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Initial Issue  
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**INFORMATION NOTICE  
DESIGNATION OF HCAA EXAMINERS FOR  
SKILL TESTS FOR INITIAL ISSUES OF  
LICENSES, RATINGS AND CERTIFICATES**

## Designation of HCAA Examiners for Skill Tests for Initial Issue of Licenses, Ratings and Certificates

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organizations and relevant outside contractors).

Applicability	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	All AOC Holders
Licensed/Unlicensed Personnel:	All HCAA Examiners, EASA MS certified Examiners, Training Organizations and License Holders

### 1. Introduction

1.1 This Information Notice applies to the holders of examiner certificates issued by the HCAA. The Information Notice applies to HCAA examiners and all Examiners holding Part-FCL Certificates issued by countries other than Greece (EL).

1.2 [ARA.FCL.205\(c\)](#) requires the HCAA to have procedures to designate examiners for the conduct of **skill** tests on holders of EL-issued licenses or applicants for EL-issued licenses. These procedures do not apply to proficiency checks or assessments of competence, as the designation of examiners is not required for those activities. Examiners intending to conduct skill tests for pilots who hold (or will hold) licenses issued by European Aviation Safety Agency (EASA) States other than EL must be designated according to the procedures of those States. Where any EL examiner or any EASA MS certified Examiner intends to conduct a skill test (for initial issue of a license or rating) for an EL pilot license holder or for any applicant wishing to apply for an EL-issued pilot license or rating, this Information Notice applies.

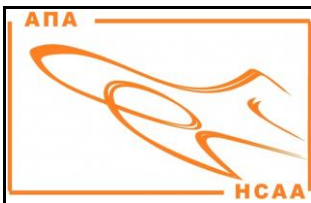
### 2. Scope

In **all** cases where a skill test is to be conducted for the initial issue of a **PPL, CPL, ATPL, IR, MEP, SEP**, the examiner shall be selected and designated by the **HCAA**. Where the skill test is for the initial issue of any other license or rating (e.g. FI, TRI, and TR LST), the examiner may be designated by the HCA

### 3. Skill Tests for a PPL, CPL, ATPL, IR, MEP, SEP

3.1 For any **PPL, CPL, ATPL, IR, MEP, SEP** skill test for an EL-issued Part-FCL, the applicant must book at least 10 days in advance, the test via the following e-mail address: [fcl.examiners@hcaa.gov.gr](mailto:fcl.examiners@hcaa.gov.gr)

3.2 The e-mail must be in the format specified in the paragraph below. The HCAA will then designate an examiner for the test via its designation procedure as described in 3.5 of this chapter.



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3.4 The content of the e-mail to be sent to [a2c.examiners@hcaa.gov.gr](mailto:a2c.examiners@hcaa.gov.gr) when a skill test for the initial issue of a PPL, CPL, ATPL, IR, MEP, SEP is to be conducted, should include to the following:

<b>Skill Test (LST)</b>
Applicant Name/Surname:
Date of Birth:
Contact details:
Applicant's License/Certificate Number (if applicable):
<b>Test Details</b>
Type of Test being Conducted: (e.g CPL/IR) Class or Type of Aircraft
Simulator No. or Aircraft Registration
Date & Time (Local) Of Test:
<b>Proposed Examiner</b>
Name & Surname:
Date of Birth:
License/Certificate:
Number:
Contact Details:

**Note: The HCAA is not obliged to designate the examiner proposed by the applicant.**

3.5 Before undertaking the test, the applicant must have sent a written e-mail as per the template above or have submitted a notification via the [hcaa.gov.gr](http://hcaa.gov.gr) webpage, identifying the examiner designated for the test. Once this e-mail/notification has been received by the HCAA, it is implied that the designation is accepted. However, if the HCAA does not accept the designation, there shall be relevant correspondence to the notification email with the Examiner that is appointed by the HCAA. This e-mail confirmation shall be included in the set of documents submitted to the HCAA for the license or rating issue.

3.6 In case of cancellation of the examination, a relevant e-mail must be sent to the HCAA in order to re-start the procedure by the designation of a new Examiner. Any changes to the initial designation e-mail may be accepted up to three days prior the test.

3.7 Any deviation from this procedure will render the test **invalid**.

<b>Queries</b>	Personnel Licensing Section, A2/C Flight Standards Division Hellenic Civil Aviation Authority. Athens International Airport, Building 45, 19019, Greece, <a href="mailto:a2c.examiners@hcaa.gov.gr">a2c.examiners@hcaa.gov.gr</a>
<b>Validity</b>	<b>In Force until Further Notice</b>