

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

1. Objective

- 1.1. The objective of this task is to determine if an individual meets the qualifications for authorization/designation as a pilot examiner or renewal of the authorization/designation. Completion of this task results in authorization/designation as pilot examiner, denial or renewal of the authorization/designation.

2. General

- 2.1. *Purpose.* This chapter provides procedures for the authorization/designation as a pilot examiner and renewal of a pilot examiner authorization/designation.

2.2. *Definitions.*

- 2.2.1. As used in this chapter, an applicant is a person being tested for a licence or rating.
- 2.2.2. As used in this chapter, a candidate is an individual being tested or considered for authorization and designation as pilot examiner.
- 2.2.3. An authorized examiner is qualified to conduct licence, rating and/or authorization skill tests and proficiency checks in accordance with ANR.PEL and who needs a designation to perform these tests/checks.
- 2.2.4. A designated examiner is a representative of the CAAI who is authorized and designated to conduct licence, rating and/or authorization skill tests and proficiency checks in accordance with ANR.PEL. Designation takes place when the demand for skill test and proficiency checks determines that the designation of an examiner is justified.

- 2.3. *Privileges.* A designated pilot examiner is authorized to perform the following:

- 2.3.1. Conduct skill tests leading to the issuance of a pilot licence, ratings and/or authorizations in the type of aircraft appropriate to the licence and letters of authority held by the examiner.

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

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

- 2.4.1. An examiner is expected to honor appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a skill test or proficiency check if the postponement is at the examiner's request. If an examiner cancels a skill test without rescheduling, the examiner should instruct the applicant to contact the CAAI PEL office. The PEL office of the CAAI should provide the names of other examiners, or may arrange to conduct the skill test at the applicant's request.
- 2.4.2. The examiner must conduct the oral portion of the skill test or proficiency check in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.
- 2.4.3. An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.
- 2.4.4. An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for demonstrating aviation safety at all times.
- 2.4.5. If the performance of a pilot who has successfully passed a skill test or proficiency check by an examiner, is found unsatisfactory due to an accident, incident, or other significant event, or if other evidence reveals a deficient performance by an examiner, a flight check of that examiner may be required by an inspector.

2.5. Program administration.

- 2.5.1. The CAAI PEL office is responsible for the development of national policy regarding pilot examiners and the overall supervision and evaluation of the pilot examiner program.
- 2.5.2. *Annual meeting.* The CAAI shall hold at least one pilot examiner meeting every year to review problem areas, examiner performance, requirements and procedures. Attendance at this meeting shall be recorded in the examiner's file.
- 2.5.3. *Pilot Examiner's Records.* The CAAI shall keep a file on each examiner. The file may contain photocopies of the information, or may be an electronic file from which data is easily retrieved. The pilot examiner's file will be reviewed annually.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

- 2.5.3.1 The following may be maintained in an electronic file:
- 2.5.3.1.1. Records of satisfactory completion (or failure to accomplish satisfactory completion) of initial and recurrent pilot examiner job function standardization courses;
 - 2.5.3.1.2. Record of attendance at the annual examiner meeting;
 - 2.5.3.1.3. Records of surveillance/inspection; and
 - 2.5.3.1.4. testing activity log, including at least the applicant's name, aircraft type, registration number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the CAAI.
- 2.5.3.2 Photocopies of the following must be retained:
- 2.5.3.2.1. The initial Application Form PELF 1.3.001A;
 - 2.5.3.2.2. The valid pilot licence and medical certificate;
 - 2.5.3.2.3. The Designation Letter (PELF 1.3.038);
 - 2.5.3.2.4. The most recent Examiner Re-Authorization Form (PELF 1.3.038A); and
 - 2.5.3.2.5. All correspondence from the public concerning the examiner

2.6. Types of authorization.

- 2.6.1. Pilot examiners are authorized and designated for specific testing functions. Examiners may perform only the functions for which they are authorized and designated. The examiner shall hold the licence, the rating and authorization for which they are authorized to conduct skill tests or proficiency checks. The following authorizations are issued:
- 2.6.2. *Private Pilot Examiner (PE)*. A PE conducts private pilot licence skill tests, additional aircraft rating skill tests and proficiency checks for renewal of the ratings.
- 2.6.3. *Commercial Pilot Examiner (CE)*. A CE conducts commercial pilot licence skill tests, additional ratings skill tests and proficiency checks for renewal of the ratings.
- 2.6.4. *Commercial and Instrument Rating Examiner (CIRE)*. A CIRE conducts commercial pilot licence skill tests, instrument rating skill tests, additional aircraft rating skill tests and proficiency checks for renewal of the ratings.
- 2.6.5. *Airline Transport Pilot Examiner (ATPE)*. An ATPE conducts airline transport pilot skill tests, additional ratings skill tests and proficiency checks for the renewal of the ratings.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

2.6.6. *Flight Instructor Examiner (FIE)*. An FIE conducts Flight Instructor ratings skill tests and proficiency checks for the renewal of the rating.

2.7. Eligibility.

2.7.1. The CAAI's objective is to provide prompt testing and checking to applicants for pilot licences, ratings and authorizations. The demand for tests/checks determines if the designation of an examiner is justified. Eligibility for the examiner's authorization will decide when applicant complies with the requirements in ANR.PEL 71.

2.7.2. Examiners:

2.7.2.1 Hold the licence and rating for which they are authorized to conduct skill tests or proficiency checks and

2.7.3. The ground, flight and simulator training for examiners shall include the subjects listed in ANR.PEL 136, 137.

2.7.4. Skill test. The applicant for an examiner authorization shall have conducted at least one skill test in the role of an examiner for which authorization is sought, including briefing, conduct of the skill test, assessment of the applicant to whom the skill test is given, debriefing and recording/documentation. This skill test shall be supervised by an inspector of the CAAI or by a senior examiner specifically authorized by the CAAI for this purpose.

2.8. Initial authorization.

2.8.1. Candidates for authorization as pilot examiners must be highly qualified technically and must hold all category, class and type ratings for each aircraft for which authorization is sought. All pilot examiners must be current and qualified to act as PIC of each aircraft for which authorized throughout the duration of the authorization. The authorized examiner must hold the medical certificate required for the licence for which authorization is sought.

2.8.2. *General criteria*. In addition to meeting the requirements mentioned in the preceding paragraph, an examiner candidate shall meet the following standards:

2.8.2.1 Have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations;

2.8.2.2 Have a reputation for integrity and dependability in the industry and community;

2.8.2.3 Have a history of cooperation with the CAAI.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

2.8.3. Examiner Applications. Applicants should send a completed form PELF 1.3.001A, to the CAAI. The CAAI accepts and evaluates applications from persons applying for initial authorization. The CAAI will advise the applicant by letter whether or not the applicant meets the criteria for the authorization sought. If the applicant does not meet the applicable criteria, the CAAI will advise the applicant how the deficiency may be corrected.

2.8.3.1 The CAAI applies the general and the experience requirements detailed in ANR.PEL to determine whether applicants meet CAAI requirements for the initial authorization sought.

2.8.3.2 The CAAI will indicate to the applicant whether an examiner is needed in the area where the candidate is seeking authorization for.

2.8.4. *Training.* Each examiner must successfully complete the ground, flight and simulator training for examiner as required by IANR PEL 136, 137.

2.8.5. *Skill test.* Each candidate selected for authorization by the CAAI must pass a practical evaluation by a CAAI inspector or by a senior examiner before an initial authorization is issued. The practical evaluation assists the CAAI to determine if the candidate is competent to apply current skill test and proficiency check requirements and procedures in the aircraft for which authorization is sought. The CAAI schedules the practical evaluation upon selecting a candidate for authorization and designation.

2.9. Issue of authorization and designation.

2.9.1. *Authorization.* Examiners who meet all criteria and requirements for authorization will be issued an authorization by indication on the pilot licence the type of authorization and the number.

2.9.2. *Designation.* When the CAAI needs additional examiners in the area where the candidate is seeking authorization for, the CAAI will designate the authorized examiner, by issuing a Designation Letter (PELF 1.3.038).

PEL 1.3.038		PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

2.10. Additional authorizations and designations.

2.10.1. *Additional authorization.* An additional authorization may be issued to an examiner who complies with the requirements of IANR PEL. Examiners shall hold the licence and the rating for which they are authorized to conduct skill tests or proficiency checks and shall hold the privilege to instruct for this licence or rating.

2.10.2. *Additional designation.* When the CAAI needs additional examiners in the area where the candidate is seeking authorization for, the CAAI will designate the authorized examiner, by issuing a Designation Letter (PELF 1.3.038).

2.11. Re-authorization.

2.11.1. The re-authorization is at the discretion of the Authority. For re-authorization the CAAI shall consider the following requirements, using the Examiner Re-authorization Form (1.3.038A):

- 2.11.1.1 The examiner has conducted during the previous 12 calendar months at least:
- 2.11.1.1.1. 8 licence or rating skill tests/proficiency checks in airplanes;
 - 2.11.1.1.2. 4 licence or rating tests/checks in helicopters, gliders, or free balloons; or
 - 2.11.1.1.3. 4 instrument rating skill tests/proficiency checks;
 - 2.11.1.1.4. *Multi-engine aircraft and ATPL.* For renewal of multi-engine aircraft and ATPL authorizations, the examiner should have conducted 4 multi-engine/ATPL skill tests/proficiency checks in each make and model of aircraft authorization.
- 2.11.1.2 In the past two years, the examiner has conducted a practical exam under the supervision of a CAAI inspector and was found to be competent to execute examiner duties and responsibilities.
- 2.11.1.3 The examiner shall hold a current licence and ratings.
- 2.11.1.4 The examiner shall hold a valid medical certificate.

Note: A simulator examiner shall hold at least a second class medical certificate.

2.12. Skill test for renewal.

2.12.1. The validity of the authorization is 1 year. The CAAI could consider that a practical evaluation during a skill test is required for renewal of the authorization every 1 year.

PEL 1.3.038		PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

2.13. Conduct of the skill test/proficiency check.

2.13.1. The skill test for initial authorization of an examiner or renewal/addition of examiner authorizations must contain both the appropriate oral questioning and flight/simulator performance in accordance with the requirements. A preflight briefing must be conducted prior to any skill test.

2.13.2. *Skill test roles.* In regard to the skill test procedures described below, the term “candidate” refers to the person seeking the pilot examiner authorization and “applicant” refers to the person applying for a pilot licence or rating. An inspector may act in the role of an applicant for the skill test.

2.13.3. *Method.* *In order of preference, the inspector may choose one of the following three methods to test a candidate:*

2.13.3.1 The inspector observes the examiner candidate testing an actual applicant for a rating or certificate. The inspector evaluates the candidate's performance while the candidate evaluates the applicant. In this situation, any discussion between the candidate and the inspector concerning the candidate's performance with the applicant should be held in private.

2.13.3.2 The inspector plays the role of an applicant appropriate to the type of designation the candidate is seeking. The inspector should not respond with trick replies to the candidate's questions during the oral portion of the skill test. If an inspector answers a question incorrectly to test whether the candidate recognizes an incorrect answer, the incorrect response should be obviously wrong.

2.13.3.3 The inspector tests the examiner candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

2.13.4. Authority to issue documentation after skill test.

2.13.4.1 The inspector may allow the successful candidate to fill out the appropriate documentation for the applicant while the inspector observes.

2.13.4.2 In the case of a skill test with an actual applicant and an unsuccessful candidate, the inspector will complete and sign the appropriate documentation.

2.14. Termination or non-renewal.

2.14.1. *Termination of the authorization.* Termination of an examiner's authorization for reasons other than insufficient need for the examiner's services should be initiated when

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

- 2.14.1.1 Reasons for termination. An authorization is terminated by the CAAI Director for any of the following reasons:
- 2.14.1.1.1. Upon the written request of the examiner;
 - 2.14.1.1.2. Upon a finding by the CAAI Director that the examiner has not properly performed the examiner's duties; and
 - 2.14.1.1.3. For any reason the CAAI Director considers appropriate.
- 2.14.1.2 Examples. The following are some examples of not properly performing the examiner's duties:
- 2.14.1.2.1. Unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the supervising CAAI instructions;
 - 2.14.1.2.2. Any actions by the examiner that may reflect discredit on the CAAI, such as misuse of the authorization or failure to maintain a reputation for integrity and dependability in the industry and the community;
 - 2.14.1.2.3. The inability of the examiner to work harmoniously with CAAI personnel or the public;
 - 2.14.1.2.4. evidence that the examiner's general and/or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original authorization or at any time thereafter;
 - 2.14.1.2.5. An examiner's inability to demonstrate satisfactory performance during a knowledge and/or skill evaluation or during an initial or recurrent examiner or job function course; or
 - 2.14.1.2.6. An examiner's failure to maintain or inability to demonstrate, qualifications for any licence, rating or examiner authorization held.
- 2.14.1.3 *Notification.* The CAAI shall provide the examiner with written notice and an opportunity to respond to a proposed action to terminate or to not renew an authorization or designation. The written notice shall state the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable regulations and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited should be supported by documented surveillance or the results of other investigations; however, supporting documents shall not be included with the notification to the examiner.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

2.14.1.4 *Option to respond.* The written notification should give the examiner the option to respond in writing or in person. The notification should advise the examiner that he or she may elect to be accompanied by counsel if responding in person. This written response should be considered by a manager of the CAAI. The examiner shall be notified in writing by the manager's decision and the reasons for that decision.

2.14.1.5 *Termination of the designation.* Where there is no longer a need for the examiner's services the designation will be terminated either for the whole designation or for part of the designation of the examiner.

2.15. Supervision.

2.15.1. Examiners operate under the direct supervision of the CAAI PEL office.

2.15.2. *Supervising Inspectors.* Inspectors who supervise examiners should always welcome the opportunity to discuss procedures and requirements and to fly with examiners at their request to resolve questions on techniques, procedures and requirements.

2.15.3. *Licensing test/check files.* Immediately after conducting the skill test/proficiency check the inspector must submit the completed form to the PEL office.

2.16. 9.1.14 Review of an examiner's decision.

2.16.1. Reason for review. Any applicant who is not satisfied with an examiner's decision may obtain another skill test or proficiency check or appropriate re-evaluation from a CAAI inspector without prejudice. In such cases, the applicant shall be given the complete test/check, including any phases already approved by the examiner. A complete new application and licence/rating test/check file must be prepared.

2.16.2. Inspector's Role. Following the retest, both the examiner's and inspector's licence/rating files must be forwarded to the CAAI. The inspector's report determines if a licence/rating is issued. The inspector should discuss the results with the applicant and answer any questions relevant to the evaluation. If appropriate, the inspector should also discuss the test results with the examiner.

2.17. Pre-requisite requirements

2.17.1. *Prerequisites.* This task requires the following:

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

- 2.17.1.1 Knowledge of the PEL (Personnel Licensing) system including requirements, policies and procedures
- 2.17.1.2 Qualifications as a CAAI examiner
- 2.17.1.3 Organizational skills, and
- 2.17.1.4 General administrative skills

3. Reference Material, Forms & Job-Aids

3.1. References

- 3.1.1. ANR.PEL 71.

3.2. Forms

- 3.2.1. Application Form (CAAI Form PELF 1.3.001A)
- 3.2.2. Letter of Discontinuance (CAAI Form PELF 1.3.001E)
- 3.2.3. Notice of Denial (CAAI Form PELF 1.3.001D)
- 3.2.4. Letter of Designation (CAAI Form PELF 1.3.038)
- 3.2.5. Examiner Re-Authorization Form (CAAI Form PELF 1.3.038A)

3.3. Job Aids

- 3.3.1. Examiners authorization requirements
- 3.3.2. Flowcharts
- 3.3.3. Documents needed with the application

4. Process

4.1. Initial authorization.

- 4.1.1. *Selection.* When the need for an examiner arises, the PEL office checks qualified candidates' files. A licensing inspector reviews the files. The inspector assesses each candidate's licence and experience through review of the application and consultation with others who are familiar with the candidates.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

- 4.1.2. *Report findings.* The inspector submits the findings and recommendations to the Chief of the PEL office.
- 4.1.3. *Notification.* After the Chief decides upon a qualified candidate, the inspector notifies the person in writing that he or she is being considered as a candidate for authorization. The inspector requests a current Application Form (PELF 1.3.001A).
- 4.1.4. *Schedule Appointment.* The inspector schedules an appointment for the candidate to take a skill test. If the candidate tests an actual applicant rather than an inspector/applicant, both the candidate and the applicant must present positive identification prior to the skill test. The aircraft to be used must be able to carry the candidate, the applicant, and the inspector. The inspector should advise the candidate that the following documents must be presented upon arrival at the appointment to take the skill test:
- 4.1.4.1 Candidate's pilot licence(s);
 - 4.1.4.2 Candidate valid medical certificate (except for simulators);
 - 4.1.4.3 Candidate's Application Form (PELF 1.3.001A);
 - 4.1.4.4 Candidate's logbooks;
 - 4.1.4.5 Applicant's pilot licence (if applicable);
 - 4.1.4.6 Applicant medical certificate appropriate to licence sought (if applicable);
 - 4.1.4.7 Applicant knowledge test report (if applicable);
 - 4.1.4.8 Applicant's Application Form;
 - 4.1.4.9 Applicant approved school graduation certificate (if applicable);
 - 4.1.4.10 A statement from flight or ground instructor showing satisfactory completion of the applicable flight and ground instruction required for the licence or rating sought (as applicable);
 - 4.1.4.11 applicant's logbook endorsements certified by an ground or flight instructor, showing satisfactory completion of the ground and flight instruction required for the licence or rating sought (as applicable);
 - 4.1.4.12 The maintenance records, airworthiness certificate, and registration of the aircraft to be used in the skill test; and
 - 4.1.4.13 if applicable, evidence of CAAI approval for the simulator used during the test.
- 4.1.5. *Initial Flight Test Procedures.* *No testing methods other than those described in this paragraph shall be used for the initial candidate flight evaluation. The test (knowledge and skill evaluation) will cover inspector-selected tasks from the*

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

instructor skill test requirements. The inspector will place added emphasis on the candidate's knowledge of pilot applicant flight and oral testing procedures. The following test procedures shall be used and are listed in order of preference:

- 4.1.5.1 The inspector observes the candidate administering a complete skill test to an applicant; or
 - 4.1.5.2 The inspector may act as an applicant during the administration of a skill test by the candidate.
- 4.1.6. *Preflight Procedures.* A preflight briefing must be held before any flight.
- 4.2. Skill test of the candidate with actual applicant (Inspector observing).
- 4.2.1. Pretest Activities.
 - 4.2.1.1 The inspector informs both the candidate and applicant that the inspector makes the final decision regarding the licensing of the pilot and the designation of the pilot examiner.
 - 4.2.1.2 An inspector/the examiner reviews the aircraft's maintenance records, logbooks, airworthiness certificate, and registration to determine if the aircraft is
 - 4.2.1.3 Airworthy and suitable for use during the skill test. The inspector returns the documents after review.
 - 4.2.1.4 The inspector ensures that both the candidate and the applicant have the required documents listed in paragraph 4.1.4 of this section. The candidate should check all pertinent records to ensure that the applicant meets the requirements for the licence or the rating sought.
 - 4.2.1.5 If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, the inspector returns all submitted documents to the applicant. The inspector informs the applicant of the reasons for ineligibility and explains how the applicant may correct the discrepancies.
 - 4.2.2. *Observation of Skill Test.* *If the candidate and applicant meet all prerequisites for the rating or certificate sought, the inspector has the candidate conduct the skill test for the licence or rating the applicant is seeking.*
- 4.3. Skill test outcomes for the candidate with an actual applicant.
- 4.3.1. After observing the candidate conduct the skill test, the inspector determines which of the following four outcomes applies and follows the appropriate instructions. In each case, the inspector conducts a debriefing with the

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

candidate, separate from the applicant, and determines whether the candidate exercises proper judgment concerning the applicant's performance.

- 4.3.2. Both the candidate and the applicant perform satisfactorily
- 4.3.3. The candidate performs satisfactorily but the applicant is unsatisfactory
- 4.3.4. The candidate performs unsatisfactorily but the applicant performs satisfactorily
- 4.3.5. Both the candidate and the applicant perform unsatisfactorily
- 4.3.6. Candidate and Applicant Satisfactory. If both the candidate and applicant perform satisfactorily, the inspector accomplishes the following:
 - 4.3.6.1 Observes the candidate debrief the applicant;
 - 4.3.6.2 Completes the Application Form with the positive test results, the date, time and location of the skill test;
 - 4.3.6.3 Forwards the Application Form to the PEL office and provide a copy to the applicant
 - 4.3.6.4 The Letter of Designation for the Chief of the PEL office or Chief Examiner's signature will be prepared by PEL Inspector.
- 4.3.7. Candidate Satisfactory/Applicant Unsatisfactory.
 - 4.3.7.1 The inspector observes the candidate debrief the applicant on the unsatisfactory results of the skill test, and the inspector then issues Notice of Denial to the applicant.
- 4.3.8. Candidate Unsatisfactory/Applicant Satisfactory.
 - 4.3.8.1 The inspector debriefs the applicant and issues one of the following:
 - 4.3.8.1.1. A Letter of Discontinuance, giving credit for all pilot operations completed satisfactorily; or
 - 4.3.8.1.2. If appropriate, completes the Application Form and forwards Application Form to the PEL office and provide a copy to the applicant.
 - 4.3.8.2 The inspector debriefs the candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the authorization will not be issued or renewed.
 - 4.3.8.2.1. The inspector completes the Application Form (PELF 1.3.001A) and forwards the applicant's licensing file to the PEL office.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

- 4.3.8.2.2. The inspector provides a copy to the candidate.
- 4.3.8.3 The inspector informs the Chief PEL office or Chief Examiner that the candidate's performance was unsatisfactory and that the authorization should not be issued or renewed.
- 4.3.8.4 A Letter of Denial of Authorization for the Chief PEL office or Chief Examiner's signature will be prepared by PEL Inspector.
- 4.3.9. Candidate Unsatisfactory/Applicant Unsatisfactory.
- 4.3.9.1 The inspector debriefs the applicant and issues Notice of Denial, giving the applicant credit for satisfactory items.
- 4.3.9.2 The inspector debriefs the candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed.
- 4.3.9.2.1. The inspector completes the Application Form (PELF 1.3.001A) and forwards the applicant's licensing file to the PEL office.
- 4.3.9.2.2. The inspector provides a copy to the candidate.
- 4.3.9.3 The inspector informs the office manager that the candidate's performance was unsatisfactory and that the designation should not be issued or renewed.
- 4.3.9.4 A Letter of Denial of Authorization for the Chief PEL office or Chief Examiner's signature will be prepared by PEL Inspector. .
- 4.4. Skill test of a candidate with the inspector acting as an applicant.
- 4.4.1. The inspector reviews the logbooks, the airworthiness certificate, and the registration to determine if the aircraft is airworthy and suitable for use in the skill test. After review, the inspector returns the documents. The operations inspector assumes the role of an applicant for a licence or rating and instructs the candidate to conduct the skill test as if the inspector were an applicant, including a preflight briefing, oral portion, a flight, and a post-flight debriefing.
- 4.4.2. Oral Portion. During the oral portion of the skill test, the inspector accomplishes the following:
- 4.4.2.1 Determines whether the candidate asks appropriate questions to test the applicant's knowledge;
- 4.4.2.2 Determines whether the candidate asks questions that have only one correct answer; and
- 4.4.2.3 Determines whether the candidate can recognize incorrect answers and take appropriate action; for example,

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

termination of the skill test and issuance of a Notice of Denial.

- 4.4.3. Flight and/or Simulator Portion. During the flight and/or simulator portion of the skill test, the inspector accomplish the following:
- 4.4.3.1 Determines whether the candidate requests maneuvers from the appropriate requirements and applies the criteria from the procedures; and
 - 4.4.3.2 Determines if the candidate can recognize and correct the applicant's errors and take appropriate action; for example, termination of the skill test and issuance of a Notice of Denial.
- 4.4.4. Debriefing. During the post-flight debriefing, the inspector asks the candidate if the applicant passed or failed and on what the candidate has based this decision. If the inspector has deliberately not performed to the standards and the candidate did not recognize this, the inspector informs the candidate that an examiner authorization cannot be issued.
- 4.4.4.1 If the candidate is successful, the inspector has the candidate fill out a dummy Application Form or Notice of Denial to ensure that the candidate is aware of the proper procedures. Failure to fill out the forms is not disqualifying; the inspector should instruct the candidate on the correct procedures.
 - 4.4.4.2 The inspector follows the procedures outlined in paragraph 5A of this section.
 - 4.4.4.2.1. Completes the Application Form (PELF 1.3.001A) and files it in the examiner's file;
 - 4.4.4.3 If an authorization is not issued based on the candidate's performance, the inspector accomplishes the following:
 - 4.4.4.3.1. Completes the Application Form (PELF 1.3.001A) and files the application in file established for the examiner;
 - 4.4.4.3.2. Informs the Chief PEL office or Chief Examiner that the candidate's performance was unsatisfactory and that the authorization should not be issued or renewed;
 - 4.4.4.3.3. A Letter of Denial of Authorization for the Chief PEL office or Chief examiner's signature will be prepared by PEL Inspector.
- 4.5. Additional authorizations.
- 4.5.1. An additional authorization may be issued to an examiner by the same skill test procedures used for original authorization.

PEL 1.3.038	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

4.5.2. Schedule *Appointment*. The inspector should refer to paragraph 4.1.4 of this section.

4.5.3. Evaluate the Candidate. The inspector may evaluate the candidate's suitability for additional authorization by using one of the methods listed below. The methods are listed in order of preference.

4.5.3.1 The inspector observes a complete skill test. For the initial issuance of an additional authorization. The skill test must be accomplished in an aircraft that can carry a CAAI inspector. The inspector will observe a complete skill test in which both oral and flight/simulator portions of the test are accomplished.

4.5.3.2 The inspector may act in the role of an applicant for a skill test.

4.5.3.3 The inspector may test the examiner candidate on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate to the applicable test standards as a pilot examiner.

4.6. Renewal

4.6.1. Application for Renewal. The following procedures could be established. Examiners should apply for renewal at least 60 days before their authorization expires. If the examiner has not reapplied 45 days before the expiration date, the office should send the examiner a reminder letter. The examiner must provide a completed CAAI Form PELF 1.3.001A, along with a list of activities for the previous 12 months, to the CAAI.

4.6.2. Inspector's Action. When renewing an authorization, the inspector should record any inspector actions on the reverse side of CAAI Form 1.3.001A previously prepared by the examiner. The inspector signs on the line provided. The inspector should prepare and issue a new Letter of Designation (PELF 1.3.038) listing the authorizations renewed.

4.7. Non-renewal or termination.

4.7.1. It is preferable to terminate an examiner's services by not renewing the authorization/designation, rather than by cancellation of the authorization/designation during its validity period.

5. Task Outcomes

PEL 1.3.038		PEL Handbook
Authorize Designate Pilot Examiner		Revision 3
		30 Mar. 14

5.1. Completion of this task results in issuance of one or more of the following:

5.1.1. Endorsement on the licence with the relevant type of authorization and number

5.1.2. Letter of Designation

5.1.3. Notice of Denial

5.2. Future Activities

5.2.1. Record keeping of completed pilot licences and/or ratings submitted by the authorized examiner.

5.2.2. Renewal of the authorization before the expiration date.

5.2.3. Surveillance of the pilot examiner.

5.2.4. Investigation of an examiner in response to a complaint.