



# Advisory Circular

TCAA-AC-PEL023A

February 2020

## ISSUE AND RENEWAL OF A GROUND EXAMINER AUTHORIZATION

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for authorization as a Ground Examiner under the Civil Aviation (Personnel Licensing) Regulations.

### 2.0 REFERENCES

2.1 Civil Aviation (Personnel Licensing) Regulations as amended

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

The prescribed Application Forms for issue or renewal of a Ground Examiner Authorisation may be obtained from the Authority's Personnel Licensing (PEL) Office.

#### 3.2 The Applicant's Identity

The applicant shall present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

#### 3.3 Eligibility requirements for issue of the Authorisation

3.3.1 An applicant for the Ground Examiner Authorisation shall –

- a) have completed higher studies in the specialization he/she shall conduct an examination; or
- b) have completed professional aviation training in the specialization he/she shall carry out an examination and who has documented 5 years of experience in this specialization.

3.3.2 The person applying for his/her appointment for an examiner in addition to the above requirements shall attend a preliminary training containing in particular:

- a) latest aviation standards and requirements;
- b) procedures of conducting state examinations;
- c) principles of keeping documentation related to the conducted state examinations and examination reports;



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- d) provisions regarding personal data protection;
- e) aviation law provisions.

3.3.3 A Ground Examiner shall comply with appropriate standardization procedures for examiners, approved by the Authority.

### 3.4 Application Requirements

- a) The applicant is to attach the following documents to the application form on applying for the authorisation –
- b) A properly completed prescribed Application Form
- c) Evidence showing completion of appropriate training as per para 3.3 above
- d) If the applicant does not meet the applicable criteria the Authority will advise the applicant how the deficiency may be corrected.

### 3.5 Authorization Procedures

- 3.5.1 The document certifying the right to conduct the state examinations is a letter of authorization for the examiner, issued to appointed examiner by the Authority, hereinafter referred to as "the authorization".
- 3.5.2 Specimen of the authorization letter referred to is an Annex to this AC as Attachment No. 2.
- 3.5.3 The scope of authorization is based on the examiner's qualifications and practice.
- 3.5.4 In case of a loss or damage of the authorization letter, the examiner shall immediately notify the Authority.
- 3.5.5 In the case referred to in 3.5.4 the Authority shall issue a duplicate.
- 3.5.6 Examiners will be remunerated as per the TCAA policy.

### 3.6 Period of Validity

- 3.6.1 An examiner's authorisation is valid for not more than one year. Examiners are re-authorised at the discretion of the Authority.

### 3.7 Examining requirements and procedures



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- 3.7.1 Ground examinations shall be conducted in accordance with the schedule of theoretical knowledge examinations specifying the date, place, form and scope of these examinations.
- 3.7.2 Examinations shall be conducted in examination sessions with the participation of the ground examining team.
- 3.7.3 Ground examinations may be conducted with the participation of a person who is not an examiner, if the said person is an employee of the TCAA and has been authorized to perform specific technical and service activities.
- 3.7.4 Ground examinations shall be conducted in English in:
  - (a) Written test form with the use of:
    - (i) an examination paper; or
    - (ii) computer;
  - (b) An oral examination
- 3.7.5 The examiner may give his/her consent to use oral or another form of theoretical knowledge examination in reference to the entire or a part of the examination in the subject or thematic group within the subject when justified by the need of evaluating the applicant's knowledge;
- 3.7.6 The applicant shall receive the theoretical knowledge examination materials which include tests affixed with the stamp of the examining board. Only the answers given on the materials affixed with the stamp of the board shall be taken into account.
- 3.7.7 The applicant is not allowed to use auxiliary materials other than those provided by the Authority and to communicate with other persons during theoretical knowledge examination.
- 3.7.8 The condition for the applicant to take practical knowledge examination is a pass of theoretical knowledge examination.

## 3.8 Duties of a Ground Examiner

- 3.8.1 The Ground Examiner shall prepare a set of examination questions for every subject and shall update it in case of changes of legal regulations or aviation technique in the scope covered by the subject of the examination.
- 3.8.2 Conduct examinations in accordance with binding procedure and is particularly obliged to:
  - a) verify applicants' identity;
  - b) do not conduct the state examination if an applicant is a member of his/her family or if the examiner participated in applicant's training;



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- c) keep in secret the examination questions and subjects before and during the state examination, except for the situation when the examples of examination questions and subjects are officially published for didactic purposes;
- d) be impartial and objective in conducting the state examination, particularly by way of a reliable evaluation of the applicant's knowledge or skills;
- e) be accurate in keeping the examination documentation.

3.8.3 When there is no suitably qualified examiner to conduct a specific state examination, the TCAA DG may, upon the DSR application, authorize another person to conduct the said examination. The said examination shall be conducted under the supervision of the TCAA inspector.

3.8.4 The result of the state examination is provided by the examiner by way of issue of "pass" or "fail" mark.

3.8.5 The examiner shall prepare and sign the protocol from all examinations conducted by him/her in the given subject in the examination session/day.

### **3.9 Dispensation from Qualifications**

**3.9.1** Any dispensation from the examiner qualification requirements should be limited to circumstances in which a fully qualified examiner cannot be made available. Such circumstances may, for example, include examination for a new licence, rating or rare type or class, for which the examiner should at least hold an equivalent licence.

3.9.2 Inspectors of the Authority supervising examiners will ideally meet the same requirements as the examiners being supervised.

### **3.10 Periodical and Refresher Training**

3.10.1 An Examiner shall attend periodical and refresher trainings.

3.10.2 Periodical training shall be carried out to update the information in the scope referred to in paragraph 3.3

3.10.3 Refresher training is ordered by the Director responsible for Safety Regulation in case of significant changes in the aviation provisions, procedures, requirements and documentation.

### **3.9 Authorization Numbering**

3.9.1 A system of authorization numbering shall be used to identify authorized examiners.

3.9.2 The Examiner shall be issued with a personal identification control number and a letter by the Authority.



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### 3.10 Non-Renewal or Termination of the Authorization

The examiner services could be terminated at the discretion of the Authority.

### 4.0 FUTURE ACTIVITIES

The examiner may return to re-apply or to renew the authorization

**Director Safety Regulation**

*SAMPLE*

*Attachment 2*

*Front page*

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**CIVIL AVIATION AUTHORITY**

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**AUTHORIZATION**  
FOR EXAMINER No<sup>1</sup>. .....

Title/Name and Surname:

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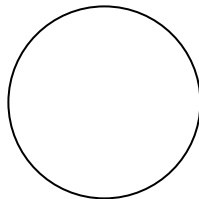
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A document containing a photo shall be carried for the purposes of identification of the authorization holder

Authorization issue date

Nairobi .....



DIRECTOR GENERAL  
OF CIVIL AVIATION AUTHORITY

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### *Back page*

Scope of authorization: .....

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Authorization valid until\*: .....

\* In the event of examiner's dismissal the authorization should be immediately returned to the Director General of Civil Aviation Authority.

**Civil Aviation Authority**