiner may be obtained from the Authority’s Personnel Licensing (PEL) Office or online via the licencing and certification portal.

#### 3.2 QUALIFICATION REQUIREMENT FOR FLIGHT INSTRUCTOR/EXAMINER

**3.2.1** An applicant for a Flight instructor/examiner authorization shall –

- (a) Hold a licence and rating at least equal to the licence or rating for which the authorization is sought, unless specified otherwise, the privilege to instruct for this licence or rating;
- (b) Have appropriate flight instructor ratings for skill tests.
- (c) Have logged 1000 hours of flight time and 200 hours providing flight instruction;
- (d) Pass one examiner’s authorisation skill test under the observation by the Authority, in the role of an examiner for which authorization is sought, including –
  - (i) Briefing;
  - (ii) Conduct of the practical (skill) test check;
  - (iii) Assessment of the applicant to whom the skill test is given; and
  - (iv) De-briefing and recording or documentation.

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 2 of 13</b>

(e) Applicant for designated Flight instructor/examiner (DFE) shall have not been subject to any sanctions, including the suspension, limitation or of any of their licences, ratings, or certificates issued, for noncompliance with regulations, during the last 12 months.

**3.2.2** A check pilot of an air operator or Aviation Training Organization who has undergone the full training programme of the air operator or Aviation Training Organization may not be required to be assessed under paragraph 3.2.1(d) above.

**3.2.3** A Flight Instructor/Examiner shall comply with appropriate standardization procedures for examiners, approved by the Authority.

**3.2.4** A Flight instructor/examiner may be re-authorized at the discretion of the Authority.

### **3.3 PREREQUISITES FOR PPL(A) PRACTICAL (SKILL) FLIGHT INSTRUCTOR/EXAMINER**


**3.3.1** This is an examiner to conduct practical test for issue, re-issue, validation and conversion of private pilots' licenses for either single-engine or multi-engine class rating.

**3.3.2** The applicant is required to meet the following requirements –

- a) should be a person of integrity,
- b) should be a holder of a valid CPL (A) or ATPL (A) with the appropriate medical class certificate
- c) Hold flight instructor rating
- d) shall have a current aircraft type rating on which the test is to be conducted endorsed as PIC.
- e) Demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examine
- f) shall have not been subject to any sanctions, including the suspension, limitation or of any of their licences, ratings, or certificates issued, for noncompliance with regulations, during the last 12 months.

**3.3.3** The examiner to conduct practical test for issue, re-issue, validation and conversion of private pilots' licenses for either single-engine or multi-engine class rating shall have –

- (i) **for single-engine class rating**

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 3 of 13</b>

(aa) total flight time of 1000 hours, and

(bb) not less than 200 hours as an instructor.

**(ii) for multi-engine class rating**

(aa) a multi-engine rating

(bb) a minimum of 1000 hours total flight time

(cc) not less than 200 hours as an instructor out of which 100 hours shall be on multi-engine.

**(iii) for night rating**

(aa) a single-engine or multi-engine rating

(bb) a minimum of 1000 hours total flight time, and

(cc) not less than 200 hours as an instructor

(dd) not less than 30-night hours

**3.4 PREREQUISITES FOR CPL(A) AND ATPL(A) PRACTICAL (SKILL) FLIGHT TEST EXAMINER**

**3.4.1** This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of Commercial Pilot Licence (CPL) and Airline Transport pilot licences (ATPL) including initial multi-engine rating.


**3.4.2** The examiner to conduct practical (skill) test for issue, re-issue validation and conversion of Commercial Pilot Licence (CPL) and Airline Transport pilot licences (ATPL) including initial multi-engine rating.

**3.4.3** The applicant is required to meet the following requirements

(a) should be a person of impeccable integrity;

(b) should be a holder of a valid a CPL (A) or ATPL (A) with a valid Class 1 medical and Flight Instructor Rating;

This is a Controlled Document	TCAA-AC-SR-PEL010D	Issued on: April, 2025
-------------------------------	--------------------	------------------------

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 4 of 13</b>

- (c) shall have a current aircraft type rating on which the test is to be conducted endorsed as a PIC.
- (d) Demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examinee
- (e) shall have not been subject to any sanctions, including the suspension, limitation or of any of their licences, ratings, or certificates issued, for noncompliance with regulations, during the last 12 months.
- (f) shall have, for a CPL single-engine rating:**
  - (i) a minimum of 2000 hours total flight time; and
  - (ii) not less than 250 hours as an instructor.
- (g) shall have, for an ATPL:**
  - (i) a minimum of 2000 hours total flight time, and
  - (ii) not less than 500 hours flight time as an instructor

### 3.5 INITIAL MULTI-ENGINE EXAMINER

**3.5.1** This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of CPL initial multi-engine rating.

**3.5.2** The applicant is required to meet the following requirements –


- a) Have a minimum of 2000 hours flight time out of which 450 hours are as an instructor;
- b) shall have a minimum of 1500 hours on multi-engine aircraft, including 500 hours as PIC;

### 3.6 INSTRUCTOR RATING EXAMINER

**3.6.1** This is an examiner to conduct practical (skill) tests for the issuance of a Flight Instructor Rating.

**3.6.2** The applicant is required to meet the following requirements –

- a) shall have:
  - (i) a minimum of 2000 hours total time, and

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 5 of 13</b>

- (ii) not less than 100 hours flight time instructing applicants for issue of a Flight Instructor Rating.

### **3.7 AUTHORITY TO INSTRUCT APPLICANTS FOR ISSUE OF A FLIGHT INSTRUCTOR RATING**

**3.7.1** This is an instructor who is to conduct training for the issuance of a flight instructor rating.

**3.7.2** The applicant is required to meet the following requirements –


- a) should be a person of integrity;
- b) should be a holder of a valid CPL/ATPL as appropriate and a Flight Instructor Rating;
- c) shall have
  - (i) the aircraft type rating on which the test is to be conducted endorsed as PIC in his licence,
  - (ii) multi-engine rating,
  - (iii) a minimum of 2000 hours total flight time; and
  - (iv) not less than 500 hours flight time as an instructor

### **3.8 INSTRUMENT RATING TEST EXAMINER**

**3.8.1** This is an examiner to conduct practical (skill) tests for the issue and/or renewal of an Instrument Rating.

**3.8.2** The applicant for **initial issue of instrument rating** is required to meet the following requirements

- a) should be a person of integrity,
- b) should be a holder of a valid CPL/Instrument Rating or ATPL/instrument rating as appropriate
- c) should have a valid flight instructor rating
- d) shall have –

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 6 of 13</b>

- (i) a minimum of 2000 hours total flight time
- (ii) not less than 450 hours under IFR

**3.8.3** The applicant for **Renewal of instrument rating** is required to meet the following requirements


- a) should be a person of integrity,
- b) should be a holder of a valid CPL/Instrument Rating or ATPL/instrument rating as appropriate
- c) shall have –
  - (iii) a minimum of 2000 hours total flight time
  - (iv) not less than 450 hours under IFR

### **3.9 PREREQUISITES FOR HELICOPTER PRACTICAL (SKILL) FLIGHT INSTRUCTOR/EXAMINER**

**3.9.1** This is an examiner to conduct practical test for issue, re-issue, validation and conversion of private pilots' licenses Helicopter for either single-engine or multi-engine class rating.

**3.9.2** Applicants for an FE PPL certificate for helicopters shall:

- a) Hold a CPL (H) or ATPL (H) with the appropriate medical class
- b) Hold a flight instructor rating certificate in the appropriate aircraft category
- c) Have completed at least 1,000 hours of flight time as a pilot on helicopters, including at least 200 hours of flight instruction
- d) shall have a current aircraft type rating on which the test is to be conducted endorsed as PIC.
- e) Demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examiner
- f) shall have not been subject to any sanctions, including the suspension, limitation or of any of their licences, ratings, or certificates issued, for noncompliance with regulations, during the last 12 months.

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 7 of 13</b>

### 3.10 AUTHORIZATION PROCEDURES

**3.10.1** A Flight instructor/examiner shall be notified in writing by the Authority, of his responsibilities and privileges;

**3.10.2** The Authority shall notify each approved Aviation Training Organization and national air operator of the Flight instructor/examiners who have been authorised to conduct skill test for the issue of pilot licences, certificates and ratings;

**3.10.3** A Flight instructor/examiner shall, as far as practicable, not test an applicant to whom he has given flight instruction for that licence, certificate or rating except with the approval in writing of the Authority;

**3.10.4** Whether out of personal interest or on recommendation an interested person shall apply to the Authority for authorization to carry out tests in his field of expertise;

**3.10.5** A person may be recommended by an examiner or employer;

**3.10.6** Upon receipt of an application and where the applicant is accepted as a qualified person for the authorisation, the Authority shall advise the applicant in writing of the training requirements specified in Regulation 92 of the Civil Aviation (Personnel Licensing) Regulations 2017 as amended.

**3.10.7** The Authorised Instructor will conduct training on the applicant and present the report of training and recommendations to the Authority.


**3.10.8** The applicant is then booked for the relevant tests;

**3.10.9** The Authorised Examiner will conduct the test and present the result of the test to the Authority.

**3.10.10** When all the conditions have been satisfactorily met, the applicant will be issued with a letter or certificate of authorization.

**3.10.11** The Authority shall endorse Flight instructor privilege in the pilot licence and issue a separate authorization letter to examiners which will include reference number, responsibilities and privileges.

**3.10.12** The Authority shall supervise designated Flight Instructors/Examiners in the performance of their examiner functions through direct oversight, review of records, observation of tests, and feedback from applicants and training organizations.

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 8 of 13</b>

**3.10.13** The Authority shall conduct surveillance of each designated Flight Instructor/Examiner at least once every 12 months, or more frequently where incidents, complaints, or risk-based oversight require.

**3.10.14** The Authority shall ensure that the maintenance of qualification and proficiency of Flight and Practical Examiners is achieved through recurrent Operator Proficiency Checks (OPCs) for flight examiners and recurrent Air Navigation Service Provider (ANSP) proficiency checks for Air Traffic Control (ATC) examiners. These checks, conducted under the Authority’s oversight, serve as a means of confirming continued competence, standardization, and compliance with regulatory requirements.

**3.11 FLIGHT EXAMINER PRIVILEGES AND LIMITATIONS**

**3.11.1** Flight examiner may, when his licence, ratings and authorisation permit, conduct –


- a) skill tests and proficiency check for a licence and ratings.
- b) Practical test for the issue of type ratings;
- c) Proficiency checks for renewal of multi-pilot type and instrument ratings;
- d) Practical tests for issue and renewal of instrument ratings,
- e) Type and instrument rating proficiency checks in a simulator for multi-pilot aircraft.

3.9.2 A Flight Examiner shall not test an applicant to whom he has given instruction for that licence or rating without prior written approval from the Authority.

**3.12 EXAMINING REQUIREMENTS AND PROCEDURES**

**3.12.1** An examiner must conduct all skill tests and proficiency checks according to the applicable requirements and procedures.

- a) An examiner is expected to honour appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a skill test if the postponement is at the examiner's request.
- b) If an examiner cancels a skill test without rescheduling, the examiner shall inform the PEL office of the Authority. The PEL office will make arrangements to provide another examiner.
- c) The examiner must conduct the oral portion of the skill test in an area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion


	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 9 of 13</b>

of test results with the applicant is in private and may be conducted in the presence of the flight instructor.

- d) An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.
- e) An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for always demonstrating aviation safety.
- f) If the performance of a pilot who has successfully passed a skill test, is found unsatisfactory due to an accident, incident, or other significant event, or if other evidence reveals a deficient performance by a flight examiner, a flight check of that examiner may be required by an authorised examiner.

### **3.13 ANNUAL MEETINGS, GUIDANCE, OVERSIGHT, AND CONFIDENTIALITY**

- 3.13.1** The Authority shall convene at least one annual meeting with Designated Flight Examiners to review key issues, including examiner performance, common problem areas, regulatory requirements, and examination procedures. Attendance at these meetings is mandatory and will be formally recorded.
- 3.13.2** At such meetings, the Authority will also provide updated guidance material to ensure that examiners are fully informed of current regulations, procedures and best practices.
- 3.13.3** To maintain consistency and uphold regulatory requirements, the Authority conducts post-assessment reviews, which include sampling and evaluation of examination reports submitted by Flight Examiners.
- 3.13.4** Examiners are further reminded of their duty to maintain the highest standards of confidentiality. All examination materials, candidate performance records, and communications with the Authority must be treated as strictly confidential. Examination results may only be disclosed to the candidate concerned, the relevant Approved Training Organization (where applicable), and the Authority. Any unauthorized disclosure, misuse, or mishandling of examination information will be considered a serious breach of examiner responsibilities and may result in suspension or termination of authorization.

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b></p> <p style="text-align: center;">DIRECTORATE OF SAFETY REGULATIONS</p> <p style="text-align: center;">PERSONNEL LICENSING</p>	<p>Revision: 4</p> <p style="text-align: center;"><b>Advisory Circular</b></p>
<p>Document No.: <b>TCAA-AC-SR-PEL010D</b></p>	<p style="text-align: center;">Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b></p>	<p style="text-align: center;"><b>Page 10 of 13</b></p>

### 3.14 ADDITIONAL AUTHORIZATIONS


Where a Flight instructor/examiner meets the licence qualification, authorization and experience requirements set out in the regulation for each role undertaken, he may exercise a number of roles as Type Rating Examiner, Instrument Rating Examiner or Simulator Flight instructor/examiner.

### 3.15 RE-AUTHORIZATION

**3.15.1** Examiners should apply for re-authorization at least 21 days before the authorization expires. If the examiner has not applied within 21 days before the expiration date it could be understood that the examiners does not desire to renew the authorization. The examiner must submit to the Authority a completed prescribed application form for re-authorization along with a list of activities and tests done within the previous 12 months preceding the application.

### 3.16 VALIDITY, RENEWAL REQUIREMENTS AND DFE REFRESHER /RECCURENT TRAINING

- a) A Designated Flight instructor/examiner authorization is valid for a period of 12 months (1 year).
- b) Designated Flight instructor/examiners should note that checking authority may only be exercised when the corresponding flight instructor qualification is valid
- c) **Renewal requirements:**
  1. Conducted at least four (04) skill test, IR tests within the validity period of the authorization in every 12 months.
  2. Attended a Designated Flight instructor/examiner seminar/training provided by the TCAA, during the last year of the validity period.
  3. One of the skill tests/IR tests carried out during the last 12 months of the validity period must be assessed as an Assessment of Competence by an Inspector or by a Senior Designated Flight instructor/examiner authorised to do so by the TCAA.
  4. Designated Flight instructor/examiner must have a valid PPC and valid IR as applicable.
  5. Designated Flight instructor/examiner must re-apply for renewal and providing copies of items 1-4 above, along with other details stated on the application form.
- d) **Renewal requirements for DFE authorization that have expired for more than 1 year**
  1. Observation of at least one skill test or PPC and copy of the training record is required.

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 11 of 13</b>

2. Conduct of two skill test/PPC in an aircraft or approved simulator and copy of the training record is required.
3. Pass the assessment of competence.

### **3.17 Senior Designated Flight Examiners (SDFE's)**

**3.17.1** For the purpose of carrying out duties as stated in para 3.10 on behalf of Inspectors, the TCAA may nominate a Senior Designated Flight Examiner within an organisation.

#### **3.17.2 Minimum qualifications of a Senior Designated Flight instructor/examiner (SDFE):**

- i. The SDFE must have held the designation of a Designated Flight Examiner (DFE) for at least five (5) years, or have prior experience working as an inspector with the Tanzania Civil Aviation Authority (TCAA).
- ii. The SDFE must have accumulated a minimum of 2,000 hours as Pilot-in-Command (PIC) on the specific aircraft type for which checking authority will be granted.
- iii. The SDFE's checking authority must have never been suspended or revoked during the exercise of their DFE privileges.
- iv. The SDFE is required to undergo one observation session under the supervision of a TCAA Inspector.


#### **3.17.3 Upon successful appointment as a SDFE, he shall:**

- a) Carry out observations on DFE's within the organisation on behalf of TCAA, based on a structured observation plan
- b) Complete and maintain records of DFE observation Report carried out.
- c) Submit observation reports to the TCAA personnel Licensing Office via: [pel@tcaa.go.tz](mailto:pel@tcaa.go.tz)
- d) Attend a meeting with TCAA to address issues faced during DFE observation. If there are safety concerns or issues with DFE's that need to be addressed.

### **3.18 SPECIAL CONDITIONS**

In circumstances where there are no personnel or pilots with qualification to comply with regulations for this Advisory Circular to be appointed as instructor or examiner special conditions

This is a Controlled Document	TCAA-AC-SR-PEL010D	Issued on: April, 2025
-------------------------------	--------------------	------------------------

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 12 of 13</b>

apply. For special conditions procedures authorization refer to the Aeronautical Information Circular (AIC) – **TCAA-FRM-ANS-AIM-30 of April 2025**.

### **3.19 FLIGHT EXAMINER’S RECORDS.**

**3.19.1** An Examiner shall: -

- a) Sign the logbook or any other acceptable record keeping document of each person to whom the examiner has tested;
- b) Maintain a record in a logbook or a separate document that contains the name of each person the examiner has examined, and a record of the kind of test, the date, and the results
- c) Retain the records required by Regulation 85 of the Civil Aviation (Personnel Licensing) Regulations, 2017 as amended for at least three years from the date of conducting the test.

### **3.20 DISCREPANCIES OR INELIGIBILITY**

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected.

### **3.21 ISSUE OF THE AUTHORIZATION**

Applicants who meet all criteria and requirements for authorization will be issued a Flight Examiner Authorization in the form of a designation letter or certificate indicating the type, and expiration date of the authorization given


### **3.22 NON-RENEWAL OR TERMINATION OF THE AUTHORISATION.**

- 3.22.1** The examiner services could be terminated by not renewing the authorization, rather than by cancellation of the authorization during its validity period.
- 3.22.2** Where there is no longer a need for the examiner’s services the authorization will be terminated either for the whole authorization or for part of the authorization.

### **3.23 CONFLICT OF INTEREST FOR EXAMINERS**

#### **3.23.1 General Principle**

Examiners must carry out their duties with impartiality, objectivity, and integrity. A conflict of interest arises when an examiner’s personal or professional relationship with a candidate could compromise, or appear to compromise, the fairness of the test.

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b> DIRECTORATE OF SAFETY REGULATIONS PERSONNEL LICENSING	Revision: 4 <b>Advisory Circular</b>
Document No.: <b>TCAA-AC-SR-PEL010D</b>	Title: <b>Guidance for Authorization of Designated Flight Instructor/Examiner</b>	<b>Page 13 of 13</b>

### 3.23.2 Examiners within the same Operator

The Authority recognizes that, due to operational realities and limited examiner resources, many Designated Flight Examiners are also employed as instructors or check pilots within the same airline or Aviation Training Organization (ATO). In such cases, the designation letter authorizing the examiner shall explicitly extend to testing pilots from their own operator, provided the safeguards in 3.23.3 are applied.

### 3.23.3 Safeguards to Ensure Impartiality

- a. Separation of Roles While the examiner may also serve as instructor or check pilot, during the conduct of a test, the examiner is expected to act solely in the capacity of examiner. The examiner shall clearly brief the candidate that the activity is a regulatory skill test, not operator training.
- b. No Sole Assessment of Own trainees – As far as practicable, an examiner should not test a candidate for whom they have provided the majority of recent training on the same licence or rating. Where unavoidable, the examiner must declare this in the test report to the Authority.
- c. Authority oversight – The Authority will conduct periodic sampling of examination reports and may observe or shadow tests to ensure impartiality is being maintained.
- d) Transparency – All examiner assignments within an operator shall be logged and available for Authority review to demonstrate fairness and even distribution.
- d. Confidentiality – Examiners must treat all candidate performance records, reports, and communications strictly confidential, and share them only with the candidate, the operator (where applicable), and the Authority.

### 3.23.4 Statement in designation letter

Designation letters issued to examiners working within an airline or ATO shall include a clause acknowledging that the examiner is authorized to conduct tests for pilots of the same operator, subject to compliance with this conflict-of-interest policy and Authority oversight.

### 3.23.5 Sanctions

Any breach of these safeguards, including failure to disclose relevant training relationships, or evidence of biased testing, will be considered a serious violation and may result in suspension or withdrawal of examiner authorization.



**Director of Safety Regulation**

This is a Controlled Document	TCAA-AC-SR-PEL010D	Issued on: April, 2025
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