



COURTESY TRANSLATION

HELLENIC REPUBLIC



HELLENIC CIVIL AVIATION AUTHORITY

GENERAL DIRECTORATE FOR ECONOMIC OVERSIGHT AND  
ADMINISTRATIVE SUPPORT

FINANCIAL AND MANAGEMENT SUPPORT AND LEGAL  
AFFAIRS DIVISION

## CALL FOR EXPRESSION OF INTEREST

**For inclusion in the Register of Inspectors of the Hellenic Civil Aviation Authority (HCAA)**

### THE GOVERNOR OF THE HELLENIC CIVIL AVIATION AUTHORITY

Having regard to:

1. The provisions of:
  - a) Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency.
  - b) Law 4270/2014 (Government Gazette, Series I, No 143) on principles of financial management and supervision (transposition of Directive 2011/85/EU) – public accounting and other provisions, as in force.
  - c) Law 4412/2016 (Government Gazette, Series I, No 147) on public works contracts, public supply contracts and public service contracts (adaptation to Directives 2014/24/EU and 2014/25/EU), as in force.
  - d) Law 4727/2020 (Government Gazette, Series I, No 184) on digital governance (transposition into Greek law of Directive (EU) 2016/2102) and Directive (EU) 2019/1024 on electronic communications (transposition into Greek law of Directive (EU) 2018/1972) and other provisions).
  - e) Law 4757/2020 (Government Gazette, Series I, No 240) on the establishment, operation and powers of the Hellenic Civil Aviation Authority, the regulation of matters falling within the competence of the Hellenic Aviation Service Provider and other provisions falling within the competence of the Ministry of Infrastructure and Transport, and in particular Article 26A thereof.
  - f) The HCAA Executive Board Decision No 18703/2023 (Government Gazette, Series II, No 5103) on the Inspection Regulation of the Hellenic Civil Aviation Authority (HCAA), as in force.
  - g) The HCAA Governor's Decision with ref. no. 6562/25-02-2026 (Government Gazette, Series II, No 1414) "Establishment of a register of inspectors in the Hellenic Civil Aviation Authority, in accordance

with Article 26A of Law 4757/2020 (Government Gazette, Series I, No 240) and regulating matters relating to its organisation and operation”.

2. Ministerial Decision No 197840/1.12.2025 (YODD 1586) appointing the Governor of the Hellenic Civil Aviation Authority.
3. Decision Ref. No. 38711/30-12-2025 on the allocation of appropriations under the detailed budget of the Civil Aviation Authority for the financial year 2026.
4. Decision Ref. No. 10547/28.03.2026 (9ΦΩΣ46Μ8ΥΙ-ΕΗΞ) on the reform of the budget for 2026.
5. Minutes of 26<sup>th</sup> March 2026 Meeting of the HCAA Executive Board.
6. The recommendations of the Directorates of the Hellenic Civil Aviation Authority.
7. The urgent operational needs of the Authority for oversight in the domain of flight standards.
8. The fact that the adoption of this Decision gives rise to expenditure estimated at no more than EUR 290.000 for 2026, including VAT, to be covered by the Authority’s regular budget in accordance with Decision No 10547/28.03.2026 of the Reform of the Budget (9ΦΩΣ46Μ8ΥΙ-ΕΗΞ).

## **Addresses**

### **Invitation for Expression of Interest**

to submit applications for inclusion in the Register of Inspectors of the Hellenic Civil Aviation Authority to natural persons who meet the conditions of Article 4 of Decision 6562/25-02-2026 (Government Gazette, Series II, No 1414) of the Governor **until the 19<sup>th</sup> of April 2026 23:59 (Greek time)**, as below.

## **1. INTRODUCTION**

The Hellenic Civil Aviation Authority (HCAA), pursuant to **Article 26A of Law 4757/2020**, with ref. **6562/2026 Decision of the Governor (Government Gazette, Series II, No 1414/13.03.2026)**, established a Register of Inspectors to cover specialised inspection, technical assessment and supervision needs in the areas within its competence. The Register shall be kept in digital and/or paper form by the Financial and Management Support and Legal Affairs Division, in accordance with the relevant Decision on Establishment and Operation (Government Gazette, Series II, No 1414/2026), which lays down the structure, organisation and procedures for the use of registered inspectors.

The HCAA, as the national competent authority in the field of civil aviation, is responsible for the effective and reliable monitoring of the safety, compliance of supervised entities with the national and European regulatory framework, as well as the technical and operational reliability of their activities. This work requires the participation of highly qualified experts, who have proven technical competence, professional experience and certified responsibilities.

This Call for Expressions of Interest is issued in accordance with the needs of the services of the HCAA and aims to strengthen its supervisory work, through the inclusion in the Register of Inspectors of private individuals specialising in critical areas of civil aviation. The inspectors who will be included in the Register will be used on a case-by-case basis, following the conclusion of contracts for the provision of independent services, based on the operational needs of the Hellenic Civil Aviation Authority, in full compliance with the principles of impartiality, independence, confidentiality and avoidance of conflicts of interest.

## 2. SUBJECT MATTER

The purpose of this call is the submission of applications by natural persons for inclusion in the Register of Inspectors of the Hellenic Civil Aviation Authority, in order to cover specific inspection, technical evaluation and supervision needs in the following areas:

1. Flight Standards / pilots of aircraft or helicopters (OPS)  
It includes inspectors with experience in flight operations, pilot evaluation, oversight of operational procedures, and oversight of compliance with civil aviation operation regulations.
2. Airworthiness/Aeronautical Engineering (AIR – Continuing Airworthiness)  
Includes airworthiness inspectors with technical knowledge in the field of continuing airworthiness, aircraft maintenance, CAMO and Part- 145, in accordance with EASA and ICAO standards.

Those included in the Register will be used on a case-by-case basis, depending on the needs of the Authority, and will carry out the work of an inspector under contracts for the provision of independent services, respecting the principles of impartiality, independence, confidentiality and avoidance of conflicts of interest.

## 3. BENEFICIARIES OF APPLICATION

Natural persons holding the status of Greek citizen or citizen of Member States of the European Union and fulfilling the following conditions shall have the right to be included in the Register of Inspectors:

- a) possess at least the qualifications set out in Article 26 of Law 4757/2020 and specified in Chapter 4 of the HCAA Inspection Regulation per inspection sector.
- b) have not been convicted by a final judgment of a felony and have not been convicted by a final judgment of any penalty for offences relating to pleadings or service or offences against property.
- c) they are not active employees of the Greek State, local authorities, legal persons governed by public law, legal persons governed by private law in the wider public sector, irrespective of their employment relationship. Persons who have entered into a fixed-term contract through the International Civil Aviation Organisation's (ICAO) consultancy programme and who provide consultancy services to the HCAA may be assigned an inspector through the Register of Inspectors **only after the expiry or termination date of that contract.**

## 4. DESCRIPTION OF TASKS

If selected, and following signature of the relevant contract, registrants in the Register will be invited, as necessary, to perform duties as described in Article 10 of Governor's Decision No 6562/25-02-2026 (GG II 1414). Indicatively, and not restrictively, they may be assigned a task as follows:

- Carrying out and supporting inspection work.
- Provision of expert technical opinion and evaluation of files.
- Carrying out on-site inspections and drafting inspection reports.
- Support in cases of judicial or administrative appeals.

## 5. INCLUSION AND SELECTION QUALIFICATIONS BY INSPECTION SECTOR

Candidates must have **all** the **mandatory qualifications** in order to be included in the Register per inspection field, while the desired ones define their classification in each field.

Mandatory and desirable qualifications are presented in the tables below per inspection area:

### 5.1 INSPECTION SECTOR: OPS/Flight Operations

INSPECTION SECTOR: OPS/Flight Operations		
MANDATORY QUALIFICATIONS (for inclusion in the Register)		
N/A	DESCRIPTION	YES/NO
1	EU Member State Aircraft/Helicopter Pilot License	
2	3 years minimum operational experience in the aviation sector suitable for taking up their duties	
3	Three years of experience in operational management in the relevant area of operation as:	
3.1	Flight Examiner or	
3.2	Flight Instructor	
4	Holder of	
4.1	a valid type rating for a particular aircraft or helicopter or seaplane or	
4.2	valid class rating, if applicable or	
4.3	aircraft type/class rating with relevant technical and operational characteristics	

INSPECTION SECTOR: OPS/Flight Operations		
DESIRABLE/GRADEABLE QUALIFICATIONS (for ranking within the Register)		
N/A	DESCRIPTION	RATING
1	EDUCATION	
1.1	Doctorate degree relevant to the subject	200
1.2	Postgraduate degree of at least one year of study relevant to the subject	150
1.3	Degree or Diploma in Higher Education relevant to the subject	100

INSPECTION SECTOR: OPS/Flight Operations		
DESIRABLE/GRADEABLE QUALIFICATIONS (for ranking within the Register)		
N/A	DESCRIPTION	RATING
1.4	Secondary or bachelor's degree, or professional qualification, education and training diploma; level 5 awarded to graduates of the "Polykkeiakos" (E.O.P.P.E.P.), or a vocational education diploma level 5 awarded to graduates of the Centres Vocational Education of Higher Education Institutions (HEIs), related to the subject matter Year - Apprenticeship Class" or to graduates of IEK SAEK, after certification by the National Agency Certification of Qualifications and Vocational Guidance	80
<b>2</b>	<b>ENGLISH LANGUAGE: Very good knowledge (C1)</b>	
	ICAO Level 5 or Certificate / Certificate of possession of very good knowledge of English level C1 according to the Common European Framework of Reference for Languages (CEFR)	80
<b>3</b>	<b>TRAINING / VOCATIONAL EDUCATION</b>	
3.1	<b>Certificate of training related to the field of inspection or inspection techniques/procedures (minimum 16 hours) in the last <u>three years</u></b>  <i>Examples include:</i> Evidence Base Training (EBT) Training in Competency Base Training & Assessment (CBTA) Training in Safety Management Systems (SMS) in civil aviation and experience in their evaluation. Training in auditing techniques in civil aviation	10/programme Up to 10 programmes
3.2	<b>Certificate of training related to the field of inspection or inspection techniques/procedures (minimum 16 hours) <u>prior to the last three years</u></b>  <i>Examples include:</i> Evidence Base Training (EBT) Training in Competency Base Training & Assessment (CBTA) Training in Safety Management Systems (SMS) in civil aviation and experience in their evaluation. Training in auditing techniques in civil aviation	8/programme Up to 20 programmes
<b>4</b>	<b>PROFESSIONAL EXPERIENCE (ADDITIONAL TO THE REQUIRED) RELATED TO THE INSPECTION AREA OR INSPECTORAL EXPERIENCE IN THE AREA OF CIVIL AVIATION</b>	Up to 900
4.1	Work Experience in a <b>related field</b> up to 120 months	(2,5/month, up to 300)
4.2	Work experience as an <b>inspector</b> up to 120 months	(5/month, up to 600)
<b>5</b>	<b>COMPUTER LITERACY</b>	

INSPECTION SECTOR: OPS/Flight Operations		
DESIRABLE/GRADEABLE QUALIFICATIONS (for ranking within the Register)		
N/A	DESCRIPTION	RATING
	Certificate/ Attestation of good knowledge of computer handling	40

In addition, the desired selection qualifications are:

- **Experience as a pilot of aeroplanes** of more than 5000 in multi-engine multi-pilot aeroplanes or more than 3000 in helicopters
- Knowledge of the EU Air Operations Regulation.
- Knowledge of the Greek language (for candidates whose first language is not Greek).

## 5.2 INSPECTION SECTOR: AIR-CAW / Airworthiness

INSPECTION SECTOR: AIR-CAW / Airworthiness		
MANDATORY QUALIFICATIONS (for inclusion in the Register)		
N/A	DESCRIPTION	YES/NO
<b>1</b>	<b>Degree/diploma</b> of higher education engineers in Greece or abroad in the following subjects:	
1.1	Aeronautical Engineering or	
1.2	Mechanical Engineering or	
1.3	Electrical Engineering or	
1.4	Electronic Engineering or	
1.5	avionics; or	
1.6	other relevant discipline, directly related to the maintenance and/or continuing airworthiness of aircraft and aircraft parts	
	<b>or</b>	
1.7	Aircraft Maintenance Licence (PE, TE, DE) according to EASA 1321/2014 Part-66 Cat. B1 and/or B2 with additional relevant training as below	
<b>2</b>	At least <b>five (5) years</b> of experience relevant to the subject matter	
<b>3</b>	Training in inspection techniques as well as assessment of safety management systems (SMS) and risk management procedures	
<b>4</b>	Knowledge of a representative sample of aircraft types, acquired through standard Part- 66 Appendix III Level 1 (General Familiarisation) minimum training programmes. The sample shall cover indicative types of aircraft and systems within the scope of supervision of the Authority.	
<b>5</b>	Knowledge of maintenance standards, including Fuel Tank Safety (FTS) training as provided for in Appendix III to AMC4 CAMO.A.305(g), Human Factor (related to Aircraft Maintenance), Electrical Wiring Interconnection Systems (EWIS) Group 1,2.	
<b>6</b>	Practical experience and expertise in implementing aviation safety standards and safe operational practices	

**INSPECTION SECTOR: AIR-CAW / Airworthiness**

**DESIRABLE/GRADEABLE QUALIFICATIONS (for ranking within the Register)**

<b>N/A</b>	<b>DESCRIPTION</b>	<b>RATING</b>
<b>1</b>	<b>EDUCATION</b>	
1.1	Doctorate degree relevant to the subject	200
1.2	Postgraduate degree of at least one year of study relevant to the subject	150
1.3	Degree or Diploma in Higher Education relevant to the subject	100
1.4	Secondary or bachelor's degree, or professional qualification, education and training diploma; level 5 awarded to graduates of the "Polykkeiakos" (E.O.P.P.E.P.), or a vocational education diploma level 5 awarded to graduates of the Centres Vocational Education of Higher Education Institutions (HEIs), related to the subject matter Year - Apprenticeship Class" or to graduates of IEK SAEK, after certification by the National Agency Certification of Qualifications and Vocational Guidance	80
<b>2</b>	<b>ENGLISH LANGUAGE Very good knowledge (C1)</b>	
	Certificate / Certificate of possession of very good knowledge of English level C1 according to the Common European Framework of Reference for Languages (CEFR)	80
<b>3</b>	<b>TRAINING / VOCATIONAL EDUCATION</b>	
3.1	Certificate of training related to the field of inspection or inspection techniques/procedure (minimum 16 hours) <b>in the last three years</b>  <i>Examples include:</i> Training, certification as an evaluator (internal or external), at an International Organization IOSA or IATA Auditor.	10 per programme /  to 14 programmes
3.2	Certificate of training related to the field of inspection or inspection techniques/procedure (minimum 16 hours) <b>prior to the last three years</b>  <i>Examples include:</i> Training, certification as an evaluator (internal or external), at an International Organization IOSA or IATA Auditor.	8 per programme /  up to 10 programmes
3.3	Certificate of training in Aircraft Maintenance Programs (development and management) (duration of at least 24 hours)	10 per programme /  up to 4 programmes
<b>4</b>	<b>PROFESSIONAL EXPERIENCE (ADDITIONAL TO THE REQUIRED) RELATED TO THE INSPECTION AREA OR INSPECTORAL EXPERIENCE IN THE AREA OF CIVIL AVIATION*</b>	<b>Up to 900</b>

INSPECTION SECTOR: AIR-CAW / Airworthiness		
DESIRABLE/GRADEABLE QUALIFICATIONS (for ranking within the Register)		
N/A	DESCRIPTION	RATING
4.1	Work Experience in a related field up to 120 months	(2,5/month, up to 300)
4.2	Work experience in inspection work up to 120 months	(5/month, up to 600)
<b>5</b>	<b>COMPUTER LITERACY</b>	
	Certificate/ Attestation of good knowledge of computer handling	40

\*Relevant experience in the **field of AIR-CAW/Airworthiness means the following:**

- Experience as an Airworthiness Inspector at a recognised organisation or Aviation Authority.
- Experience in positions of responsibility in Part-145 or Part-CAMO organizations.
- Certification and work experience as an evaluator (internal or external), in an International Organization IOSA or IATA Auditor.
- Work experience as CRS certification staff in Large Aeroplanes.
- Work experience as airworthiness review staff (ARS staff) on Large Aeroplanes.

In addition, the desired selection qualifications are:

- Knowledge of the European regulatory framework governing the Airworthiness sector, through extensive training and work experience.
- Knowledge of the Greek language (for candidates who Greek is not the first language).

## 6. APPLICATION PROCEDURE FOR REGISTRATION

Applicants wishing to be included in the Register of Inspectors of the Civil Aviation Authority referred to in Article 26A of Law 4757/2020 must submit:

- a) completed application in accordance with the template (see Annex I) and signed digitally (with signature authentication via gov.gr)
- b) Curriculum Vitae with reference to:
- c) Documents for full and clear documentation of the mandatory and any desired qualifications. For a detailed presentation of supporting documents see Annex II.

The method of proving compulsory and graded qualifications is the same as the current ASEP legislation. Specifically for the knowledge of English, a certificate/certificate for "Level 5 (Developed) or 6 (Excellent) Level of Language Competence in Aircraft English" is also accepted in accordance with the International Civil Aviation Organization (ICAO) Standards Language Competence Rating Scale. The language proficiency level is certified through a relevant Certificate/Certificate of Assessment of Language Competence issued by a Certified Centre for the Assessment of Language Competence in Aviation English

- d) Solemn Declaration under Law 1599/1986, in accordance with the Annex to the Decision establishing the Register. (see Annex III)
- e) Copy of Identity Card or Passport

Please note that applications that are not accompanied by the above supporting documents will be rejected. It is at the discretion and exclusive judgement of the Evaluation Committees to request clarifications and/or any documents they deem necessary for the evaluation of the application and interested parties must submit them within the deadline set by the Committee.

The supporting documents for the status of applicant must state that the status is valid at the time of submission of the application.

The application and all supporting documents must be submitted **electronically** and sent to [inspectors.registry@hcaa.gov.gr](mailto:inspectors.registry@hcaa.gov.gr) .

## **7. EVALUATION, SELECTION AND OBJECTION PROCEDURE**

A Special Evaluation Committee of Candidates (a) checks the mandatory (on/off) qualifications and excludes applications that do not meet them, (b) examines the applications and draws up ranking tables based on the desired selection criteria and (c) may evaluate further candidates per inspection area on the basis of a special test or oral interview, in which specialised knowledge on the subject, personality formation, communication and cooperation skills and project coordination skills will be assessed.

On the basis of the minutes of the competent Evaluation Committee, Governor's Decisions are issued with provisional ranking tables which are posted on the HCAA's website. Any objections to the Decision shall be submitted within **5 working days** from the issuance of the provisional tables and shall be examined by a separate three-member Appeals Committee.

Candidates are informed that, in accordance with Decision No 17/2002 of the Hellenic Data Protection Authority (HDPA), HCAA will provide access to data relating to the individual files of the other candidates in order to exercise their rights, in accordance with the legal procedure (written application, documentation of an overriding legitimate interest).

If no objections are submitted during the above period, the ranking tables shall automatically become final. Entry in the Register of Inspectors shall be carried out by decision of the Governor of the Hellenic Civil Aviation Authority after finalisation of the ranking list of the selected candidates. The selected, if necessary, are required to participate in training procedures, as these will be defined on a case-by-case basis by the HCAA.

## **8. UTILISATION OF MEMBERSHIP OF THE REGISTER - CONTRACT**

1. The HCAA may conclude contracts for the provision of independent services with inspectors registered in the Register. Those contracts shall specify, in particular, the subject matter of the project, the specifications of the deliverables, the binding timetable for implementation, the procedure for quantitative and qualitative acceptance, and the contractual consideration. The conclusion of each contract shall be subject to a reasoned recommendation from the competent Head of the Directorate-General or the Head of the Governor's Office. The HCAA reserves the right to unilaterally terminate the contract without penalty in the event of a culpable breach of schedule or improper performance of the duties of the private inspector. The complaint shall be made if no action has been taken within ten (10) working days of the HCAA's written warning to the inspector to remedy the infringement, without the

inspector complying properly. The above termination of the contract shall entail the automatic temporary suspension of membership of the Register, the duration of which shall be determined by decision of the Governor, following an assessment of the gravity of the infringement.

2. The above recommendation shall specify the specific specialisation, professional experience or previous training/certification of inspectors or any other specialised criterion that is decisive and consistent with the specific nature of the subject matter of the inspection, as well as any additional supporting documents that may be required, as well as service and operational needs that substantiate the need to assign an inspection task to the private inspector.

3. Registration in the Register does not in any way imply an obligation on the HCAA to assign a task or use the registered members. The HCAA retains the exclusive discretion to decide whether or not to award at its sovereign discretion, without this decision giving rise to any right or claim in favour of the interested party. By participating, the interested parties declare and agree that they expressly, unconditionally and irrevocably waive any right to compensation or other claim that may arise from their non-choice.

4. Throughout the period of validity of the Register, any post vacant for any reason may be filled by other registered members of the inspection sector concerned, on the recommendation of the competent Head and a decision of the Governor of the HCAA. In the event of an objective impossibility to fill a specific post on the relevant ranking list – either because of a lack of expression of interest or because of a lack of the required special qualifications for the project to be awarded – the HCAA reserves the right, in its sole and sovereign discretion, to assign additional inspection work to a candidate with the required specialisation. This assignment is intended to ensure the timely implementation of the project and takes place following a specially reasoned recommendation from the competent Head of Division and a decision of the Governor. This project may also be carried out remotely (desk-top audit), including the assessment of documentation, records and compliance data, in accordance with the HCAA Inspection Regulation and the relevant sectoral manuals, provided that this method is deemed appropriate for the subject matter and the contractor meets the formal qualifications of the sector concerned.

5. Prior to the signing of a contract with the HCAA, inspectors registered in the Register must maintain an active business registration in accordance with the applicable tax legislation and must be duly authorized to issue the prescribed tax documentation (Service Provision Invoices), if required.

## **9. ASSIGNMENT OF INSPECTION TASKS TO MEMBERS OF THE REGISTER OF INSPECTORS**

1.A prerequisite for the assignment of an inspection task to a member of the Register is to ensure his functional and personal independence vis-à-vis the audited body. The member shall not be in a situation of conflict of interest and shall not be linked to the supervised entity by any relationship that may affect the impartiality of its judgement. To this end, the member must submit a solemn declaration of no conflict of interest before undertaking each project.

2.The decision to assign an inspection project to members of the register of inspectors who have concluded a relevant contract with the HCAA shall be notified to them, inviting them within two (2) calendar days to accept the performance of the specific project. The acceptance by the private inspector is made by submitting a solemn declaration under Article 8 of Law 1599/1986. In case the selected inspector does not accept to perform the selected inspection, then the HCAA notifies the next member of the register in the ranking order for the specific inspection area. In case of non-acceptance, the private inspector is obliged to submit to the HCAA a solemn declaration under Article 8 of Law 1599/1986 regarding the reasons for not accepting the conduct of the inspection work. If the private inspector completes three (3) cases of unjustified non-acceptance of an inspection, he/she is ranked last in the ranking in the particular inspection sector for the remaining period of validity of the register.

4. Following the submission of the solemn declaration referred to in paragraph 2 and the acceptance of the inspection, the competent organisational unit of the HCAA shall draw up and send the inspection order to a private inspector, which shall include, as a minimum, the following:

the details of the private inspector, including his unique identification number;

b) A precise description of the project or activity to be inspected in accordance with the HCAA Inspection Regulation;

the subject matter of the inspection;

d) The deliverables and the general tasks of the private inspector, as these are explicitly defined in the individual contracts of assignment. These may include, but are not limited to, audit reports, as well as any other document, study or documentation defined in the context of the contracted project.

e) The timing of the inspection and any estimated travel costs at home or abroad;

the remuneration of the private inspector;

g) The competent official of the HCAA who is responsible for monitoring the work of the private inspector until the completion of an inspection and the compliance of the supervised body or, if necessary, the imposition of penalties.

## **10. INCOMPATIBILITIES AND CONFLICT OF INTERESTS**

1. The HCAA shall ensure explicit acceptance with and strict adherence to the contractual and professional obligations of private inspectors, with emphasis on the principles of confidentiality, independence and avoidance of conflict of interest. The above obligations shall be binding on inspectors throughout the duration of their contract, and the commitments on confidentiality and protection of confidential information shall remain in force after the termination or termination in any way of their contractual relationship with the HCAA, subject to the statutory penalties provided for.

All private inspectors who are members of the Register of Inspectors and who have entered into a relevant contract with the HCAA must perform their duties impartially and take all measures to prevent any situation in which they have an interest that may jeopardize or may reasonably be considered to jeopardize their ability to work independently and in the public interest.

In particular, as regards impartiality and the absence of conflict of interest, private inspectors, in the performance of their duties, are obliged to refrain from exercising specific responsibilities or managing specific cases by declaring an impediment, where there is a conflict of interest. A conflict of interests is any situation in which the impartial performance of their duties is objectively affected, in particular when it arises: (a) a financial or non-financial benefit for themselves, their spouses or cohabitants, their blood relatives or relatives by marriage, in the direct line without restriction, and in the collateral line, up to and including the second degree, as well as for persons, natural or legal, with whom they have a special connection or relationship; and (b) a financial or non-financial loss for persons, natural or legal, with whom there is a particular hostility.

The private inspector shall carry out his or her work impartially and take all measures to prevent any situation in which he or she has an interest that may jeopardise or may reasonably be considered to jeopardise his or her ability to work independently and in the public interest. To this end, the private inspector shall submit to the HCAA a solemn declaration under Article 8 of Law 1599/1986, in which he declares responsibly and with knowledge of the consequences of the law on false declaration that he does not have incompatible qualities for carrying out the assigned work, that there is no conflict of interest in his person, that he will carry out his work impartially and that he shall take all measures to prevent any situation in which he has an interest that may jeopardise or may reasonably be considered to jeopardise his ability to work independently and in the public interest.

5. The following situations will automatically be considered a conflict of interest and the private inspector must be excluded if the private inspector:

- a) has interests in relation to the work for which it is called upon to provide advice or to carry out inspections;
- b) is linked to an organisation that will benefit (directly or indirectly) or be harmed as a result of the work carried out;
- c) is in a situation which jeopardises its ability to work impartially, independently and in the public interest.

The following situation may be considered a conflict of interest if the HCAA decides, taking into account objective circumstances, available information and possible risks for any other situation that could call into question the ability of the private inspector to carry out the work impartially, independently and in the public interest, or that could reasonably be considered as such. In this case, the HCAA may decide to exclude the private inspector from carrying out his/her work and, if necessary, replace him/her.

7. If the private inspector is (or becomes) aware of a conflict of interest, he/she must immediately inform the HCAA and stop working until he/she receives further instructions.

If the private inspector breaches any of his obligations under Articles 2 and 3 above, the HCAA may apply the measures provided for in the Inspection Regulation and, in particular, terminate the contract.

9. In the event of a conflict of interest of private inspectors, the responsibilities in respect of which the conflict exists shall be exercised in accordance with the provisions of this Law. If the private inspector conceals from the HCAA any of the above incompatible properties, the penalties referred to in Article 11(4) shall apply.

10. For the purposes of this Article, a three-member Committee for the Control of Incompatibilities and Conflicts of Interests of Private Inspectors shall be set up by decision of the Governor, on a case-by-case and ad hoc basis. The Commission shall examine the declarations referred to in paragraph 4, any declarations of impediment referred to in paragraphs 3 and 7, as well as any information that may constitute a conflict of interest referred to in paragraphs 5 and 6, and shall submit a report to the Governor. The record shall be kept in the file of the private inspector in the Register.

## **11. RESPONSIBILITIES AND DUTIES OF PRIVATE INSPECTORS**

1. As part of the responsibility and duties of private inspectors following an order/award from the HCAA, the audit of compliance with the relevant national, European and international legislation shall be included in each body/project or activity requested of them in accordance with the order to carry out an inspection, in accordance with Article 8 of this Law and in accordance with Article 26 of Law 4757/2020 and the HCAA Inspection Regulation.

2. Any inspection involving private inspectors shall be subject to the rights, duties and obligations of inspectors provided for in Law 4757/2020 and the HCAA Inspection Regulation.

3. In the context of an inspection carried out by private inspectors, an on-the-spot check shall be carried out on the project or activity to be inspected, on the basis of a relevant order from the HCAA, in order to check the entity's compliance with the relevant legislation in force. During the on-the-spot inspection, the procedures laid down by the HCAA shall be followed, including, but not limited to, the use of an inspection report/sheet/diary.

4. Upon completion of the inspection, the private inspectors shall draw up an inspection report in accordance with the HCAA Inspection Regulation and submit it to the competent organisational unit of the HCAA.

5. The competent organisational unit of the HCAA shall certify the proper performance of the services of the private inspector at regular intervals as specified in the relevant contract.

6. In any case, private inspectors must cooperate with the HCAA in accordance with the specific provisions of Articles 26 and 26A of Law 4757/2020 and the HCAA Inspection Regulation, as well as to provide clarifications and additional information, if required at all stages of the inspection procedure, as well as in cases of judicial appeals or administrative appeals in accordance with the Code of Administrative Procedure (Law 2690/1999, Government Gazette, Series I, No 45) to provide the relevant information or opinions requested.

7. In all other respects, the provisions of Article 26 and Article 26A of Law 4757/2020 and the HCAA Inspection Regulation, as well as the individual sectoral manuals of procedures, shall be followed.

8. If the private inspector fails to testify, either at a preliminary stage or in an audience, the HCAA shall take note of the fact in the Register of Inspectors and shall exclude the private inspector from any inspection for a period of two (2) years from the day of his/her non-appearance.

## **12. PROJECT MONITORING**

1. Monitoring the work of private inspectors and the proper performance of their duties shall be the responsibility of the competent organisational unit of the HCAA, in accordance with Article 26 of Law 4757/2020, and the HCAA Organisation, which shall inform the competent General Directorate of the HCAA. The competent General Directorate carries out checks and assessments on the deliverables of private inspectors on a sample basis, on its own initiative or following complaints or a recommendation from other competent authorities. In addition, it may also carry out on-site assessments of inspections of private inspectors. The work of private inspectors is also subject to evaluation in the context of the planned actions of the HCAA Compliance Monitoring System.

2. The data checked to monitor the work of individuals

inspectors shall be, in particular:

(a) The quality of the inspections they carry out and the complete and proper submission and approval of the deliverables by the competent bodies of the HCAA;

(b) The completeness of the autopsy and inspection reports;

(c) Compliance with the inspection schedules set by the HCAA;

(d) Their conduct during the inspection at the premises of the supervised entity;

(e) Continuous updating and knowledge of the applicable legal framework;

The accuracy and completeness of the collected and submitted data and supporting documents;

(g) Addressing legal impediments and complying with the obligations of discretion and confidentiality, as well as with the provisions on incompatibility pursuant to Article 9;

h) The history of unjustified refusal to carry out an inspection after designation, in accordance with Article 8 of the Decision establishing the Register.

3. The results of the above checks on the work of private inspectors by competent organisational units of the HCAA shall be reflected in evaluation reports, which shall be forwarded to the relevant General Directorate of the HCAA and kept in the file of the respective private inspector in the Register of Inspectors. In the event of an unsatisfactory assessment of the private inspector, he or she shall be invited to a hearing by representatives of the General Directorate, in which the results of the assessment shall be discussed.

### 13. SANCTIONS

1. By decision of the Governor of the Hellenic Civil Aviation Authority, on a recommendation from the competent General Directorate, the following **penalties** may be imposed on private inspectors:

(a) If, in the context of random checks or following a complaint or a recommendation from other competent authorities, the private inspector finds, on the basis of the information referred to in paragraph 2, slight or isolated infringements of the instruction given to him pursuant to Article 26 of Law 4757/2020 and of the HCAA Inspection Regulation and of the inspection procedure provided for in the same Regulation or of compliance with the relevant timetables, or in relation to his duties and conduct, in accordance with the HCAA Inspection Regulation and the Code of Conduct, respectively, when carrying out inspections, he shall be penalised only once (1) by a written reprimand.

(b) In the event of recidivism after the written reprimand or if it is found, on the basis of the information in paragraph 2, that the above infringements are serious or widespread, the possibility of assigning an inspection task shall be temporarily suspended for a period of one (1) year and its registration in the Register of Inspectors shall become inactive. In the case referred to in Article 8(3) of the Decision establishing the Register, the possibility of assigning an inspection task and including it in the Register of Inspectors shall become ineffective. If the private inspector is registered with a professional association or chamber, the decision shall be notified to it for the imposition of the disciplinary sanctions provided for.

(c) In the event of a repeat infringement after the temporary suspension of the possibility of assigning an inspection task or if it is found, on the basis of the information referred to in paragraph 2, that the above infringements are particularly serious or systematic in the performance of the inspector's duties and make him or her unsuitable for carrying them out, in cases of breach of the obligations of confidentiality and confidentiality, as well as of the provisions of Article 9, the possibility of assigning an inspection task to the private inspector shall be definitively withdrawn and he or she shall be removed from the Inspectors' Register. If the private inspector is registered with a professional association or chamber, the decision is notified to it for the imposition of the disciplinary sanctions provided for, and if the private inspector establishes the commission of criminal offences, the relevant file is also sent to the competent Public Prosecutor. Especially in cases of breach of confidentiality and confidentiality obligations, as well as the provisions on incompatibility in accordance with Article 7(6) of the Decision establishing the Register, the re-registration of the private inspector in the Register of Inspectors is excluded.

(d) In the cases referred to in points (b) and (c) and cumulatively with the penalties provided for therein, an administrative fine of five hundred euros (EUR 500) to twenty thousand euros (EUR 20.000) may be imposed on the private inspector, depending on the gravity and frequency of the infringement, taking into account any recidivism. Especially in cases of breach of confidentiality and confidentiality obligations, as well as the provisions on incompatibility in accordance with Article 9 of the Decision establishing the Register, a fine of two thousand euros (EUR 2.000) to thirty thousand euros (EUR 30.000) shall be imposed.

(e) If a member of the Register enters into any form of legal relationship (dependent employment, provision of independent services or work) with a natural or legal person, on whose activities he has carried out inspection duties within the previous two years, an administrative fine of twenty thousand euros (EUR 20.000) shall be imposed on him, as well as the penalty of exclusion from the procedure for awarding audits for a period of three (3) years. The above penalties shall also apply if the private inspector, within two (2) years from the completion of the inspection, acquires the status of partner, shareholder, member of the board of directors, or technical/other advisor (with or without remuneration) to a legal person or affiliated undertaking, within the meaning of Article 32 of Law 4308/2014, or affiliated party, within the meaning of Article 99 of Law 4548/2018, provided that the activities of that person were the subject of the inspection carried out. Any decision imposing the above penalties must be entered in the Register of Inspectors, resulting in the immediate suspension or removal of the member, as the case may be. The imposition of the above sanctions does not exclude or limit the right of the HCAA to make further claims for compensation for any damage (positive or consequential) it may suffer.

2. The penalties referred to herein shall be imposed by the Governor of the Hellenic Civil Aviation Authority, following a summons from the person concerned to provide explanations in order to respect the constitutional right to a prior hearing, in accordance with Article 6 of the Code of Administrative Procedure. The corresponding fines are established and collected in accordance with the Public Revenue Collection Code (Law 4978/2022, Government Gazette, Series I, No 190), after sending a financial list to the Independent Authority for Public Revenue (AADE) and are allocated as revenue of the HCAA. If an infringement is found which may have affected the outcome of the inspection at the discretion of the competent organisational unit of the HCAA, a re-inspection shall be carried out. In this case, the duties of the private inspector shall be performed by the next private inspector in the register or, if this is not possible, by the staff of the HCAA.

#### **14. LIABILITY IN THE EVENT OF DAMAGE**

1. The HCAA shall not be liable for any damage, direct or indirect, positive or consequential, caused to the private inspector or to third parties in the performance of his duties or as a result of the contract concluded with the Authority. The above exemption from liability covers all acts or omissions of the HCAA and its agents, except only in cases where the damage is due to their wilful misconduct or gross negligence, in accordance with the applicable provisions of the Civil Code.

2. Except in cases of force majeure, which must be duly demonstrated, the private inspector shall be fully liable to compensate the HCAA for any damage (positive or consequential) suffered by the latter, either due to improper performance of his contractual obligations or due to culpable failure to fulfil them in accordance with the terms of the Contract. Indicatively and not restrictively, the HCAA reserves the right to claim from the inspector the coverage of the difference in cost and any ancillary costs that will result from the assignment of the project to another inspector to replace him, as a result of the termination of the contract due to his fault or its deduction.

#### **15. LIABILITY OF PRIVATE INSPECTORS TOWARDS THIRD PARTIES**

1. Private inspectors shall, in the performance of their duties, act under the authority of the Hellenic Civil Aviation Authority, without acquiring the status of civil servants.

2. The Hellenic Civil Aviation Authority shall not be liable to third parties for acts or omissions of private inspectors, unless such acts or omissions were carried out on its express instructions or there is intention or gross negligence on the part of its bodies.

3. Private inspectors shall be personally liable to third parties for any damage caused by wilful misconduct or gross negligence in the performance of their duties.

#### **16. PROTECTION OF PERSONAL DATA AND CONFIDENTIALITY**

1. Private inspectors are obliged to comply with the legislation on the protection of personal data, in particular Regulation (EU) 2016/679 (GDPR) and Law 4624/2019.

2. Private inspectors act as processors on behalf of the Hellenic Civil Aviation Authority and process data solely as part of their duties.

3. The obligation of confidentiality shall also apply after the termination of the contract or removal from the Register.

4. Violation of the obligations of this Article shall constitute grounds for imposing penalties in accordance with Article 13, irrespective of any other administrative, civil or criminal consequences.

## **17. FINANCIAL DATA**

The fee shall be fixed per day of employment or per deliverable, in accordance with the contract in question, and shall not include costs for travel away from headquarters by members of the Registry. In the case of travel away from headquarters, travel expenses and daily allowance are provided for, in accordance with the applicable provisions on travel to the State. The costs incurred will be covered by the HCAA budget.

2. The remuneration of the members of the Register shall be calculated on the basis of a man-day cost, including all statutory tax, insurance and other deductions, and shall be specified in the individual contract, taking into account the type of work and any specialised qualifications of the contractor.

3. The remuneration of each inspector referred to in paragraph 2 may not exceed EUR 60.000 per year in accordance with Article 26A of Law 4757/2020, as in force.

4. Payment of the fee referred to in paragraph 2 shall be made after submission and receipt of the deliverables specified in the contract by the competent body of the HCAA.

## ANNEX I

# APPLICATION TO BE INCLUDED IN THE REGISTER OF INSPECTORS OF THE HCAA

### 1. CANDIDATE DETAILS

Last name: \_\_\_\_\_

Name: \_\_\_\_\_

Father's name: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

ID/Passport Number: \_\_\_\_\_

Tax Registration Number: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Address: \_\_\_\_\_

Street & Number: \_\_\_\_\_

City: \_\_\_\_\_, Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. SECTOR FOR WHICH THE APPLICATION IS SUBMITTED

- OPS – Flight Standards / Operations
- AIR/CAW – Airworthiness / Aeronautics

### 3. ENCLOSED DOCUMENTS

- CURRICULUM VITAE.
- SUPPORTING DOCUMENTATION.
- SOLEMN DECLARATION.

## ANNEX II

### SUPPORTING DOCUMENTS

#### 1. Application

- Completed application in accordance with the standard form (Annex I to the notice).
- Signature of the candidate (digital or manual, scanned).

#### 2. Curriculum Vitae

- Detailed curriculum vitae, with reference to:
  - diplomas;
  - work experience,
  - knowledge of English
  - training/educational programmes,
  - licences, certifications and competencies (where required)
  - computer literacy.

#### 3. Titles of studies

- Copies of all relevant qualifications (degree, master's degree, doctorate, diploma, etc.).
- In the case of qualifications from States other than Greece (applies only for Greek citizens):
  - validated recognition of equivalence by DOATAP or another competent body.

#### 4. Proof of Professional Experience

Depending on the sector (OPS, AIR), the following shall be submitted:

##### a) For OPS

- Employer's certificates, logbooks, flight reports, contracts, or other officially issued information documenting:
  - the total flight hours,
  - MP/turboprop/helicopter experience,
  - position of administrative/educational responsibility (FE/FI/Training).

##### b) For AIR/CAW

- Certificates of experience in CAMO/145/CAW.
- Documentation of years of relevant experience).
- Work/work contracts or official service attestations.

#### 5. Certifications and Licences

##### a) For OPS

- Copies of:

- EU Member State pilot licence
- TRI(A), TRE(A)
- Type Rating or Class Rating
- Degrees/competences of Instructor or Examiner.

b) For AIR/CAW

- Copy of Part- 66 licence, where applicable.
- Certifications:
  - SMS
  - Human Factors
  - FTS
  - Auditing Techniques
  - General Familiarisation (Part- 66 Appendix III Level 1).

6. Certificates of language proficiency

- Aviation English Proficiency Certificate' (Level 5 or 6) from ICAO accredited centres or a certificate of knowledge of English at level C1 or higher.

7. Certificates of Training/Education

- Certifications of relevant training of at least 16 hours in or beyond the last three years, such as:
  - SMS
  - Auditing Techniques
  - CBTA / EBT
  - Safety/Compliance Monitoring
  - CAW training (Reliability, AMP, FTS, etc.)

8. Certificate of Computer Handling Knowledge

- Degree or certification.

9. Additional supporting documents (if required by each sector)

- Additional evidence of experience or specific responsibilities.
- Any additional certifications declared by the candidate for consideration.

### ANNEX III

#### **MODEL SOLEMN DECLARATION (Article 8 of Law 1599/1986)**

On my own responsibility and being aware of the penalties provided for in Article 22(6) of Law 1599/1986, **I declare that:**

1. I have taken note of the HCAA Inspection Regulation, the HCAA Code of Conduct and the HCAA Inspectors' Register, and I undertake to comply with and comply with the . provisions therein.
2. I will immediately inform the competent organisational unit of the HCAA if it is found that there is any situation that may be classified as a conflict of interest as referred to in the above Register of Inspectors and in any case of existence or suspicion of a threat to my professional judgment, in order to assess the need to exclude me from a specific activity in the exercise of my duties.
3. All the information in the curriculum vitae is true and accurate (p. 10).
4. I have not been convicted by a final court decision for the offence of theft or embezzlement or fraud or extortion or forgery or false testimony or bribery or for an offence related to my professional conduct or in accordance with the provisions of the Code on the Status of Civilian Administrators and Employees of Legal Persons governed by Public Law (Law 3528/2007) . offences
5. I give my consent for an ex officio criminal record check, if required for my inclusion in the Register of Private Inspectors of the HCAA.
6. I do not hold the status of active employee in the Greek State, local authorities, legal persons governed by public law and legal persons governed by private law in the wider public sector, with a relationship of public law or private law of indefinite duration.