

## SUBPART A General Information

### **ESH183DPE .a.1 General**

(a) Purpose.

This hand book provides information, guidance, and direction for designated pilot examiners, pilot proficiency examiners, and airman certification representatives who provide airman certification services and/or pilot proficiency checks in accordance with Egyptian Civil Aviation Regulations Parts 61, 121, 141 and 142

(b) Definitions.

The following terms, as used in this hand book, are defined as shown.

(1) Designated Pilot Examiner.

A designated pilot examiner (DPE) is a designated representative of the Administrator who is authorized to perform the tasks described in this handbook. They may be either an air transport pilot examiner (ATPE) or air transport pilot examiner, simulator only (ATPE/SO).

(c) Handbook Format.

This handbook contains both directive and guidance information.

(1) Directive Information.

The directive information contained in this handbook is mandatory. Directive information uses terms such as "shall" and "must" and indicates actions that are imperative. The terms "shall not" or "must not" signify actions that are prohibited. These terms allow the examiner no flexibility or discretionary latitude. The examiner shall follow directive guidance unless a deviation is approved by the FICA

(2) Guidance Information.

Guidance information contains terms such as "should," "may," or "need not." These terms indicate actions that are permissible but not mandatory. Guidance information allows the examiner flexibility.

### **ESH183DPE .a.3 Program Structure**

(a) Objective.

The objective of the pilot examiner program is to provide prompt practical testing to applicants for airman certificates at locations which will minimize travel by the applicants. The ECAA designates examiners to provide this service.

(1) Authority to Designate.

The ECAA designates examiners under the authority of ECAR PART 183.23. Designated examiners are not employees of the ECAA. Designees serve without pay from the Government

(2) Need for Service.

The demand for practical tests at a specific location determines if the designation of an examiner is justified.

(b) Examiner Privileges.

A DPE is authorized to perform the following certification actions and responsibilities.

(1) Certification Practical Tests.

A DPE conducts practical tests leading to the issuance of pilot and flight instructor certificates and/or ratings in the types of aircraft appropriate to the certificates and letter of authority (LOA) held by the examiner.

(2) Notices of Disapproval of Application.

A DPE issues notices of disapproval to applicants whose performance, during practical tests conducted by that examiner, did not meet the applicable practical test standards for a certificate or rating.

(3) Letters of Discontinuance.

A DPE issues a letter of discontinuance when a practical test is terminated for reasons other than unsatisfactory performance such as unforecast weather, the applicant or examiner becoming incapacitated during the practical test, aircraft mechanical difficulties after the test has begun, or other unforeseen situations.

(4) Proficiency Checks.

A DPE may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct certification practical tests.

(5) Type Ratings.

An examiner who is authorized to conduct type rating practical tests may conduct additional rating practical tests for those type ratings authorized at all certificate levels.

(c) Types of Designation.

Pilot examiners are designated for specific testing functions. Examiners may perform only the functions authorized by their designations. Pilot examiner designations have been aligned to conform with Part 61 certificates and ratings,

(1) Private Pilot Examiner (PE).

A PE conducts private pilot certification tests and additional aircraft rating tests as specifically authorized.

(2) Commercial and Instrument Rating Examiner (CIRE).

A CIRE conducts commercial pilot certification tests, instrument rating practical tests, and additional aircraft rating tests as specifically authorized.

(3) Commercial Pilot Examiner (CE).

A CE conducts commercial pilot certification tests in rotorcraft, gliders, and/or lighter-than-air aircraft, and additional ratings as specifically authorized.

(4) Airline Transport Pilot Examiner (ATPE).

An ATPE conducts airline transport pilot (ATP) practical tests for the original issuance of an ATP certificate and additional ratings as specifically authorized. ATPEs must hold category and class, and, if appropriate, type ratings on their pilot certificates pertinent to the tests to be conducted.

(i) ATPEs are not authorized to conduct instrument rating practical tests unless they hold a CIRE designation for the category and class of aircraft pertinent to the tests to be conducted.

(ii) ATPEs are authorized to conduct ATP certification practical tests in single engine aircraft if they hold such class and category ratings on their ATP certificates, unless their designations are limited in writing.

(iii) Any applicable limitations, such as will be placed on the examiner's Certificate of Authority and LOA.

(5) Proficiency Pilot Examiner (PPE).

A PPE conducts the pilot in command (PIC) proficiency checks required by part 61 for airmen who act as PIC of aircraft that require two or more pilots and are operated under part 121. A PPE does not conduct certification practical tests.

(6) Training Center Evaluator (TCE). A TCE conducts certification practical tests, proficiency checks, Category II and III authorizations, and competency checks in an aircraft, a simulator, or both, as authorized. The TCE performs authorized functions in conjunction with a training center under the provisions of ECAR part 142.

### **ESH183DPE .a.5 Program Operation**

(a) Distribution.

The Flight Inspection Central Administrator (FICA) will ensure optimum distribution of DPEs and designate sufficient examiners to serve the public's needs adequately in accordance with ECAA guidelines.

(b) Designation Outside Egypt.

An examiner may be designated to serve outside EGYPT provided that the examiner serves EGYPTIAN citizens abroad or operators of EGYPTIAN registered aircraft and the examiner's activities can be supervised by an appropriate ECAA Inspector.

(c) Examiner Currency and Aviation Safety Program Support.

Examiners are responsible for maintaining personal flight proficiency and currency at all times. The ECAA strongly encourages examiners to attend and take part in ECAA Aviation Safety Program seminars and events. The ECAA values the participation of DPE's as counselors in the Aviation Safety Program and urges all examiners to support ECAA Aviation Safety Program activities.

### **ESH183DPE .a.7 Program Administration**

(a) Supervision.

The ECAA and FICA are responsible for the development of national policy regarding pilot examiners and the overall supervision and evaluation of the pilot examiner program.

(1) FICA.

A pilot examiner operates under the direct supervision of the Flight Inspection Central Administrator that holds the examiner's designation file. The FICA issues and maintains the DPE's certificate of authority and letter of authorization for all aircraft.

(i) The FICA will hold at least one DPE meeting every year to review problem areas, examiner performance standards, and procedures. Attendance at this annual meeting is mandatory for examiners and will be recorded in the examiner's file.

(ii) All inquiries or other communications from examiners should be directed to the supervising FICA. The FICA will forward an examiner's request for a policy change, interpretation, or other concern which may impact the examiner program to the appropriate regional office.

(iii) FICA inspectors who supervise examiners welcome the opportunity to discuss procedures and standards with DPEs. Inspectors will fly with examiners on request to resolve questions on techniques, procedures, and standards. Examiners should avail themselves of the opportunity to forge a strong working relationship with FICA inspectors and keep themselves informed of new developments or changes.

(iv) New examiners who have not completed the pilot examiner standardization course may anticipate increased supervision from an inspector. An inspector will assist the examiner in developing evaluation skills and knowledge of practical testing of applicants.

(2) Review of Applicants.

Any applicant recommended by an examiner for a certificate or rating may be requested to appear for a recheck by an inspector before a permanent airman certificate is issued to the airman. Inspectors will avoid requiring an arbitrary recheck or an inordinate number of rechecks because of the economic hardship placed on applicants. Rechecks will be requested only on the basis of facts that clearly support the need for the recheck.

(3) Examiner Recheck.

If the performance of a pilot who has been certificated by a pilot examiner is found unsatisfactory because of 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.

(b) Designation Numbering.

A system of designation numbers will be used to identify examiner number.

(c) Examiner Records.

The FICA maintains a file for each examiner under its jurisdiction. The file may contain paper copies of some items. Other records or information may be accessed through an electronic file.

(1) Electronic File.

The following data may be maintained in an electronic file:

(i) Records of satisfactory completion (or failure to accomplish satisfactory completion) of initial and recurrent pilot examiner standardization courses;

(ii) A record of attendance at the annual FICA examiner meeting;

(iii) Records of examiner surveillance/inspections; and

(iv) The examiner's testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the Airmen Certification Branch.

(2) Paper Copies.

The records will be kept in paper copies.

(3) Examiner Access to File.

On request, an examiner may review the examiner's file maintained by the FICA.

(d) Delegation/Recision of an Examiner Authorization.

The Administrator is empowered by LAW to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under this section and ECAA directives, the Administrator may rescind any such delegation at any time for any reason deemed appropriate. Also, the Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

(e) Termination.

(1) A designation is terminated by the Administrator for any of the following reasons:

- (i) Upon the written request of the examiner;
- (ii) When there is no longer a need for the examiner's services;
- (iii) Upon a finding by the Administrator that the examiner has not properly performed the examiner's duties; or
- (iv) For any reason the Administrator considers appropriate.

(2) Examples.

The following are some examples of not properly performing an examiner's duties:

- (i) Unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the supervising FICA's instructions;
- (ii) Any actions by the examiner that may reflect discredit on the ECAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;
- (iii) The inability of the examiner to work harmoniously with FICA personnel or the public;
- (iv) 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 designation or at any time thereafter;
- (v) 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
- (vi) An examiner's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

(3) Documentation.

Deficiencies in an examiner's performance will be documented by the FICA. The examiner should be notified of these deficiencies and given an opportunity to correct the deficiencies within a 90-day period. The examiner should be advised by the FICA that continued poor performance constitutes grounds for termination of the examiner's designation.

(4) Notice to Cease Testing.

The FICA may issue a written notice directing a pilot examiner to cease immediately all testing activities if the ECAA determines that the examiner's actions may be endangering public safety.