FLUGMÁLASTJÓRN ÍSLANDS
Icelandic Civil Aviation Administration

Ákvörðun Flugmálastjórnar Íslands nr. 1/2010

Flugmálastjórn Íslands hefur ákveðið að frá og með 20. janúar 2010 skulu umsækjendur um skírteini flugliða, handhafar flugrekstrarleyfa, flugskólar, fluglæknar, fluglæknasetur og fyrirtæki sem starfa að þjálfunarmálum flugliða með samþykki Flugmálastjórnar Íslands fylgja leiðbeiningarefni Flugöryggissamtökum Evrópu (JAA Administrative and Guidance Material, Section Five: Personnel Licensing, Part Two: Procedures) við JAR-FCL 1, JAR-FCL 2 og JAR-FCL 3. JAR-FCL 1, JAR-FCL 2 og JAR-FCL 3 hefur verið innleitt með reglugerð nr. 401/2008 um skírteini flugliða á flugvél, reglugerð nr. 402/2008 um skírteini flugliða á þyrlu og reglugerð nr. 403/2008 um heilbrigðiskröfur flugliða. Óheimilt er að nota aðrar forskriftir en um getur í leiðbeiningarefni þessu nema ef sýnt hefur verið fram á að um jafngildar eða betri aðferðir er að ræða skv. mati Flugmálastjórnar Íslands. Framangreint leiðbeiningarefni er birt á vefsíðu Flugmálastjórnar Íslands.

Með vísan til 140. gr. laga nr. 60/1998 um loftferðir með síðari breytingum og reglugerðar um flugmálahandbók útgefna af Flugmálastjórn Íslands nr. 326/2000 er ákvörðun þessi birt í flugmálahandbók Flugmálastjórnar Íslands, 3. deild (Ákvarðanir Flugmálastjórnar Íslands). Auglýsingin öðlast þegar gildi.

Reykjavík, 20. janúar 2009.

FLUGMÁLASTJÓRN ÍSLANDS

Pétur K. Maack flugmálastjóri.

Joint Aviation Authorities

Administrative and Guidance Material

Section Five: Personnel Licensing

Part Two: Procedures

1 October 2008

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PART TWO: PERSONNEL LICENSING JOINT IMPLEMENTATION PROCEDURES

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INTRODUCTORY NOTE

1. The term 'the Authority' is defined in the Arrangements as "a Civil Aviation Authority (which is) party to the Arrangements". JAR-1 Definitions and Abbreviations defines 'Authority' as "the competent body responsible for the safety regulation of Civil Aviation (See IEM 1.1. Authority)". IEM 1.1 Authority states: "In this context, 'regulation' means not only the drafting of requirements, but also, though not limited to, such activities as implementation, interpretation and application of the statutory aviation requirements."

2. This document contains the Implementation Procedures for all parts of JAR-FCL.

JAA Licensing Division
1 December 2001

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Note: The use of the male gender implies the female gender and vice versa.

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CHAPTER 1: THE BASIS FOR THIS DOCUMENT

The National Aviation Authorities of certain European States have signed an Arrangements Document referenced Cyprus 11 September 1990. This document commits the said Authorities to co-operate in all aspects related to the safety of aircraft, in particular its design, manufacture, continued airworthiness, maintenance and operation to ensure that a consistent level of safety is achieved throughout the Member States, to avoid duplication of work between the Authorities and to facilitate exchange of products, services and persons not only between the Authorities, but also between the Authorities and others. Moreover, the Arrangements Document states, amongst other things, that the said Authorities will:

- Participate in the definition of procedures enabling the technical findings to be made only once in a way satisfactory to all Authorities;

- Accept these procedures and use them exclusively when checking compliance with JARs and use their best endeavours to provide experts within the JAA teams;

- Make without undue delay the legal findings without further national technical work for those products, services, organisations or persons which have been found to comply with the JAR;

In 1992, Personnel Licensing has been added to the JAA work.

Under the Arrangement Document “certification” (of a product, service, organisation, person) means the legal recognition that such a product, service, organisation, or person complies with the applicable requirements. Such a certification comprises 2 activities:

(i) the activity of checking that technically the product, service, organisation or person complies with the applicable requirements; this activity is referred to as making the technical findings;

(ii) the act of recognising formally such compliance with the applicable requirements by granting a certificate, licence, approval or other document as required by national laws and procedures, this activity is referred to as making the legal findings;

Unless it is otherwise specified in the text, “certification” means certification to applicable JAR.

This document defines the procedures which National Authorities are to follow in implementing JAR-FCL, as called for by the first two of the above commitments, the procedures are for the primary use of the national Authorities, but, may be of assistance to all holders of the document in the JAA Member States in understanding the requirements and their implementation. They will be amended regularly to incorporate knowledge gained from experience and/or comment or representation received by JAA.

This document has been prepared by the JAA Liaison Office - Licensing in co-operation with the JAA Licensing Sectorial Team, and adopted by the JAA Committee.

JAR-FCL is based on Annex 1 to the Convention on International Civil Aviation (ICAO) and includes licensing requirements for private, commercial and airline transport pilots. JAR-FCL 1 and 2 contain the technical requirements for training, testing and licensing pilots for aeroplanes and helicopters, JAR-FCL 3 contains the medical requirements, and JAR-FCL 4 contains the requirements for Flight Engineers. The 4 Parts of JAR-FCL are each subdivided in two Sections. Section 1 contains the requirements (Appendices are also requirements) and Section 2 the Acceptable Means of Compliance (AMC) and Interpretative and Explanatory Material (IEM).

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CHAPTER 2: DEFINITIONS AND ABBREVIATIONS

DEFINITIONS:

JAA Member State / Authority

Means any Aviation Authority which signed The Arrangements Document referenced Cyprus 11 September 1990 and entitled arrangements concerning the development, the acceptance and the implementation of Joint Aviation Requirements.

JAA Committee

Means the Committee specified in The Arrangements Document composed of one member from each National Aviation Authority, responsible for the administrative and technical implementation of the Arrangements.

JAA Liaison Office - Licensing

Means the division set up by the JAA Committee, composed of full time licensing experts, responsible for assisting each National Aviation Authority in the achievement of common and harmonised standards with regard to licensing.

JAA Licensing Sectorial Team

Means the Sectorial Team set up by the JAA Committee, represented by one licensing expert member from each National Aviation Authority, one representative from approved international organisations and JAA licensing division, responsible for formulating new licensing JARs. At the moment the JAA Licensing Sectorial Team is active.

Licensing Standardisation Teams

Means the teams set up by the EASA on behalf of the JAA Liaison Office, composed of licensing experts seconded temporarily from each National Aviation Authority, responsible for assessing the licensing standards in each State and for providing advice and guidance to the National Aviation Authority as necessary. Note: With effect from 1st January 2007, the JAA Liaison Office has devolved the co-ordination of LIST/MEST processes and activities to EASA.

Medical Standardisation Teams

Means the teams set up by the EASA on behalf of the JAA Liaison Office, composed of medical experts seconded temporarily from each National Aviation Authority, responsible for assessing the medical standards in each State and for providing advice and guidance to the National Aviation Authority as necessary. Note: With effect from 1st January 2007, the JAA Liaison Office has devolved the co-ordination of LIST/MEST processes and activities to EASA.

National Licensing Co-ordinator

Means the person nominated by the National Aviation Authority to liaise with the licensing or medical standardisation team.

ABBREVIATIONS:

A	Aeroplane
A/C	Aircraft
AIS	Aeronautical Information Services
AMC	Acceptable Means of Compliance
AMC	Aeromedical Centre
AME	Authorised Medical Examiner
AMS	Aeromedical section
ATC	Air Traffic Control
ATP	Airline Transport Pilot
ATPL	Airline Transport Pilot Licence
CFI	Chief Flying Instructor
CGI	Chief Ground Instructor
CPL	Commercial Pilot Licence
CQB	Central Question Bank
CR	Class Rating
CRE	Class Rating Examiner
CRI	Class Rating Instructor
ECAC	European Civil Aviation Conference
FCL	Flight crew licensing
FE	Flight Examiner
FI	Flight Instructor
FIE	Flight Instructor Examiner
FNPT	Flight and Navigation Procedures Trainer
FS	Flight Simulator
FTD	Flight Training Device
FTO	Flying Training Organisation
H	Helicopter
HT	Head of Training
ICAO	International Civil Aviation Organisation
IEM	Interpretative and Explanatory Material
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
LOFT	Line Oriented Flight Training
LST	Licensing Sectorial Team
LSST	Licensing Sub-sectorial Team

MCC	Multi Crew Co-operation
MCQ	Multiple Choice Questions
ME	Multi-engine
MEP	Multi-engine Piston
MET	Multi-engine Turboprop
MPA	Multi-pilot Aeroplane
MPH	Multi-pilot Helicopter
NAA	National Aviation Authority
nm	Nautical miles
OML	Operational Multicrew Limitation
OSL	Operational Safety Pilot Limitation
OTD	Other training devices
PF	Pilot Flying
PIC	Pilot-In-Command
PICUS	Pilot-In-Command under Supervision
PNF	Pilot Not Flying
PPL	Private Pilot Licence
R/T	Radiotelephony
SE	Single-engine
SEP	Single-engine piston
SET	Single-engine turboprop
SET	Subject expert teams
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SPA	Single-pilot Aeroplane
SPH	Single-pilot Helicopter
SPIC	Student Pilot-In-Command
STD	Synthetic Training Devices
TMG	Touring Motor Glider
TR	Type Rating
TRE	Type Rating Examiner
TRI	Type Rating Instructor
TRTO	Type Rating Training Organisation
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions

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CHAPTER 3: JAA LICENSING POLICY AND ORGANISATION

3.1 Policy

3.1.1 The Flight Crew Licensing policy is to provide JARs for the training and testing of pilots and the issue of licences, ratings, authorisations, approvals or certificates and ensure the consistent interpretation and implementation of these harmonised requirements.

3.1.2 The objectives of harmonisation of flight crew licences within Europe are to:

a) improve safety by enabling operators of aircraft to check easily the validity of a licence and rating;

b) improve safety by having common and high standards derived from the experience of many States;

c) improve safety, effectiveness and efficiency as a result of a detailed review and consequently strengthen ICAO standards in an European context;

d) enable flight crew to find employment without further licensing conditions in any of the participating States;

e) reduce costs to flight crew by eliminating the need for validation of licences by other participating States;

f) reduce costs to the industry by permitting freer exchange of flight crew;

g) reduce costs to national authorities by eliminating validation procedures for participating States; and

h) reduce costs to national authorities by the use of centralised theoretical examination procedures.

3.1.3 Definitions

Relevant definitions are in JAR-1 and if necessary in JAR-FCL 1, JAR-FCL 2, JAR-FCL 3 and JAR-FCL 4.

3.1.4 Transitional arrangements

In each case until a JAR has been formally adopted by JAA and implemented covering a particular subject matter, existing national requirements continue to apply.

3.2 Organisation

3.2.1 The Arrangements Document provides for JAA to be staffed by experts from the Authorities seconded full-time or part-time. The part of JAA consisting of people seconded full-time is the Central JAA including the Licensing Division under the Licensing Director. Since 1st January 2007 the Central JAA has been replaced by the JAA Liaison Office and, in the area of Flight Crew Licensing there are two staff members. The views of the Authorities, Industry and Unions are represented in the JAA Licensing Sectorial Team, Sub-sectorial Teams and Working Groups. The allied, but distinct functions of the JAA LST Committee and that of the LAA Liaison Office - Licensing are as follows:

JAA Liaison Office - Licensing - Functions

- To take the lead in the development of implementation procedures and related policy for JAAC adoption.
- To co-ordinate and manage the standardisation team activity.
- To work with JAA NAAs, other Authorities, industry, international organisations, the JAA LST, etc as necessary.
- To oversee and monitor, supported by the Sectorial Team, exemptions so as to ensure a consistent policy.

JAA Licensing Sectorial Team - Functions

- To develop new requirement codes (where relevant) and associated material (AMC and IEM).
- To develop new requirements or amendments for adopted codes in co-ordination with the Regulation Sectorial Team.
- To assist the JAA Liaison Office in the development of Joint Implementation Procedures.
- To advise and assist the JAA Liaison Office on other matters, as necessary.
- To have as a priority harmonisation with other Authorities.
- To review Exemptions/Variations and Denials given by National Aviation Authorities to ensure consistency and to identify any need for regulatory Amendment.
- When requested by the appropriate Director to advise on standardisation recommendations proposed for a NAA resulting from a standardisation visit, when these have not been resolved between the associated JAA Liaison Office - Licensing and the relevant NAA.
- To undertake any task requested by the JAAC.
- To report to the JAAC through the Chief Executive.

3.2.2 The JAA LST may, in turn, establish Sub-sectorial Teams, Steering Groups and Working Groups to undertake a preliminary exploration of regulatory options and formulate recommendations arising. Terms of reference for the existing Sub-sectorial Teams are reproduced below.

JAA LICENSING SUB-SECTORIAL TEAM (EXAMINATION)

1. Co-ordinate, supervise and review the work of the Subject Expert Teams (SET)*

2. Propose amendments to the JAA LST relating to rules and procedures affecting the integrated and modular theoretical training (including distance learning) and examination process;

3. Advise on request of NAAs on examinations procedures;

4. Maintain an adequate number of questions in the Central Questions Bank (CQB);

5. Monitor the rules and procedures for theoretical examinations and report its findings to the JAA LST.

* The Subject Expert Teams (SET) are responsible to the JAA Licensing Sub-sectorial Team (Examination) and are required to:

a) assist the Responsible State during the CQB questions validation process in the subject(s) for which they are responsible;

b) review the syllabi, learning objectives and related CQB questions, and advise the JAA LSST (Examination) on the need for any changes;

c) ensure the quality of associated appendices to CQB questions;

d) initiate reviews to CQB questions in accordance with the feedback and amendment procedure to ensure the quality control of the CQB;

e) make written reports to the JAA LSST (Examination) on work in progress for review at each subcommittee meeting; and

f) advise the JAA LSST (Examination) on matters of fact in any dispute.

JAA LICENSING SUB-SECTORIAL TEAM (MEDICAL)

1. Draft and propose to the JAA LST medical requirements for the Licensing System;
2. Propose, if necessary, amendments to JAR-FCL 3 (Medical) to the JAA LST;
3. Advise NAAs on interpretation of JAR-FCL 3 (Medical), on demand;
4. Advise other Sectorial Teams of JAA on matters relating to aeromedical questions;
5. Maintain the security of medical information within the JAA LSST (Medical);
6. Review the medical reports on review procedures and denials submitted by Authorities (see paragraph 6.2.4.3), for standardisation purposes, and make such information available upon request to Authorities.

JAA LICENSING SUB-SECTORIAL TEAM (HELICOPTER)

1. Draft and propose to the JAA LST helicopter requirements for the Licensing System;
2. Propose, if necessary, amendments to JAR-FCL 2 (Helicopter) to the JAA LST;
3. Advise NAAs on interpretation of JAR-FCL 2 (Helicopter), on demand;
4. Advise other Sectorial Teams of JAA on matters relating to helicopter questions;

COMPOSITION OF SECTORIAL TEAM, SUB-SECTORIAL TEAMS, STEERING GROUPS AND WORKING GROUPS

These are composed of experts from the national Authorities, representatives from international organisations and JAA Liaison Office - licensing.

CHAIRMANSHIP OF THE LICENSING SECTORIAL TEAM

- Since 1st January 2007 The LST is chaired by an EASA representative, assisted by the Licensing Sectorial Team Co-ordinator. Note: the chairmanship by EASA is in accordance with the provisions of the agreement concluded between JAA and EASA in regard to rulemaking activities.

CHAIRMANSHIP OF THE SUB-SECTORIAL TEAMS, STEERING GROUPS AND WORKING GROUPS

- The chairmanship should be on a rotating basis. The period to be chairperson of a committee should be 2 years.
- At the same time there should be a deputy chairperson for each Sub-Sectorial Teams/Steering Groups/Working Groups.

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CHAPTER 4: PROCEDURES FOR THE ISSUE OF A JAR-FCL LICENCE AND VALIDATION

4.1 Procedures for the validation of a professional pilot licence of non-JAA Member States

4.1.1 Validations of licences issued by non-JAA Member States.

4.1.2 The holder of a licence issued by a non-JAA Member State seeking validation of that licence by a JAA Member State shall produce logbook evidence as to whether a previous validation has been obtained from another JAA Member State (see JAR-FCL 1.015(b) and JAR-FCL 2.015(b)).

4.2 Conversion of licences issued by a non-JAA Member State

4.2.1 JAR-FCL states in 1.015(c) and in 2.015(c) that conversion of a non-JAA Member State licence to a JAR-FCL licence can be done provided that an arrangement exists between the JAA and the non-JAA Member State. An arrangement, with the non-JAA State, will indicate where the differences are between the two licensing systems and the conditions for conversion.

A licence converted according to such an arrangement shall have an entry in the licence indicating the non-JAA State upon which the conversion is based.

Other Member States shall not be obliged to accept any such licence.

4.2.2 Procedure for an Arrangement with an Authority from a non-JAA State will go through the following steps:

a) The application for an arrangement between the concerned Authorities about conversion of licences must be sent in writing to JAA Liaison Office.

b) The JAA LST advises the JAA Committee whether the proposed arrangement about conversion of non-JAA licences to JAR-FCL licences is desirable.

c) The JAA Committee will determine the desirability of an arrangement with an Authority of a non-JAA State and, if so decided, a Working Group will be formed of not less than 3 members of the JAA LST.

d) The Working Group formed by 3 members from JAA Authorities will visit the non-JAA Member State to study the regulations in relation to its compatibility with JAR-FCL and identify the differences. The Working Group will work in co-operation with the Authority of the non-JAA State.

e) The Working Group will then report its findings and recommendations to the JAA LST for acceptance or variation as appropriate, and in the light of discussions by the latter body.

f) The arrangement will be presented to the JAA LST in draft form for acceptance or variation as appropriate, and, upon acceptance, it will be presented to the JAA Committee for endorsement.

g) Each Authority will make provisions for signature of the arrangements and inform the JAA Committee when this has been achieved.

4.3 Endorsement of Licences

4.3.1 When a JAA-NAA issues a licence which deviates from JAR-FCL, the endorsement 'Issued as a deviation in accordance with JAR-FCL 1.015' shall be made on the licence, under item XIII – Remarks, making clear the deviation. If appropriate, the medical certificate should be similarly endorsed. This is required to give other JAAs the opportunity to consider mutual recognition.

Information and numbers of all medical deviations issued shall be forwarded to the JAA Liaison Office - Licensing and reviewed by the JAA-Licensing Sub-Sectorial Team (Medical) for standardisation purposes and shall include:

a) Class of medical certificate;
b) medical area concerned (cardiovascular, neurological etc.);
c) the paragraph of JAR-FCL deviated from;
d) any limitations applied.

Medical standard document No. 168 shall be used for summaries.

4.4 Conversion of medical certificates from non-JAA States

JAR-FCL requires that the medical certificate issued in accordance with JAR-FCL 3 requirements must be held prior to issue of the appropriate licence. To gain such a certificate, an applicant must be examined by an authorised medical examiner or at the approved aeromedical centre. Records of recent special investigations (within 3 months) may be accepted if considered clinically and technically complying with the requirements of JAR-FCL 3. Assessments will be made by the AMS.

4.5 Transitional arrangements for holders of a medical certificate issued by a JAA Member State under national regulations

4.5.1.1 Applicants for a JAR-FCL Class 2 medical certificate, who already hold the equivalent national medical certificate issued by a JAA Member State, are considered to have met the requirements for initial JAR-FCL medical certification. Such applicants, therefore, need only to meet the revalidation / renewal requirements for JAR-FCL Class 2 medical certification.

4.5.1.2 Holders of a national Class 1 medical certificate issued by a JAA member state may be considered to have met the requirements for initial JAR-FCL Class 1 medical certification if the application for such a certificate is to the state which issued the national medical certificate.

4.5.1.3 Such applicants must meet the revalidation/renewal JAR-FCL requirements.

4.5.2.1 Holders of a national Class 1 medical certificate issued by a JAA member state who apply to a mutually recognised JAA member state, different from that which issued the national certificate, shall undertake a medical assessment at an aeromedical centre, to include examination by an optometrist or ophthalmologist.

4.5.2.2 Such applicants must meet the revalidation/renewal JAR-FCL requirements.

CHAPTER 5: MUTUAL RECOGNITION OF LICENCES ISSUED BY JAA MEMBER STATES

5.1 Mutual recognition requirement

5.1.1 Requirements

JAR-FCL 1.005 (b)(1) and JAR-FCL 2.005(b)(1) Applicability

(See Appendix 1 to JAR-FCL 1.005/2.005)
(See AMC FCL 1.005 & 1.015/2.005 & 2.015)

(b) Transitional arrangements

(1) Training commenced prior to 1 July 1999 according to national regulations will be acceptable for the issue of licences or ratings under national regulations provided that training and testing is completed before 30th June 2002 for the applicable licence or rating.

JAR FCL 1.015 and JAR-FCL 2.015 state:

(a) Licences, ratings, authorisations, approvals or certificates issued by JAA Member States

(1) Where a person, an organisation or a service has been licensed, issued with a rating, authorisation, approval or certificate by the Authority of a JAA Member State in accordance with the requirements of JAR-FCL and associated procedures, such licences, ratings, authorisations, approvals or certificates shall be accepted without formality by other JAA Member States.

(2) Training performed after 8 October 1996 and in accordance with all the requirements of JAR-FCL and associated procedures shall be accepted for the issuance of JAR-FCL licences and ratings, provided that licences in accordance with JAR-FCL shall not be issued until after 30 June 1999.

Associated procedures as mentioned in JAR-FCL refers to the procedures set out in this document. Training in accordance with JAR-FCL may commence prior to a standardisation team visit.

5.1.2 Procedures for mutual recognition

5.1.2.1 Chapter 1 of this document refers to the commitment of the JAA National Aviation Authorities (NAAs) to work together and avoid the duplication of work in order to facilitate the exchange of products, services and persons. The objective is to draw on the experiences of each JAA-NAA to promote and support high standards in order to justify this exchange, and enable licences, ratings, authorisations, approvals and certificates to be mutually recognised between the JAA-NAAs.

5.1.2.2 Mutual recognition of these licences, ratings, authorisations, approvals or certificates, issued in accordance with JAR-FCL, results from the positive outcome of a Standardisation visit to a NAA. This means that a JAA-NAA has been found to comply technically with JAR-FCL and uses the procedures contained in this document in order to implement JAR-FCL.

5.1.2.3 In view of paragraph 5.1.2.2, a recommendation for mutual recognition of licences, ratings, authorisations, approvals or certificates issued by a JAA-NAA will be made to the JAA Committee from JAA Liaison Office - Licensing. The JAA Liaison Office shall maintain and publish a list on its website (www.jaa.nl) of those JAA Member States which have been recommended for mutual recognition. This list will indicate National Variants to paragraphs 1.015(a)(1), 2.015(a)(1), 3.015(a)(1) and 4.015(a) applicable in each JAA-NAA.

5.1.2.4 Individual JAA-NAAs are required to make appropriate arrangements to ensure that their flight crew licence holders are made aware of the list mentioned in 5.1.2.3 by publication in AIC, AIP, or other suitable aeronautical information publication means. By the application of JAR-FCL 1.015(a)(1), 2.015(a)(1) and 3.015(a)(1), holders of a licence issued in accordance with JAR-FCL are entitled to exercise licence privileges on aircraft registered in any Member State of the Joint Aviation Authorities.

5.1.2.5 Nothing precludes any Authority from recognising a licence, rating, authorisation, approval or certificate granted by another JAA Member State before promulgation if it so decides.

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CHAPTER 6: ISSUES RELATED TO AVIATION MEDICINE

6.1 Authorised Medical Examiners (AMEs)

6.1.1 Designation

The Authority will designate and authorise Medical Examiners (AMEs), within its national boundaries, qualified and licensed in the practice of medicine. Physicians resident in non-JAA Member States wishing to become AMEs for the purpose of JAR-FCL 3 may apply to the Authority of a JAA Member State. Following appointment the AME shall report to and be supervised by the Authority of that State. For Class 1 applicants such AMEs shall be restricted to carrying out standard periodic revalidation/renewal assessments.

6.1.2 Number of medical examiners

The Authority shall determine the number of examiners it requires, taking account of the number and geographic distribution of its pilot population.

6.1.3 Terms of reference for AME's

- An AME has a statutory responsibility to follow the regulations, statutes, laws and other guidance on civil aviation matters issued by his National Authority and the JAA.
- An AME shall examine and assess applicants within JAR-FCL 3 (Medical) Subparts B and C. Any applicant who does not fully meet the requirements, or where there is any doubt, must be assessed in consultation with the AMS.
- All examination and investigation documents must be made available to the AMS.
- An AME may renew the certificate of an applicant holding a medical certificate issued by the AMS after a review procedure (see 6.8) , under the same terms and conditions if applicable and if no change has occurred. The annotation "REV" on the medical certificate allows the AME to be aware of the previous AMS review and to contact the AMS for more information if deemed necessary. Any further change relevant to the underlying cause for that review procedure must be discussed with the AMS and the applicant shall be considered temporarily unfit until the assessment has been decided by the AMS.
- Any additional changes in fitness must also be notified to the AMS.
- A decision made by the AMS cannot be changed by an AME.
- An AME can not apply limitations unless related to time limits for medical certificates and/or corrective lenses (see IEM FCL 3.100).
- The AME authorisation may be revoked or suspended by the supervising Authority if circumstances merit that action (see JAR-FCL 3.010 (c)).
- Any change of location of the AME will involve suspension of authorisation unless approved by the Authority.

6.2 Procedures for approval of medical examiners in non-JAA Member States

6.2.1 A medical Examiner from a non-JAA State may be authorised, when agreed within the JAA Licensing Sub-sectorial Team (Medical), by the Authority that will supervise this examiner to conduct standard medical examinations according to JAR-FCL 3 (Medical) and sign medical certificates. The JAA will maintain a list of all such authorisations.

6.3 Aeromedical Centres (AMCs)

6.3.1 Designation

AMCs will be designated and authorised, or re-authorised at the discretion of the Authority.

6.3.2 Number of AMCs

The Authority will determine the number of AMCs it requires.

6.3.3 AMS and AMC can be combined, provided that arrangements exist for an independent review procedure.

6.3. 4 Applicant procedures for approval

Authorities will determine the number of AMCs required taking account of the number and geographical distribution of its pilot population.
Applicants shall complete a detailed application form showing compliance of the proposed AMC with the requirements of JAR-FCL 3.085 Aeromedical Centre (AMC) and including:

- Organisational structure (names and qualifications of all medical staff and supporting specialist consultants).
- Details of clinical attachments to designated hospital or medical institute.
- Details of medico technical facilities sufficient to meet requirements of JAR-FCL 3.
- Documentation according to JAR-FCL 3 and sufficient to issue certificates and maintain medical dossiers for applicants.
- Facilities for maintenance of detailed medical dossiers according to requirements for medical confidentiality.
- Communication facilities with AMS to enable prompt notification of assessments.

6.3. 5 Inspection and Authorisation

Subject to a satisfactory inspection an authorisation will be granted for a period not exceeding 3 years.

6.3.6 Terms of reference for AMCs

- All AME terms of reference apply to the AMC.
- The head of the AMC shall ensure that specialists and other employees of the centre are aware of these terms of reference.

Any change of location of the AMC will involve suspension of authorisation unless approved by the Authority.

6.4 Notification of the issuance or revalidation of a medical certificate

6.4.1 Procedures

According to JAR-FCL 3.095(c), a full report of the medical examination, completed upon the examination form, for Class 1 and Class 2 shall be sent to the Authority (according to the legislation of professional secrecy).
Authorities will use for examination purposes the standard documents No. 160 and No. 161.
A copy of the medical certificate must be sent to the Licensing Authority.

6.5 Notification of the denial of a medical certificate.

6.5.1. Denials shall be collated by the Authority (AMS) within 5 working days and be made available, upon request, to other Authorities (AMSs). Medical information supporting this denial will not be released without prior consent of the applicant.

6.5.2 If an applicant is denied a certificate by an AMS and subsequently considered for recertification by another AMS, no final assessment shall be made without consultation between the Aeromedical Sections of the Authorities. In event of disagreement between both AMSs full details of the case shall be referred, to the JAA LSST (Medical).

6.6 Medical assessment in a JAA Member State other than the State of licence issue

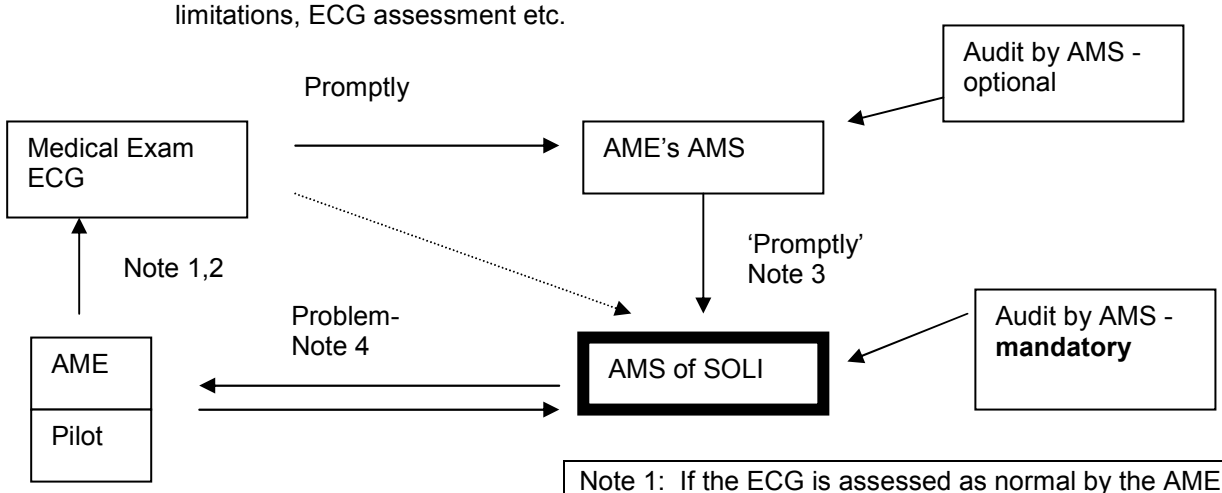
6.6.1 In the case of medical assessment in a JAA Member State other than the State of licence issue, a copy of the examination report and a copy of the medical certificate or the notification of denial shall be forwarded to the AMS of the State of licence issue by the AME, AMC or AMS who issues the medical certificate, with a copy to the Authority of the State where the assessment took place.

6.6.2 Changes to the medical fitness status of a pilot, the addition or removal of medical limitations and any requirements for medical investigation (other than those required for routine certification purposes) shall, except for urgent flight safety reasons, be made only with the knowledge of the AMS of the state of licence issue.

6.6.3 The following procedures shall be followed:

6.6.3.1 **Route of Medical form(s)and of ECG**

- AME promptly sends medical report, including investigations e.g. ECG, plus a copy of the medical certificate, to AMS that authorises him/her.
- Medical report is audited by the AME's AMS at AMS discretion
- Medical report is promptly forwarded to AMS of State of Licence Issue (SOLI)
- AMS of SOLI receives medical report and takes responsibility for it e.g. with follow-up, missing limitations, ECG assessment etc.



Note 1: If the ECG is assessed as normal by the AME in accordance with national procedure, this must be annotated on the medical form. In this case the ECG need not be forwarded to the AMS

Note 2: The medical report must be completed in English, unless otherwise agreed by the SOLI

Note 3: No cross border charging normally acceptable

Note 4: The SOLI is responsible for initiating any investigations or follow-up by contacting the pilot and AME direct.

6.6.3.2 **Assessment of ECG**

- In accordance with national procedure. However, the ECG must be sent to the AMS for forwarding to the SOLI, unless (at the discretion of the AMS) it has been reported as 'normal' in accordance with the procedures in force for the NAA of the AME undertaking the examination. If the ECG is forwarded to the SOLI it must be assessed by the AMS of the SOLI. If assessed locally and not forwarded, it must be recorded as having been assessed as 'normal' on the medical form so the SOLI is aware of this decision.

6.6.3.3 **Language to be used**

- When revalidating/renewing outside the SOLI the medical report must be completed in English, unless there has been a bilateral agreement regarding the language to be used.

6.6.3.4 **Charges**

- In accordance with national procedure. No cross-border charging normally acceptable.

6.6.3.5 **Liaison of AMS of SOLI with non-national AME in event of a 'complicated' application**.

- AMS of SOLI makes decisions e.g. local review, or review in SOLI. AMS liaises with pilot direct with copy to AME, in English.

6.6.3.6 **Responsibility for special reviews/limitations imposition or removal.**

- As for (2). SOLI has responsibility. (Does not apply to limitations that do not require AMS involvement e.g. spectacle limitations).

6.7 Medical assessment of applicants from non-JAA member states

6.7.1 Class 1

An applicant wishing to obtain a JAR-Class 1 medical certificate who holds a commercial pilot licence and valid medical certificate issued by a non-JAA member state shall have his first JAA medical examination undertaken at an AMC.

The procedure shall be in accordance with the initial JAR Class 1 examination except that:

A chest X-ray is not required, unless clinically indicated

The assessment shall be made by the AMS on the basis that the applicant has adequate flying experience, as determined by the Authority, and that he meets the JAR Class 1 renewal/revalidation requirements.

6.7.2 Class 2

An applicant wishing to obtain a JAR-Class 2 medical certificate who holds a private pilot licence and valid medical certificate issued by a non-JAA member state, shall have his first JAA medical examination undertaken at an AMC or by an AME.

The procedure shall be in accordance with the initial JAR Class 2 examination.

The assessment shall be made on the basis that he meets the JAR Class 2 renewal/revalidation requirements.

6.8 The Aeromedical Section (AMS) and Medical Confidentiality (with reference to EU- directive 95/46 1995)

The AMS is one or more physicians as defined in JAR-FCL 3.080 (a) to provide advice and guidance to the Authority on all aeromedical matters and to evaluate personal medical reports for medical certification.

Medical confidentiality is the limitation of access to personal medical information to the physicians of the AMS and their supporting staff.

Personal medical information is medical reports and records, submitted to the AMS by medical examiners and others.

6.8.1 Medical confidentiality shall be respected at all times.

6.8.2 The AMS shall have sole responsibility within the Authority in relation to medical matters and issuance of medical certificates.

6.8.3 The Authority should appoint one of the physicians in the AMS to be the Head of the AMS or its focal point.

6.8.4 Staff, employed to support the physicians of the AMS, should be authorised by the Head of the AMS to access personal medical information for the purpose of issuing a medical certificate. An up-to-date list of authorised personnel having access to medical records in the AMS must be maintained.

6.8.5 The Authority will ensure that all oral or written reports and electronically stored information on medical matters of licence holders/applicants are made available only to the AMS, AMC or AME handling the application and for the purpose of completion of a medical assessment.

6.8.6 The applicant or his physician shall have access to all such documentation in accordance with national law.

6.8.7 Adequate safeguards must be in place to ensure that only authorised personnel have access to the medical records. When justified by operational considerations, the head of the AMS may make relevant parts of an applicant's medical reports available to other officials in accordance with national law.

6.8.8 Medical records should be retained as long as necessary, according to national law.

6.8.9 A secure encoding system is required to secure electronically transmitted and stored documents.

6.9 REVIEW PROCEDURES and 4.3.1

6.9.1 The Requirements

6.9.1.1 The Requirements referred to in this document are those prescribed in Section 1 of JAR-FCL including any associated Appendices. Amendment of the requirements can only occur following consultation under the JAA's Notice of Proposed Amendment (NPA) system. Proposals for the amendment of, or additions to, the content of Section 1 of JAR-FCL may be made by an Authority or any interested party. Proposals which originate with national organisations or individuals should be channelled through the Authority to the JAA Liaison Office - Licensing. International organisations may make their proposals direct to the JAA Liaison Office - Licensing. Proposals should include all the supporting justification for the change and any background data.

6.9.1.2 The policy of the JAA Liaison Office - Licensing, as described in Chapter 3, is among other things, to ensure that the requirements are interpreted and implemented in a consistent manner through the JAA by the Member Authorities.

6.9.1.3 In the interests both of safety and consistency, the JAA Liaison Office - Licensing and, where necessary, the JAA LST must be able to monitor the number of Exemptions/ Review Procedures granted by Authorities and consider their effect.

6.9.2 Exemptions and Review Procedures

6.9.2.1 Medical Exemptions (see JAR-FCL 3.045, AMC JAR-FCL 3.045)

6.9.2.1.1 Procedure for Medical Exemptions

6.9.2.1.1.1 If application of JAR-FCL 3 would have anomalous consequences or the development of aviation medicine create inconsistencies an applicant may ask the relevant Authority for an exemption.

6.9.2.1.1.2 Individual Authorities shall not exempt or vary any licence holder or applicant, from any of the provisions of JAR-FCL unless there is a compelling reason to do so. The grant of an Exemption or Medical certificate after a review procedure constitutes a "legal finding" (see Chapter 1) and, as such, is the responsibility of the Authority. The Authority is also responsible for ensuring that, when granting an Exemption or fit assessment subsequent to a review procedure, an equivalent level of safety is maintained.

6.9.2.1.1.3 The staff of the JAA Liaison Office – Licensing are not authorised to grant exemptions or fit assessments subsequent to review procedures.

6.9.2.1.1.4 All exemptions outside JAR-FCL 3, (Medical) Section 1 will be indicated on the licence and in detail on the medical certificate with any limitations or applied.

6.9.2.1.1.5 Following issue of exemptions outside JAR-FCL 3, (Medical) Section 1, the JAA LSST (Medical) shall consider whether any change to JAR-FCL is necessary and if not the exemption is to be terminated after a period agreed by the JAA LST.

6.9.2.1.2 **Short term exemptions**

(a) Short term exemptions shall not reduce the level of safety and will be:
  (i) limited to a maximum validity period of 6 months
  (ii) granted by a JAA Member State in writing; and
  (iii) based on the circumstances as set out in JAR-FCL 3.045
(b) Recurring short term exemptions, granted to the same applicant on the same requirement are considered as long term exemptions
(c) Reports on all such exemptions issued shall be forwarded to the JAA Liaison Office - Licensing and are reviewed by the JAA LSST (Medical) for standardisation purposes
(d) Reports shall include:
  (i) type of licence or rating requested or held;
  (ii) the paragraphs of JAR-FCL referred to;
  (iii) a clinical summary and full reasoning, including accredited medical conclusion, supporting the exemption (see ICAO Annex I);
  (iv) any limitations and conditions proposed.

6.9.2.1.3 **Long term exemptions**

(a) The long term exemption shall not reduce the level of safety and will be:
  (i) longer than 6 months
  (ii) granted by the JAA Member State in agreement with the JAA LSST (M) and after approval by the LST
  (iii) based upon the circumstances as set out in JAR-FCL 3.045
  (iv) because of the impracticability of JAR-FCL for intended purpose or during a period when JAR-FCL is being amended.

(b) A long term exemption will only be considered following a written request to the JAA LSST (M) if supported by the JAA Member State and including:
  (i) type of licence or rating requested or held;
  (ii) the paragraphs of JAR-FCL referred to;
  (iii) a clinical summary and full reasoning supporting the requested exemption and including accredited medical conclusion (see ICAO Annex I);
  (iv) any limitations proposed.

(c) Long-term exemptions agreed by the JAA LST shall be indicated in writing by the Authority and where relevant entered in the licence, approval or authorisation.

(d) Following agreement to long term exemptions, the JAA LST will consider whether any change to JAR-FCL is necessary and if not the exemption is to be terminated after a period agreed within the JAA LST.

6.9.2.2 Medical review procedures

6.9.2.2.1 In addition to the exemption clause in JAR-FCL 1.045 and JAR-FCL 2.045 concerning special circumstances, JAR-FCL 3.125 provides Aeromedical Sections with some flexibility in conducting medical assessments to enable them to deal with as many individual cases as possible and, in particular, marginal ones.

6.9.2.2.2 (a) If an applicant does not meet the provisions of Subparts B and C it can be asked for a review by AMS according to the appendices to these subparts. If an applicant is granted a medical certificate after a review procedure by the AMS any limitation that may be required shall be stated on the medical certificate (see IEM FCL 3.100 - especially AMS,SIC or REV - and Medical Standard Document no. 166 in JIP Section 5/Part 2, Chapter 15). This annotation allows any AME to be aware of the previous AMS review if limitations or special instructions apply and to contact the AMS for more information if deemed necessary.

(b) If an applicant is granted or denied a medical certificate after such a review procedure the applicant, the AME or AMC will be informed by the AMS about the final decision and its background in writing.

(c) All limitations imposed after a review procedure by the AMS according to JAR-FCL 3.125 shall be entered on the medical certificate. If special instructions apply not covered already by another limitation on the certificate, the limitation “SIC”, “AMS” or “REV” shall be entered.

(d) Each AMS may delegate fit assessments according to paragraph (a) to AMCs or AMEs. For these conditions an AMC or AME may assess applicants outside the limits of JAR-FCL 3, Subparts B or C, but within the limits of the Appendices to Subparts B and C, as fit in consultation with the AMS of the state of licence issue.

Each AMS may create a list of conditions (subject to delegation or not), up to its discretion and taking into account the level of training, experience, proficiency and equipment of AMCs and AMEs. If fit assessments are delegated, the AMS may revoke each fit assessment if it is established that it has not met, or no longer meets, the requirements of JAR-FCL 3 or relevant national law. Harmonisation shall be granted by MEST auditing.

6.9.2.2.3 Numbers of all denials by a member state shall be forwarded to the JAA Liaison Office - Licensing and reviewed by the JAA-Licensing Sub-Sectorial Team (Medical) for standardisation purposes and shall include:

a) Class of medical certificate;
b) medical area concerned (cardiovascular, neurological etc.);

Medical standard document No. 168 shall be used.

6.9.3 **Secondary Review for medical assessments**

6.9.3.1 Secondary review: Each Authority will constitute a secondary review procedure, with independent medical advisers, experienced in the practice of aviation medicine, to consider and evaluate contentious cases.

6.10 Review and Development of Treatments and Conditions

In order to gain experience with previously unacceptable treatments and conditions special working groups will be set up. They will develop a specific protocol for each treatment or condition to enable experience to be gained in a controlled manner in one or more member states. This will facilitate a better understanding of the treatment or condition so that an evidence-based decision concerning its acceptance can be made by the LSST(M).

6.10.1 **Review and Development Working Group (ReDWiG)**

Each working group will be titled a 'Review and Development Working Group' (ReDWiG) and specific working groups will be established to consider individual issues. The members of such groups will be appointed by the LSST(M).

6.10.2 **Review and Development Working Group (ReDWiG) Protocol**

Proposals for any reduction in the requirements or inclusion of medical developments shall be submitted to the appropriate ReDWiG when the LSST(M) determines this is appropriate.

NAAs or Organisations may submit proposals to change regulations for liberalisation or to take advantage of developments in medical treatments. In the case of proposals submitted by an NAA, the proposal must be supported by at least one other NAA, even if that NAA does not take part in the protocol itself. In the case of proposals submitted by an Organisation, the proposal must be sponsored by an NAA and supported by a second NAA.

For each proposal, and prior to certification of any pilot, ReDWiG will produce a written protocol ('the protocol') that will:

1. include a review of the regulations in use in other major aviation states and ICAO
2. identify adverse outcomes from those states where the change is already in place
3. conduct a literature review, if appropriate
4. estimate the incapacitation risk
5. estimate the risk of subtle impairment of performance
6. state the NAAs that are willing to take part in the protocol or support it.
7. set out clear selection criteria for aircrew to be admitted to the protocol
8. estimate the numbers of aircrew likely to be included
9. determine if Class 1 or Class 2 (or both) applicants are to be included
10. undertake a basic risk-benefit analysis
11. set out clear monitoring procedures to be put in place
12. set out clear end-points for terminating the protocol
13. nominate an individual who has responsibility for the protocol in his/her NAA
14. nominate a medical research expert, if necessary, to provide advice on research methods
15. nominate an individual who has responsibility for co-ordinating results from the NAAs involved in the protocol and presenting the results to the LSST(M)

The protocol will then be presented to the full LSST(M) and its members will then have a finite period in which to voice concerns and help identify risks.

At the end of this period ReDWiG will add a list of all anticipated risks to the protocol and a risk-management strategy for every anticipated risk. Where the risk of incapacitation is included in the risks, an OML or OSL must be added. Where the risk of subtle impairment of performance is included, ReDWiG must set minimum simulator-testing requirements or minimum requirements for line-flying under supervision (LFUS) or both.

When this is complete the certification of affected pilots may begin in accordance with the requirements and limitations agreed in the completed protocol.

Pilots holding a certificate issued as part of a protocol must be tagged for data collection and subject to Mandatory Occurrence Reporting for every incident, however trivial.

After a time fixed in the protocol there shall be an evaluation of the outcome of the protocol. The results shall be assessed by peer review.

6.11 JAA Manual of Civil Aviation Medicine

Further guidance for AME's, AMC's, and AMS is to be found in the "JAA Manual of Civil Aviation Medicine". The manual is published as a stand-alone document in hard copy and can be found on the JAA website as well (http://www.jaa.nl/). The information contained in the manual will enhance the application of the standards given in the relevant sections of JAR-FCL 3 (Section 1) and best practices to meet the requirements. However, legally binding are the provisions as outlined in Section 1.

6.11.1 Contents of the JAA Manual of Civil Aviation Medicine

1 General
- The concept of aeromedical fitness
- The aeromedical health examination
- The concept of aeromedical risk assessment
- Differences from provisions
- Review Procedure

2 Cardiovascular system
3 The respiratory system
4 The digestive system
5 Metabolic, nutritional and endocrine systems
6 Haematology
7 The urinary system
8 The reproductive system
9 Sexually transmitted diseases and other infections
10 The musculosceletal system
11 Aviation psychiatry
12 Aviation neurology
13 Aviation ophthalmology
14 Aviation otorhinolaryngology
15 Aviation psychology
16 Dermatology
17 Oncology
18 Tropical and Travel Medicine
19 Medication and flying

6.11.2 Publication of the JAA Manual of Civil Aviation Medicine

The complete text of the "JAA Manual of Civil Aviation Medicine" is available in printed form and on the JAA website under the Licensing part. See: http://www.jaa.nl/licensing/licensing.htmlg.html

6.12 MEDICAL STANDARD DOCUMENTS

STANDARD DOCUMENT N°155 (b) (Medical)

(See Chapter 6)
The following information shall be provided by a State of Licence Issue to another Member State, to enable licence holders to transfer their State of licence issue. The information may be provided in the format shown or by any suitable media.

NATIONAL AVIATION AUTHORITY

INFORMATION FORM FOR THE TRANSFER OF A JAR-FCL LICENCE
MEDICAL DETAILS, IN CONFIDENCE

ITEM	Ref to ICAO Ann.1	Description			
1	I	State of licence issue			
2	II	Title of licence			
3	III	Serial number of any licence held (or national medical reference number)			
4	IV	Full name of holder			
5	V	Address of holder			
6	XIV	Date of birth			
7	VI	Nationality of holder			
8	VIII	Issuing authority			
9	-	Initial class 1 medical certificate:	Date of issue	Type (JAR or National)	
10	-	Dates of last three revalidation/renewal examinations (if any)			
11	XIII	Limitations (if any)			
12	-	Comments on any relevant aspect of the applicant's medical history or examination (if appropriate please enclose reports) Enclose latest general examination, ophthalmic and ENT reports as minimum			

If there is insufficient space on this form for any information please use additional page.

Certification	
I, (name) …….. a medical officer of the … ……. (licensing authority) certify that the details given above and on any additional pages included are true and correct.	
Signature and Licensing authority stamp	

IEM FCL 3.095(c) (1)

LOGO

CIVIL AVIATION ADMINISTRATION COUNTRY

APPLICATION FORM FOR AN AVIATION MEDICAL CERTIFICATE

Complete this page fully and in block capitals - Refer to instructions pages for details. MEDICAL IN CONFIDENCE

(1) JAA State of licence issue:	(2) Class of medical certificate applied for 1st ☐ 2nd ☐ Others ☐	
(3) Surname:	(4) Previous surname(s):	(12) Application Initial ☐ Revalidation/Renewal ☐
(5) Forenames:	(6) Date of birth: (7) Sex Male ☐ Female ☐	(13) Reference number:
(8) Place and country of birth:	(9) Nationality:	(14) Type of licence applied for:
(10) Permanent address: Country: Telephone No.: Mobile No: e-mail: @	(11) Postal address (if different) Country: Telephone No.:	(15) Occupation (principal) (16) Employer (17) Last medical examination Date: Place:

(18) Aviation licence(s) held (type): Licence number: State of issue:	(19) Any Limitations on Licence/ Med. Cert. No ☐ Yes ☐ Details:
(20) Have you ever had an aviation medical certificate denied, suspended or revoked by any licensing authority? No ☐ Yes ☐ Date: Country: Details:	(21) Flight time hours total: / (22)Flight time hours since last medical: (23) Aircraft presently flown:
(24) Any aircraft accident or reported incident since last medical? No ☐ Yes ☐ Date: Place: Details:	(25) Type of flying intended: (26) Present flying activity Single pilot ☐ Multi pilot ☐
(27) Do you drink alcohol? ☐ No ☐ Yes, amount	(28) Do you currently use any medication? No ☐ Yes ☐ State drug, dose, date started and why:
(29) Do you smoke tobacco? ☐ No, never ☐ No, date stopped: ☐ Yes, state type and amount:	

General and medical history: Do you have, or have you ever had, any of the following? (Please tick).

Note: if revalidating at the same venue as last examination, tick only boxes relating to any medical/surgical/ophthalmic or other events or changes since last examined. If 'no change' state this in 'Remarks'.

	Yes	No		Yes	No		Yes	No	**Family history of:**	Yes	No
101 Eye trouble/eye operation			112 Nose, throat or speech disorder			123 Malaria or other tropical disease			170 Heart disease		
102 Spectacles and/or contact lenses ever worn			113 Head injury or concussion			124 A positive HIV test			171 High blood pressure		
			114 Frequent or severe headaches			125 Sexually transmitted disease			172 High cholesterol level		
103 Spectacle/contact lens prescriptions change since last medical exam.			115 Dizziness or fainting spells			126 Admission to hospital			173 Epilepsy		
			116 Unconsciousness for any reason			127 Any other illness or injury			174 Mental illness		
104 Hay fever, other allergy			117 Neurological disorders; stroke,			128 Visit to medical practitioner			175 Diabetes		
105 Asthma, lung disease			epilepsy, seizure, paralysis, etc			since last medical examination			176 Tuberculosis		
106 Heart or vascular trouble			118 Psychological/psychiatric trouble			129 Refusal of life insurance			177 Allergy/asthma/eczema		
107 High or low blood pressure			of any sort			130 Refusal of flying licence			178 Inherited disorders		
108 Kidney stone or blood in urine			119 Alcohol/drug/substance abuse						179 Glaucoma		
109 Diabetes, hormone disorder			120 Attempted suicide								
110 Stomach, liver or intestinal trouble			121 Motion sickness requiring medication			132 Medical rejection from or for military service			**Females only:**		
111 Deafness, ear disorder			122 Anaemia / Sickle cell trait/other			133 Award of pension or			150 Gynaecological, menstrual problems		
			blood disorders			compensation for injury or illness			151 Are you pregnant?		

(30) **Remarks:** If previously reported and no change since, so state.

(31) **Declaration:** I hereby declare that I have carefully considered the statements made above and to the best of my belief they are complete and correct and that I have not withheld any relevant information or made any misleading statements. I understand that if I have made any false or misleading statements in connection with this application, or fail to release the supporting medical information, the Authority may refuse to grant me a medical certificate or may withdraw any medical certificate granted, without prejudice to any other action applicable under national law. CONSENT TO RELEASE OF MEDICAL INFORMATION: I hereby authorise the release of all information contained in this report and any or all attachments to the Aeromedical Section and where necessary the Aeromedical Section of another JAA Member State, recognising that these documents or electronically stored data are to be used for completion of a medical assessment and will become and remain the property of the Authority, providing that I or my physician may have access to them according to national law. Medical Confidentiality will be respected at all times.

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Date Signature of applicant Signature of AME (Witness)

(IEM FCL 3.095 (c) (2)

INSTRUCTION PAGE FOR COMPLETION OF THE APPLICATION FORM FOR AN AVIATION MEDICAL CERTIFICATE

This Application Form, all attached Report Forms and Reports are required in accordance with ICAO Instructions and will be transmitted to the **Aeromedical Section**. Medical Confidentiality shall be respected at all times.

The Applicant must personally complete in full all questions (boxes) on the Application Form. Writing must be in Block Capitals using a ball-point pen and be legible. Exert sufficient pressure to make legible copies. If more space is required to answer any question, use a plain sheet of paper bearing the information, your signature and the date signed. The following numbered instructions apply to the numbered headings on the application form.

NOTICE: Failure to complete the application form in full or to write legibly will result in non-acceptance of the application form. The making of False or Misleading statements or the Withholding of relevant information in respect of this application may result in criminal prosecution, denial of this application and/or withdrawal of any medical certificate(s) granted.

1. JAA STATE APPLIED TO: State name of Country this application is to be forwarded to.	**17. LAST MEDICAL APPLICATION:** State date (day, month, year) and place (town, country). Initial applicants state 'NONE'.
2. CLASS OF MEDICAL CERTIFICATE: Tick appropriate box. Class 1: Professional Pilot Class 2: Private Pilot Others: All other uses, e.g. ATC, Cabin Crew	**18. AVIATION LICENCE HELD:** State type of licences held as answered in Question 14. Enter licence number and State of issue for each licence. If no licences are held, state 'NONE'.
3. SURNAME: State Surname/ Family name.	**19. ANY LIMITATIONS ON THE LICENCE / MEDICAL CERTIFICATE:** Tick appropriate box and give details of any limitations on your licences / medical certificates, e.g. vision, colour vision, safety pilot, etc.
4. PREVIOUS SURNAME(S): If your surname or family name has changed for any reason, state previous name(s).	**20. MEDICAL CERTIFICATE DENIAL OR REVOCATION:** Tick 'YES' box if you have ever had a medical certificate denied or revoked even if only temporary. If 'YES', state date (DD/MM/YYYY) and Country where occurred.
5. FORENAMES: State first and middle names (maximum three).	**21. PILOT FLIGHT TIME TOTAL:** State total number of hours flown.
6. DATE OF BIRTH: Specify in order Day(DD), Month(MM), Year(YYYY) in numerals, e.g. 22-08-1950.	**22. PILOT FLIGHT TIME SINCE LAST MEDICAL:** State number of hours flown since your last medical examination.
7. SEX: Tick appropriate box.	**23. AIRCRAFT PRESENTLY FLOWN:** State name of principal aircraft flown, e.g. Boeing 737, Cessna 150, etc.
8. PLACE OF BIRTH: State Town and Country of birth.	**24. AIRCRAFT ACCIDENT/INCIDENT:** If 'YES' box ticked, state Date (DD/MM/YYYY) and Country of Accident/Incident.
9. NATIONALITY: State name of country of Citizenship.	**25. TYPE OF FLYING INTENDED:** State whether airline, charter, single-pilot commercial air transport carrying passengers, agriculture, pleasure, etc.
10. PERMANENT ADDRESS:. State permanent postal address and country. Enter telephone area code as well as number.	**26. PRESENT FLYING ACTIVITY:** Tick appropriate box to indicate whether you fly as the SOLE pilot or not.
11. POSTAL ADDRESS: If different from permanent address, state full current postal address including telephone number and area code. If the same, enter 'SAME'.	**27. DO YOU DRINK ALCOHOL:** Tick applicable box. If yes, state weekly alcohol consumption e.g. 2 litres beer.
12. APPLICATION: Tick appropriate box.	**28. DO YOU CURRENTLY USE ANY MEDICATION:** If 'YES', give full details - name, how much you take and when, etc. Include any non-prescription medication.
13. REFERENCE NUMBER: State Reference Number allocated to you by your National Aviation Authority. Initial Applicants enter 'NONE'.	**29. DO YOU SMOKE TOBACCO?** Tick applicable box. Current smokers state type (cigarettes, cigars, pipe) and amount (e.g. 2 cigars daily; pipe - 1 oz. weekly)
14. TYPE OF LICENCE APPLIED FOR (OR INTENDED): State type of licence applied for from the following list: Aeroplane Transport Pilot Licence Commercial Pilot Licence/Instrument Rating Commercial Pilot Licence Private Pilot Licence/Instrument Rating Private Pilot And whether Fixed Wing / Rotary Wing / Both Other – Please specify	**GENERAL AND MEDICAL HISTORY** All items under this heading from number 101 to 179 inclusive must have the answer 'YES' or 'NO' ticked. You MUST tick 'YES' if you have ever had the condition in your life and describe the condition and approximate date in the **30. REMARK**S box. All questions asked are medically important even though this may not be readily apparent. Items numbered 170 to 179 relate to immediate family history whereas items numbered 150 to 151 must be answered by female applicants only. If information has been reported on a previous application form and there has been no change in your condition, you may state 'Previously Reported, No Change Since'. However, you must still tick 'YES' to the condition. Do not report occasional common illnesses such as colds.
15. OCCUPATION:	
16. EMPLOYER: If principal occupation is pilot, then state employer's name or if self-employed, state 'self'.	**31. DECLARATION AND CONSENT TO OBTAINING AND RELEASING INFORMATION:** Do not sign or date these declarations until indicated to do so by the AME who will act as witness and sign accordingly.

AN APPLICANT HAS THE RIGHT TO REFUSE ANY TEST AND TO REQUEST REFERRAL TO THE AUTHORITY (AMS). HOWEVER, THIS MAY RESULT IN TEMPORARY DENIAL OF MEDICAL CERTIFICATION.

(IEM FCL 3.095 (c) (3)

AME MEDICAL EXAMINATION GUIDELINES

Before stating the medical examination, check both the licence and the previous medical certificate.. The licence is checked to verify the identity of the applicant. Should an applicant not have his/her licence or previous medical certificate, you should contact the Authority (Aeromedical Section) to check prior details and requirements. If the applicant is an initial applicant, you should have him/her satisfactorily establish their identity by other means.

The previous medical certificate is checked for limitations. The limitation 'Special Instructions – contact AMS' requires you to contact the relevant AMS for special instructions which may even require the applicant to be examined at a designated location or centre. If a pilot has been outside the limits of JAR-FCL 3, Section 1, Subparts B or C, but has been certified after review procedure by the AMS, the limitation 'REV - Medical certificate issued after review procedure, special instructions may apply, AMS may be contacted' indicates that special instructions may apply. It allows any AME to be aware of that and to contact the AMS for more information if deemed necessary. However, the holder of the medical certificate should present the written report of the AMS concerning the review procedure to the AME to allow quicker processing (Reference JAR-FCL 3.125).

You should then check the previous medical certificate to establish what tests are required for that medical, i.e. ECG.

Hand the applicant the Application Form and the guidelines for its completion. Instruct the applicant to complete the form but NOT to sign it until instructed. You should go over the form with the applicant elucidating further information as necessary to determine the significance of any entry and asking further questions as an aide-memoire. When you are satisfied that the form is complete and legible, request the applicant to sign and date the form and then sign yourself as witness. If the applicant refuses to complete the application form fully or refuses to sign the declaration consent to release of medical information, you must inform the applicant that you may not issue a medical certificate regardless of the result of the clinical examination; also that you must refer the complete documentation of that examination to the relevant AMS for a decision. This AMS is expected to state that their application for a medical certificate is incomplete and not acceptable.

Perform the medical examination and complete the Medical Examination Report Form as per instructions. Review all tests required and confirm all performed. If an Extended Medical Examination is being performed, confirm completion and receipt of ORL and Ophthalmology report forms.

Review all forms for correctness of answers and results. If you are satisfied that the applicant meets the JAA Standards, issue a new certificate of the appropriate class. When completing the certificate, verify that all the required information is entered and in particular that all limitations, conditions, variations and their corresponding codes are entered on Page 4. Dates of future examinations and tests can be completed at the option of the AME. Ask the applicant to then sign the certificate after your signature.

If all the JAA medical standards are not clearly met, or if a doubt exists about the fitness of the applicant for the class of medical certificate applied, either refer the decision to the AMS or deny issuance of a certificate.He/she must be informed of their right to review by the AMS and it should be explained to them why a certificate is being denied.

Complete all forms as soon as possible and certainly within 5 days. Forward them to your national AMS (or supervisory AMS if you are an AME based in a non-JAA State). If a medical certificate has been denied or decision referred, documentation must be forwarded immediately by post and preferably also by fax.

IEM FCL 3.095 (c) (4)

MEDICAL EXAMINATION REPORT

(201) Examination Category	(202) Height (cm)	(203) Weight (kg)	(204) Colour Eye	(205) Colour Hair	(206) Blood Pressure-seated (mmHg)		(207) Pulse - resting	
Initial ☐ Reval/Renewal ☐ Extended ☐ Special referral ☐					Systolic	Diastolic	Rate (bpm)	Rhythm reg ☐ irreg ☐

Clinical exam: Check each item	Normal	Abnormal		Normal	Abnormal
(208) Head, face, neck, scalp			(218) Abdomen, hernia, liver, spleen		
(209) Mouth, throat, teeth			(219) Anus, rectum		
(210) Nose, sinuses			(220) Genito - urinary system		
(211) Ears, drums, eardrum motility			(221) Endocrine system		
(212) Eyes - orbit & adnexa; visual fields			(222) Upper & lower limbs, joints		
(213) Eyes - pupils and optic fundi			(223) Spine, other musculoskeletal		
(214) Eyes - ocular motility; nystagmus			(224) Neurologic - reflexes, etc.		
(215) Lungs, chest, breasts			(225) Psychiatric		
(216) Heart			(226) Skin, identifying marks and lymphatics		
(217) Vascular system			(227) General systemic		

(228) **Notes:** Describe every abnormal finding. Enter applicable item number before each comment.

Visual acuity

(229) *Distant vision at 5m /6m*

	uncorrected		Spec-tacles	Contact lenses
Right eye		Corr. to		
Left eye		Corr. to		
Both eyes		Corr. to		

(230) *Interm. vision* N14 at 100 cm

	Uncorrected		Corrected	
	Yes	No	Yes	No
Right eye				
Left eye				
Both eyes				

(231) *Near vision*

	Uncorrected		Corrected	
N5 at 30-50 cm	Yes	No	Yes	No
Right eye				
Left eye				
Both eyes				

(232) **Glasses** Yes ☐ No ☐ Type:

(233) **Contact lenses** Yes ☐ No ☐ Type:

Refraction	Sph	Cyl	Axis	Add
Right eye				
Left eye				

(313) **Colour perception** Normal ☐ Abnormal ☐

Pseudo-isochromatic plates No of plates: Type: Ishihara (24 plates) No of errors:

(234) **Hearing** (when 241 not performed)

	Right ear	Left ear
Conversational voice test (2m) back turned to examiner	Yes ☐ No ☐	Yes ☐ No ☐

Audiometry

Hz	500	1000	2000	3000
Right				
Left				

(236) **Pulmonary function**

FEV_1/FVC _____ %

Normal ☐ Abnormal ☐

(237) **Haemoglobin**

_____ _____ (***unit***)

Normal ☐ Abnormal ☐

(235) **Urinalysis** Normal ☐ Abnormal ☐

Glucose	Protein	Blood	Other

Accompanying Reports	Normal	Abnormal / Comment
(238) ECG		
(239) Audiogram		
(240) Ophthalmology		
(241) ORL (ENT)		
(243) Blood lipids		
(244) Pulmonary function		
(246) Other (what?)		

(247) **Aviation medical examiner's recommendation**

Name of applicant: Date of birth:

_____ _____

☐ Fit Class _____

☐ Medical certificate issued by undersigned (copy attached) class _____

☐ Unfit class _____ (JAR-FCL 3 para _____)

☐ Deferred for further evaluation. If yes, why and to whom?

(248) **Comments, restrictions, limitations:**

(249) **Medical examiner's declaration:**

I hereby certify that I/my AME group have personally examined the applicant named on this medical examination report and that this report with any attachment embodies my findings completely and correctly.

(250) Place and date:	Examiner's Name and Address:(Block Capitals)	AME Stamp with AME No.:
Authorised Medical Examiners Signature:	E-mail: Telephone No.: Telefax No.:	

IEM FCL 3.095 (c) (5)

AME INSTRUCTIONS FOR COMPLETION OF THE MEDICAL EXAMINATION REPORT FORM

All questions (boxes) on the Medical Examination Report Form must be completed in full. If an Otorhinolaryngology Examination Report Form is attached, then Questions 209, 210, 211, and 234 may be omitted. If an Ophthalmology Examination Report Form is attached then Questions 212, 213, 214, 229, 230, 231, 232, and 233 may be omitted.

Writing must be in BLOCK CAPITALS using a ball-point pen and be legible. Exert sufficient pressure to make legible copies. Completion of this form by typing/printing is both acceptable and preferable. If more space is required to answer any question, write on a plain sheet of paper the applicant's name, the information, your signature and the date signed. The following instructions apply to the same numbered headings on the Medical Examination Report Form.

NOTICE – Failure to complete the medical examination report form in full as required or to write legibly may result in non-acceptance of the application in total and may lead to withdrawal of any medical certificate issued. The making of False or Misleading statements or the withholding of relevant information by an AME may result in criminal prosecution, denial of an application or withdrawal of any medical certificate granted.

201 EXAMINATION CATEGORY – Tick appropriate box.
Initial – Initial examination for either Class 1 or 2; also initial exam.for upgrading from Class 2 to 1 (notate 'upgrading' in Section 248).
Renewal / Revalidation – Subsequent ROUTINE examinations.
Extended Renewal / Revalidation – Subsequent ROUTINE examinations which include comprehensive Ophthalmological and ORL examinations.

202 HEIGHT – Measure height without shoes in centimetres to nearest cm.

203 WEIGHT – Measure weight in indoor clothes in kilograms to nearest kg.

204 EYE COLOUR – State colour of applicants eyes from the following list: brown, blue, green, hazel, grey, multi.

205 HAIR COLOUR – State colour of applicants hair from the following list: brown, black, red, fair, bald.

206 BLOOD PRESSURE – Blood Pressure readings should be recorded as Phase 1 for Systolic pressure and Phase 5 for Diastolic pressure. The applicant should be seated and rested. Recordings in mm Hg.

207 PULSE (RESTING) – The pulse rate should be recorded in beats per minute and the rhythm should be recorded as regular or irregular. Further comments if necessary may be written in Section 228, 248 or separately.

SECTION 208 – 227 inclusive constitute the general clinical examination and each of the sections must be checked as Normal or Abnormal.

208 HEAD, FACE, NECK, SCALP – To include appearance, range of neck and facial movements, symmetry, etc.

209 MOUTH, THROAT, TEETH – To include appearance of buccal cavity, palate motility, tonsillar area, pharynx and also gums, teeth and tongue.

210 NOSE, SINUSES – To include appearance and any evidence of nasal obstruction or sinus tenderness on palpation.

211 EARS, DRUMS, EARDRUM MOTILITY – To include otoscopy of external ear, canal, tympanic membrane. Eardrum motility by valsalva manoeuvre or by pneumatic otoscopy.

212 EYES – ORBIT AND ADNEXA, VISUAL FIELDS – To include appearance, position and movement of eyes and their surrounding structures in general, including eyelids and conjunctiva. Visual fields check by campimetry, perimetry or confrontation.

213 EYES – PUPILS AND OPTIC FUNDI – To include appearance, size, reflexes, red reflex and fundoscopy. Special note of corneal scars.

214 EYES – OCULAR MOTILITY, NYSTAGMUS – To include range of movement of eyes in all directions; symmetry of movement of both eyes; ocular muscle balance; convergence; accommodation; signs of nystagmus.

215 LUNGS, CHEST, BREAST – To include inspection of chest for deformities, operation scars, abnormality of respiratory movement, auscultation of breath sounds. Physical examination of female applicants breasts should only be performed with informed consent.

216 HEART – To include apical heart beat, position, auscultation for murmurs, carotid bruits, palpation for trills.

217 VASCULAR SYSTEM – To include examination for varicose veins, character and feel of pulse, peripheral pulses, evidence of peripheral circulatory disease.

218 ABDOMEN, HERNIA, LIVER, SPLEEN – To include inspection of abdomen; palpation of internal organs; check for inquinal hernias in particular.

219 ANUS, RECTUM – Examination only with informed consent.

220 GENITO-URINARY SYSTEM – To include renal palpation; inspection palpation male/female reproductive organs only with informed consent.

221 ENDOCRINE SYSTEM – To include inspection, palpation for evidence of hormonal abnormalities/imbalance; thyroid gland.

222 UPPER AND LOWER LIMBS, JOINTS – To include full range of movements of joints and limbs, any deformities, weakness or loss. Evidence of arthritis.

223 SPINE, OTHER MUSCULOSKELETAL – To include range of movements, abnormalities of joints.

224 NEUROLOGIC – REFLEXES ETC. To include reflexes, sensation, power, vestibular system – balance, romberg test, etc.

225 PSYCHIATRIC – To include appearance, appropriate mood/thought, unusual behaviour.

226 SKIN, LYMPHATICS, IDENTIFYING MARKS – To include inspection of skin; inspection, palpation for lymphadenopathy, etc. Briefly describe scars, tattoos, birthmarks, etc. which could be used for identification purposes.

227 GENERAL SYSTEMIC – All other areas, systems and nutritional status.

228 NOTES – Any notes, comments or abnormalities to be described – extra notes if required on paper, signed and dated.

229 DISTANT VISION AT 5/6 METRES – Each eye to be examined separately and then both together. First without correction, then with spectacles (if used) and lastly with contact lenses, if used. Record visual acuity in appropriate boxes. Visual acuity to be tested at either 5 or 6 metres with the appropriate chart for the distance.

230 INTERMEDIATE VISION AT 1 METRE – Each eye to be examined separately and then both together. First without correction, then with spectacles if used and lastly with contact lenses if used. Record visual acuity in appropriate boxes as ability to read N14 at 100 cm (Yes/No).

231 NEAR VISION AT 30–50 CMS. – Each eye to be examined separately and then both together. First without correction, then with spectacles if used and lastly with contact lenses, if used. Record visual acuity in appropriate boxes as ability to read N5 at 30–50 cm (Yes/No).

Note: Bifocal contact lenses and contact lenses correcting for near vision only are not acceptable.

232 SPECTACLES – Tick appropriate box signifying if spectacles are or are not worn by applicant. If used, state whether unifocal, bifocal, varifocal or look-over.

233 CONTACT LENSES – Tick appropriate box signifying if contact lenses are or are not worn. If worn, state type from the following list; hard, soft, gas-permeable or disposable.

313 COLOUR PERCEPTION - Tick appropriate box signifying if colour perception is normal or not. If abnormal state number of plates of the first 15 of the pseudo-isochromatic plates (Ishihara 24 plates) have not been read correct.

234 HEARING – Tick appropriate box to indicate hearing level ability as tested separately in each ear at 2 m.

335 URINALYSIS – State whether result of urinalysis is normal or not by ticking appropriate box. If no abnormal constituents, state NIL in each appropriate box.

336 FEV1/FVC – When required or on indication, state actual value obtained in % and state if normal or not with reference to height, age, sex and race.

337 HAEMOGLOBIN – Enter actual haemoglobin test result and state units used. Then state whether normal value or not by ticking appropriate box.

238–246 ACCOMPANYING REPORTS – One box opposite each of these sections must be ticked. If the test is not required and has not been performed, then tick the NOT PERFORMED box. If the test has been performed (whether required or on indication) complete the normal or abnormal box as appropriate. In the case of question 246, the number of other accompanying reports must be stated.

247 MEDICAL EXAMINER'S RECOMMENDATION – Enter name of applicant in Block Capitals and then tick appropriate box with applicable class of Medical Certificate. If a fit assessment is recommended, please indicate whether a Medical Certificate has been issued or not. An applicant may be recommended as Fit for Class 2 but also deferred or recommended as Unfit for Class I. If an Unfit recommendation is made, applicable JAR Med. Para No(s) must be entered. If an applicant is deferred for further evaluation, indicate the reason and the doctor to whom applicant referred.

248 COMMENTS, RESTRICTIONS, LIMITATIONS, ETC. – Enter here your findings and assessment of any abnormality in the history or examination. State also any limitation required.

249 MEDICAL EXAMINERS DETAILS – In this section the AME must sign the declaration, complete his name and address in block capitals, contact telephone number (and fax if available) and lastly stamp the relevant box with his designated AME stamp incorporating his AME number.

250 PLACE AND DATE – Enter the place (town or city) and the date of examination. The date of examination is the date of the general examination and not the date of finalisation of form. If the medical examination report is finalised on a different date, enter date of finalisation in Section 248 as 'Report finalised on .....'.

IEM FCL 3.095 (c) (6)

OPHTHALMOLOGY EXAMINATION REPORT

Complete this page fully and in block capitals – Refer to instructions pages for details

JAA STATE

MEDICAL IN CONFIDENCE

Applicant's details

(1) JAA State applied to:	(2) Class of medical certificate applied for 1st ☐ 2nd ☐ Others ☐		
(3) Surname:	(4) Previous surname(s):		(12) Application Initial ☐ Revalidation/Renewal ☐
(5) Forenames:	(6) Date of birth:	(7) Sex Male ☐ Female ☐	(13) Reference number:
(8) Place and country of birth:	(9) Nationality:		(14) Type of licence desired:

(301) **Consent to release of medical information:** I hereby authorise the release of all information contained in this report and any or all attachments to the Aeromedical Examiner, the Authority and where necessary the Aeromedical Section of another State, recognising that these documents or any other electronically stored data are to be used for completion of a medical assessment and will become and remain the property of the Authority, providing that I or my physician may have access to them according to national law. Medical Confidentiality will be respected at all times.

Date: _____ Signature of the applicant: _____ Signature of medical examiner (witness):_____

(302) Examination Category
Initial ☐
Reval /Renewal ☐
Special referral ☐

(303) Ophthalmological history:

Clinical examination

Check each item		Normal	Abnormal
(304) Eyes, external & eyelids			
(305) Eyes, Exterior (slit lamp, ophth.)			
(306) Eye position and movements			
(307) Visual fields (confrontation)			
(308) Pupillary reflexes			
(309) Fundi (Ophthalmoscopy)			
(310) Convergence	cm		
(311) Accommodation	D		

(312) *Ocular muscle balance* (in prisme dioptres)

Distant at 5/6 metres	Near at 30–50 cm
Ortho	Ortho
Eso	Eso
Exo	Exo
Hyper	Hyper
Cyclo	Cyclo
Tropia Yes No	Phoria Yes No
Fusional reserve testing Not performed	Normal Abnormal

(313) *Colour perception*

Pseudo-Isochromatic plates	Type:
No of plates:	No of errors:
Advanced colour perception testing indicated Yes No Method:	
Colour SAFE	Colour UNSAFE

Visual acuity

(314) *Distant vision at 5 m /6 m*	uncorrected		Spectacles	Contact lenses
Right eye		Corrected to		
Left eye		Corrected to		
Both eyes		Corrected to		

(315) *Intermediate vision at 1 m*	*uncorrected*		Spectacles	Cont. lens.
Right eye		Corrected to		
Left eye		Corrected to		
Both eyes		Corrected to		

(316) *Near vision at 30–50 cm*	uncorrected		Spectacles	Cont. lens.
Right eye		Corrected to		
Left eye		Corrected to		
Both eyes		Corrected to		

(317) *Refraction*	Sph	Cylinder	Axis	Near (add)
Right eye				
Left eye				
Actual refraction examined	Spectacles prescription based			

(318) *Spectacles*
Yes ☐ No ☐
Type:

(319) *Contact lenses*
Yes ☐ No ☐
Type:

(320) *Intra-ocular pressure*

Right (mmHg)	Left (mmHg)
Method	Normal ☐ Abnormal ☐

(321) **Ophthalmological remarks and recommendation:**

(322) **Examiner's declaration:**

I hereby certify that I/my AME group have personally examined the applicant named on this medical examination report and that this report with any attachment embodies my findings completely and correctly.

(323) Place and date:	Ophth Examiner's Name and Address:(Block Capitals)	AME or Specialist Stamp with No:
Authorised Medical Examiner's Signature:	Telefax No.: Telefax No.:	

IEM FCL 3.095 (c) (7)

INSTRUCTIONS FOR COMPLETION OF THE OPHTHALMOLOGY EXAMINATION REPORT FORM

Writing must be in Block Capitals using a ball-point pen and be legible. Exert sufficient pressure to make legible copies. Completion of this form by typing or printing is both acceptable and preferable. If more space is required to answer any question, use a plain sheet of paper bearing the applicant's name, the information, your signature and the date signed. The following numbered instructions apply to the numbered headings on the Medical Examination Report Form.

NOTICE – Failure to complete the medical examination report form in full as required or to write legibly may result in non-acceptance of the application in total and may lead to withdrawal of any medical certificate issued. The making of False or Misleading statements or the withholding of relevant information by an authorised examiner may result in criminal prosecution, denial of an application or withdrawal of any medical certificate granted.

GENERAL – The AME or Ophthalmology specialist performing the examination should verify the identity of the applicant. The applicant should then be requested to complete the sections 1, 2, 3, 4, 5, 6, 7, 12 and 13 on the form and then sign and date the **consent to release of medical information** (Section 301) with the examiner countersigning as witness.

302 EXAMINATION CATEGORY – Tick appropriate box.

Initial – Initial examination for either Class 1 or 2; also initial exam. for upgrading from Class 2 to 1 (notate 'upgrading' in Section 303).

Revalidation /Renewal – Subsequent comprehensive Ophthalmological examinations (due to refractive error).

Special Referral – NON Routine examination for assessment of an ophthalmological symptom or finding.

303 OPHTHALMOLOGY HISTORY – Detail here any history of note or reasons for special referral.

CLINICAL EXAMINATION – SECTIONS 304-309 INCLUSIVE – These sections together cover the general clinical examination and each of the sections must be checked as Normal or Abnormal. Enter any abnormal findings or comments on findings in Section 321.

310 CONVERGENCE – Enter near point of convergence in cms. as measured using RAF Near Point Rule or equivalent. Please also tick whether Normal or Abnormal and enter abnormal findings and comments in Section 321.

311 ACCOMMODATION – Enter measurement recorded in Dioptres using RAF Near Point Rule or equivalent. Please also tick whether Normal or Abnormal and enter abnormal findings and comments in Section 321.

312 OCULAR MUSCLE BALANCE – Ocular Muscle Balance is tested at Distant 5 or 6 ms and Near at 30-50 cms and results recorded. Presence of Tropia or Phoria must be entered accordingly and also whether Fusional Reserve Testing was NOT performed and if performed whether normal or not.

313 COLOUR PERCEPTION – Enter type of Pseudo-Isochromatic Plates (Ishihara) as well as number of plates presented with number of errors made by examinee. State whether Advanced Colour Perception Testing is indicated and what methods used (which Colour Lantern or Anomaloscopy) and finally whether judged to be Colour Safe or Unsafe. Advanced Colour Perception Testing is usually only required for initial assessment unless indicated by change in applicant's colour perception.

314–316 VISUAL ACUITY TESTING AT 5/6 ms, 1 m and 30–50 cms. – Record actual visual acuity obtained in appropriate boxes. If correction not worn nor required, put line through corrected vision boxes. Distant visual acuity to be tested at either 5 or 6 metres with the appropriate chart for that distance.

317 REFRACTION – Record results of refraction. Indicate also whether for Class 2 applicants, refraction details are based upon spectacle prescription.

318 SPECTACLES – Tick appropriate box signifying if spectacles are or are not worn by applicant. If used, state whether unifocal, bifocal, varifocal or look-over.

319 CONTACT LENSES – Tick appropriate box signifying if contact lenses are or are not worn. If worn, state type from the following list; hard, soft, gas-permeable, disposable.

320 INTRA-OCULAR PRESSURE – Enter Intra-Ocular Pressure recorded for right and left eyes and indicate whether normal or not. Also indicate method used – applanation, air etc.

321 OPHTHALMOLOGY REMARKS AND RECOMMENDATIONS – Enter here all remarks, abnormal findings and assessment results. Also enter any limitations recommended. If there is any doubt about findings or recommendations the examiner may contact the AMS for advice before finalising the report form.

322 OPHTHALMOLOGY EXAMINERS DETAILS – In this section the Ophthalmology examiner must sign the declaration, complete his name and address in block capitals, contact telephone number (and fax if available) and lastly stamp the report with his designated stamp incorporating his AME or specialist number.

323 PLACE AND DATE – Enter the place (town or city) and the date of examination. The date of examination is the date of the clinical examination and not the date of finalisation of form. If the Ophthalmology examination report is finalised on a different date, enter date of finalisation on Section 321 as ‘Report finalised on ’.

IEM FCL 3.095 (c) (8)

OTORHINOLARYNGOLOGY EXAMINATION REPORT

Complete this page fully and in block capitals – Refer to instructions pages for details.

JAA STATE

MEDICAL IN CONFIDENCE

Applicant's details

(1) JAA State applied to:	(2) Class of medical certificate applied for 1st 2nd Others		
(3) Surname:	(4) Previous surname(s):		(12) Application Initial Revalidation/Renewal
(5) Forenames:	(6) Date of birth:	(7) Sex Male Female	(13) Reference number:

(401) **Consent to release of medical information:** I hereby authorise the release of all information contained in this report and any or all attachments to the Aeromedical Examiner, the Authority and where necessary the Aeromedical Section of another State, recognising that these documents or any other electronically stored data are to be used for completion of a medical assessment and will become and remain the property of the Authority, providing that I or my physician may have access to them according to national law. Medical Confiidentiality will be respected at all times.

Date: Signature of the applicant: Signature of medical examiner (witness)

(402) Examination Category Initial Special referral ☐	(403) Otorhinolaryngology history:

Clinical examination

Check each item	Normal	Abnormal
(404) Head, face, neck, scalp		
(405) Buccal cavity, teeth		
(406) Pharynx		
(407) Nasal passages and naso-pharynnx (incl. anterior rhinoscopy)		
(408) Vestlbular system incl. Romberg test		
(409) Speech		
(410) Sinuses		
(411) Ext acoustic meati, tympanic membranes		
(412) Pneumatic otoscopy		
(413) Impedance tympanometry including Valsalva menoeuvre (initial only)		

(419) *Pure tone audiometry*

dB HL (hearing level)

Hz	Right ear	Left ear
250		
500		
1000		
2000		
3000		
4000		
6000		
8000		

(420) *Audiogram*

o = Right – – – = Air
x = Left ..... = Bone

dB/HL								
–10								
0								
10								
20								
30								
40								
50								
60								
70								
80								
90								
100								
110								
120								
Hz	250	500	1000	2000	3000	4000	6000	8000

Additional testing (if indicated)	Not performed	Normal	Abnormal
(414) Speech audiometry			
(415) Posterior rhinoscopy			
(416) EOG; spontaneous and positional nystagnus			
(417) Differential caloric test or vestibular autorotation test			
(418) Mirror or fibre laryngoscopy			

(421) **Otorhinolaryngology remarks and recommendation:**

(422) **Examiner's declaration:**

I hereby certify that I/my AME group have personally examined the applicant named on this medical examination report and that this report with any attachment embodies my findings completely and correctly.

(423) Place and date:	ORL Examiner's Name and Address:(Block Capitals)	AME or Specialist Stamp with No:
Authorised Medical Examiner's Signature:		
	Telephone No.: Telefax No.:	

IEM FCL 3.095 (c) (9)

INSTRUCTIONS FOR COMPLETION OF THE OTORHINOLARYNGOLOGY EXAMINATION REPORT FORM

Writing must be in Block Capitals using a ball-point pen and be legible. Exert sufficient pressure to make legible copies. Completion of this form by typing or printing is both acceptable and preferable. If more space is required to answer any question, use a plain sheet of paper bearing the applicant's name, the information, your signature and the date signed. The following numbered instructions apply to the numbered headings on the Otorhinolaryngology Examination Report Form.

NOTICE – Failure to complete the medical examination report form in full as required or to write legibly may result in non-acceptance of the application in total and may lead to withdrawal of any medical certificate issued. The making of False or Misleading statements or the withholding of relevant information by an authorised examiner may result in criminal prosecution, denial of an application or withdrawal of any medical certificate granted.

GENERAL – The AME or Otorhinolaryngology specialist performing the examination should verify the identity of the applicant. The applicant should then be requested to complete the sections 1, 2, 3, 4, 5, 6, 7, 12 and 13 on the form and then sign and date the **consent to release of medical information** (section 401) with the examiner countersigning as witness.

402 EXAMINATION CATEGORY – Tick appropriate box.
Initial – Initial examination for Class 1; also initial exam. for upgrading from Class 2 to 1 (notate 'upgrading' in Section 403)
Special Referral – NON Routine examination for assessment of an ORL symptom or finding

403 OTORHINOLARYNGOLOGY HISTORY – Detail here any history of note or reasons for special referral.

CLINICAL EXAMINATION – SECTIONS 404-413 INCLUSIVE – These sections together cover the general clinical examination and each of the sections must be checked as Normal or Abnormal. Enter any abnormal findings and comments on findings in Section 421.

ADDITIONAL TESTING – SECTIONS 414-418 INCLUSIVE – These tests are only required to be performed if indicated by history or clinical findings and are not routinely required. For each test one of the boxes must be completed – if the test is not performed then tick that box – if the test has been performed then tick the appropriate box for a normal or abnormal result. All remarks and abnormal findings should be entered in section 421.

419 PURE TONE AUDIOMETRY – Complete figures for dB HL (Hearing Level) in each ear at all listed frequencies.

420 AUDIOGRAM – Complete Audiogram from figures as listed in Section 419.

421 OTORHINOLARYNGOLOGY REMARKS AND RECOMMENDATIONS – Enter here all remarks, abnormal findings and assessment results. Also enter any limitations recommended. If there is any doubt about findings or recommendations the examiner may contact the AMS for advice before finalising the report form.

422 OTORHINOLARYNGOLOGY EXAMINERS DETAILS – In this section the Otorhinolaryngology examiner must sign the declaration, complete his name and address in block capitals, contact telephone number (and fax if available) and lastly stamp the report with his designated stamp incorporating his AME or specialist number.

423 PLACE AND DATE – Enter the place (town or city) and the date of examination. The date of examination is the date of the clinical examination and not the date of finalisation of form. If the ORL examination report is finalised on a different date, enter date of finalisation in Section 421 as 'Report finalised on.

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MEDICAL CERTIFICATION

MINIMUM PERIODIC REQUIREMENTS

ABBREVIATED TEXT

For full text see JAR-FCL 3.105, Subpart B and C , Appendices 1 to 18, IEM FCL 3.095 (a) & (b)

INITIAL EXAMINATION	CLASS 1 CPL ATPL AMC	CLASS 2 PPL AMC or AME
Validity of Medical Certificate (max. 45 days before revalidation) No extensions	Under 40 - 12 months 40-59, single-p comm. airtr.car pax - 6 months 40-59, other comm.airtr. - 12 months 60 and over - 6 months	Under 40 - 60 months 40 – 49 - 24 months 50 and over - 12 months
Haemoglobin	Every examination	If indicated
Electrocardiogram	Under 30 - 5 yearly 30–39 - 2 yearly 40–49 - Annually 50 and over - all reval/ renew	40 – 49 - 2 yearly 50 and over - Annually
Audiogram	Under 40 - 5 yearly 40 and over - 2 yearly	Initial Instrument Rating Under 40 - 5 yearly 40 and over - 2 yearly
Comprehensive ORL	Initial then if indicated - -	If indicated
Ophthalmology	Iinitial - specialist If refr.error > +/- 3dptr - specialist If refr.error > +3 to +5 dptr or > -3 to -6 dptr - specialist rep. 5 yearly If refr.error > -6 dptr - specialist rep. 2 yearly	Initial then if indicated
Lipid profile	Initial then age 40	If 2 or more risk factors initial and at age 40
Pulmonary Function Test	Initial then if indicated	If indicated
Urinalysis	Every examination	Every examination

Any test may be required at any time if clinically indicated

LOGO

NAME OF NATIONAL AUTHORITY

NATIONAL LANGUAGE 1/2
MEDICAL CERTIFICATE CLASS
1/2

PERTAINING TO A
FLIGHT CREW LICENCE

I	Nat. Lang./*State of Issue*	II	Nat. Lang./* Medical Certificate Class 1/2 (Class of certificate)
III	Nat. Lang./*JAA Licence No(s) (if Held) and/or NAA licence/reference No(s) (if applicable):*	IX	National lang./** Expiry date: Class 1 (single pilot commercial air transport carrying passengers)(dd/mm/yyyy): Class 1 (other commercial operations)(dd/mm/yyyy) Class 2 (dd/mm/yyyy):
IV	National language:/ *Last and first name of holder:*		
XIV	National lang./*Date of birth: (dd/mm/yyyy)*		
VI	National lang./*Nationality:*	XIII	National lang./*Limitations*: *** Code. Description :
VII	National language/ *Signature of holder:*	X	Nat. Lang./**** *Date of issue*: (dd/mm/yyyy)
			Signature of issuing officer:
		XI	National lang./*Stamp:*

IX. Nat. Lang./ Expiry date of this certificate (dd/mm/yyyy)	Class 1 (6 m)	(dd/mm/yyyy)
	Class 1 (12 m)	(dd/mm/yyyy)
	Class 2	

Nat. Lang./ Examination date: (dd/mm/yyyy)		
Nat. Lang./Expiry date of previous Medical Certificate		
Nat. Lang./ Advisory Information	Most recent (dd/mm/yyyy)	Next (dd/mm/yyyy)
Nat. Lang./ECG		
Nat. L./ Audio/ compr. ENT		
Nat. L./ Ophthalmol. (when required)		

2 3 4

* Need not be included here if already on front page
** If the Class 1 expiry date is included in the table at the end of the certificate, along with the other dates, it needs not be included here
*** Either the code plus the written description is placed in this section, or just the code. If just the code, a written description (in English) of what the code means needs to be included elsewhere on the certificate
**** Date of issue is date the certificate is issued and signed

MEDICAL CERTIFICATION

MINIMUM PERIODIC REQUIREMENTS

ABBREVIATED TEXT

For full text see JAR-FCL 3.105, Subpart B and C , Appendices 1 to 18, IEM FCL 3.095 (a) & (b)

INITIAL EXAMINATION	CLASS 1 CPL ATPL AMC	CLASS 2 PPL AMC or AME
Validity of Medical Certificate (max. 45 days before revalidation) No extensions	Under 40 - 12 months 40-59, single-p comm. airtr.car pax - 6 months 40-59, other comm.airtr. - 12 months 60 and over - 6 months	Under 40 - 60 months 40 – 49 - 24 months 50 and over - 12 months
Haemoglobin	Every examination	If indicated
Electrocardiogram	Under 30 - 5 yearly 30–39 - 2 yearly 40–49 - Annually *50 and over* - *all reval/ renew*	40 – 49 - 2 yearly *50 and over* - Annually
Audiogram	Under 40 - 5 yearly *40 and over* - 2 yearly	Initial Instrument Rating Under 40 - 5 yearly *40 and over* - 2 yearly
Comprehensive ORL	Initial then if indicated - -	If indicated
Ophthalmology	*Initial - specialist* *If refr.error > +/- 3dptr - specialist* *If refr.error > +3 to +5 dptr or > -3 to -6 dptr - specialist rep.* 5 yearly *If refr.error > -6 dptr - specialist rep.* 2 yearly	Initial then if indicated
Lipid profile	*Initial then age* 40	If 2 or more risk factors initial and at age 40
Pulmonary *Function Test*	*Initial then if indicated*	*If indicated*
Urinalysis	Every examination	Every examination

Any test may be required at any time if clinically indicated

LOGO

NAME OF NATIONAL AUTHORITY

NATIONAL LANGUAGE 2
MEDICAL CERTIFICATE CLASS 2

PERTAINING TO A
FLIGHT CREW LICENCE

I	Nat. Lang./*State of issue*	II	Nat. Lang./* *Medical certificate Class 2* (Class of certificate)
III	Nat. Lang./JAA Licence No(s) (if held) and/or NAA licence/reference No(s) (if applicable):	IX	National lang./** Expiry date Class 2 (dd/mm/yyyy):
IV	National language:/ *Last and first name of holder:*	XIII	National lang./*Limitations*: *** Code. Description:
XIV	National lang./*Date of birth@dd/mm/yyyy)*	X	Nat. Lang./**** *Date of issue (dd/mm/yyyy)*
VI	National lang./*Nationality:*		*signature/eof issuing officer:*
VII	National language/ *Signature of holder:*	XI	National lang./*Stamp*:

IX. National language /Expiry date of this certificate Class 2: (dd/mm/yyyy)

Nat. Lang./ Examination date : *(dd/mm/yyyy)*		
Nat Lang/Expiry date of previous Medical Certificate		
Nat. Lang./ Advisory Information	Most recent (dd/mm/yy yy)	Next (dd/mm/yy yy)
Nat. Lang./ECG		
Nat. Lang./ Audiogram/ compr. ENT		
Nat. Lang./ Ophthalmology (when required)		

2 3 4

* Need not be included here if already on front page
** If the Class 1 expiry date is included in the table at the end of the certificate, along with the other dates, it needs not be included here
*** Either the code plus the written description is placed in this section, or just the code. If just the code, a written description (in English) of what the code means needs to be included elsewhere on the certificate
**** Date of issue is date the certificate is issued and signed

IEM FCL 3.100 (c)

LIMITATIONS

CODE	LIMITATION, CONDITION, VARIATION	IMPOSED BY	REMOVED BY
TML	VALID ONLY FOR ..... MONTHS	AME/AMC/AMS	AMS
VDL	SHALL WEAR CORRECTIVE LENSES AND CARRY A SPARE SET OF SPECTACLES	AME/AMC/AMS	AMS
VML	SHALL WEAR MULTIFOCAL LENSES AND CARRY A SPARE SET OF SPECTACLES	AME/AMC/AMS	AMS
VNL	SHALL HAVE AVAILABLE CORRECTIVE SPECTACLES FOR NEAR VISION AND CARRY A SPARE SET OF SPECTACLES	AME/AMC/AMS	AMS
VCL	VALID BY DAY ONLY	AMS**	AMS
OML	VALID ONLY AS OR WITH QUALIFIED CO-PILOT	AMS*	AMS*
OFL	CLASS 1 VALID FOR FLIGHT ENGINEER DUTIES ONLY	AMS	AMS
OCL	VALID ONLY AS CO-PILOT	AMS	AMS
OSL	VALID ONLY WITH SAFETY PILOT AND IN AIRCRAFT WITH DUAL CONTROLS	AMS	AMS
OAL	RESTRICTED TO DEMONSTRATED AIRCRAFT TYPE	AMS	AMS
OPL	VALID ONLY WITHOUT PASSENGERS	AMS	AMS
APL	VALID ONLY WITH APPROVED PROSTHESIS	AMS	AMS
AHL	VALID ONLY WITH APPROVED HAND CONTROLS	AMS	AMS
AGL	VALID ONLY WITH APPROVED EYE PROTECTION	AMS	AMS
SSL	(SPECIAL RESTRICTIONS AS SPECIFIED)	AMS	AMS
SIC	SPECIAL INSTRUCTIONS – CONTACT AMS	AMS	AMS
AMS	RECERTIFICATION OR RENEWAL ONLY BY AMS	AMS	AMS
REV	MEDICAL CERTIFICATE ISSUED AFTER REVIEW PROCEDURE, SPECIAL INSTRUCTIONS MAY APPLY, AMS MAY BE CONTACTED	AMS	AMS
RXO	REQUIRES SPECIALIST OPHTHALMOLOGICAL EXAMINATIONS	AME/AMC/AMS	AMS
FEV	For F/E DUTIES VALID FOR AN ADDITIONAL PERIOD OF 6 MONTHS	AME/AMC/AMS	AMS

*** in case of pregnancy by AMS, AMC, AME**
**** in case of colour deficient Class 2 applicants by AMS, AMC, AME**

LIMITATION TML

- **TML** **'VALID ONLY FOR _____ MONTHS'**

EXPLANATION:
The period of validity of your medical certificate has been limited to the duration as shown above for the reasons explained to you by your Authorised Medical Examiner. This period of validity commences on the date of your medical examination. Any period of validity remaining on your previous medical certificate is now no longer valid. You should present for re-examination when advised and follow any medical recommendations. (Reference JAR-FCL 3.105(e)).

LIMITATION VDL

- **VDL '** **SHALL WEAR CORRECTIVE LENSES AND CARRY A SPARE SET OF SPECTACLES'**

EXPLANATION:
In order to comply with the vision requirements of your licence, you are required to wear those spectacles or contact lenses that correct for defective distant vision as examined and approved by an Authorised Medical Examiner whilst exercising the privileges of your licence. You must also carry with you a similar set of spectacles. Should you wear contact lenses, you must carry a spare set of spectacles as approved by an AME. You may not wear contact lenses whilst exercising the privileges of your licence until cleared to do so by an AME. You must also carry a spare set of spectacles. (Reference JAR-FCL 3.220(h) and JAR-FCL 3.3440(f)).

LIMITATION VML

- **VML** **'SHALL WEAR MULTIFOCAL SPECTACLES AND CARRY A SPARE SET OF SPECTACLES' .**

EXPLANATION:
In order to comply with the vision requirements of your licence, you are required to wear those spectacles that correct for defective distant, intermediate and near vision as examined and approved by the Authorised Medical Examiner whilst exercising the privileges of your licence. Contact lenses or full frame spectacles, when either correct for near vision only, may not be worn. You must also carry a spare set of spectacles.

LIMITATION VNL

- **VNL** **'SHALL HAVE AVAILABLE CORRECTIVE SPECTACLES FOR NEAR VISION AND CARRY A SPARE SET OF SPECTACLES'**

EXPLANATION:
In order to comply with the vision requirements of your licence, you are required to carry with you those spectacles that correct for defective near vision as examined and approved by an Authorised Medical Examiner whilst exercising the privileges of your licence. Contact lenses or full frame spectacles, when either correct for near vision only, may not be worn. You must also carry a spare set of spectacles. (Reference JAR-FCL 3.220(h) and JAR-FCL 3.340(f)).

LIMITATION VCL

- **VCL** **'VALID BY DAY ONLY'**

EXPLANATION:
This limitation applies to private pilots and can therefore only be applied to a Class 2 medical certificate. This allows private pilots with varying degrees of colour deficiency to operate within specified circumstances. (Reference JAR-FCL 3.345(e)).

LIMITATION OML

- **OML** **'VALID ONLY AS OR WITH QUALIFIED CO-PILOT'**

EXPLANATION:
This applies to crew members who do not meet the medical requirements for single crew operations, but are fit for multi--pilot operations.

LIMITATION OFL for F/E

- **OFL** '**CLASS 1 VALID FOR FLIGHT ENGINEER DUTIES ONLY'**

EXPLANATION:
This applies to flight engineers who do not fully meet the medical requirements for a Class 1 medical certificate, but are fit for F/E duties in multi-pilot operations.

LIMITATION OCL

- **OCL** **'VALID ONLY AS CO-PILOT'**

EXPLANATION:
This limitation is a further extension of the OML limitation and is applied when, for some well defined medical reason, the individual is assessed as safe to operate in a co-pilot role but not in command. (Reference JAR-FCL 3.100(e)).

LIMITATION OSL

- **OSL** **'VALID ONLY WITH SAFETY PILOT AND IN AIRCRAFT WITH DUAL CONTROLS'.**

EXPLANATION:
This limitation requires that the aircraft have dual flying controls. The Safety Pilot must be qualified as PIC on the class/type of aircraft and rated for the flight conditions. He must occupy a control seat, be aware of the type(s) of possible incapacity that you may suffer and be prepared to take over the aircraft controls during flight. (Reference JAR-FCL 3.035 and IEM FCL 3.035).

LIMITATION OAL

- **OAL** **'RESTRICTED TO DEMONSTRATED AIRCRAFT TYPE'**

EXPLANATION:
This limitation may apply to a pilot who has a limb deficiency or some other anatomical problem which had been shown by medical flight test or flight simulator testing to be acceptable but to require a restriction to a specific type of aircraft. (Reference JAR-FCL 3.200 and 3.320 – particularly Appendix 9 Paragraph 2).

LIMITATION OPL

- **OPL** **'VALID ONLY WITHOUT PASSENGERS'**

EXPLANATION:
This limitation may be considered when a pilot with a musculo-skeletal problem, or some other medical condition, may involve an increased element of risk to flight safety which might be acceptable to the pilot but which is not acceptable for the carriage of passengers.

LIMITATION APL

- **APL** **'VALID ONLY WITH APPROVED PROTHESIS'**

EXPLANATION:
This is similar in application to Limitation OPL and revolves around cases of limb deficiency. (Reference JAR-FCL 3.200 and 3.320, Appendix 9 Paragraph 2).

LIMITATION AHL

- **AHL** **'VALID WITH APPROVED HAND CONTROLS'**

EXPLANATION:
(Reference JAR-FCL 3.320, Appendix 9 Paragraph 2).

LIMITATION AGL

- **AGL** **'VALID ONLY WITH APPROVED EYE PROTECTION'**

EXPLANATION:
(Reference JAR-FCL 3.215, 3.220, 3.335, 3.340 and, in particular, Appendix 13 Paragraph 3).

LIMITATION SSL

- **SSL** **'SPECIAL RESTRICTIONS AS SPECIFIED'**

EXPLANATION:
This limitation is for use in cases that are not clearly defined in JAR-FCL Part 3 (Medical) but where a limitation is considered to be appropriate by the AMS. (Reference JAR-FCL 3.125).

LIMITATION SIC

- **SIC** **'SPECIAL INSTRUCTIONS – AME TO CONTACT AMS'**

EXPLANATION:

This limitation requires the AME to contact the AMS before embarking upon renewal or recertification medical assessment. It is likely to concern a medical history or a special instruction of which the AME should be aware prior to undertaking the assessment. (Reference JAR-FCL 3.100(e)***, JAR-FCL 3.125 (a), (b)***).

LIMITATION AMS

- **AMS** **'RECERTIFICATION OR RENEWAL ONLY BY AMS'**

EXPLANATION:
The AMS, as the duly empowered part of the National Aviation Authority with overall responsibility for medical certification, has the right to determine that a certificate shall be issued be the AMS only and not by an AMC or an AME, if the medical circumstances so require. (Reference JAR-FCL 3.125 (a), (b)).

LIMITATION REV

- ***REV*** **'MEDICAL CERTIFICATE ISSUED AFTER REVIEW PROCEDURE, SPECIAL INSTRUCTIONS MAY APPLY, AMS MAY BE CONTACTED'**

EXPLANATION:

If a pilot has been outside the limits of JAR-FCL 3, Section 1, Subparts B or C, but has been certified after review procedure by the AMS, this annotation allows any AME to be aware of the previous AMS review procedure and to contact the AMS for more information if deemed necessary. Special instruction(s) not mentioned on the medical certificate might apply. However, the holder of the medical certificate should present the written report of the AMS concerning the review procedure to the AME to allow quicker processing (Reference JAR-FCL 3.125**).**

LIMITATION RXO

- **RXO** **'REQUIRES SPECIALIST OPHTHALMOLOGICAL EXAMINATIONS'**

EXPLANATION:

Where specialist ophthalmological examinations are required for any significant reason, the medical certificate is to be marked with the limitation "Requires specialist ophthalmological examinations – RXO". Such a limitation may be applied by an AME but may only be removed by the AMS. (Reference JAR-FCL 3.215(h)).

LIMITATION FEV

- **FEV** **'FOR F/E DUTIES VALID FOR AN ADDITIONAL PERIOD OF MONTHS'**

EXPLANATION:
The validity of a medical certificate Class 1 is reduced from 12 to 6 months over age 40. This does not apply for flight engineers. In those over age 40, who hold a pilot licence and an additional flight engineer licence the medical certificate has a validity of 6 months for pilot duties and for an additional period of 6 months (altogether 12 months) for flight engineers.

Medical Standard Document No. 167

REFERENCE NO. :
NAME :
NOTIFICATION OF INITIAL PLACING OF LIMITATION ON MEDICAL CERTIFICATE The below-mentioned limitation, (conditions or restriction) has been recommended to the AMS to be placed on your medical certificate. Should you require further clarification or explanation of this limitation, you should contact the AMS of the JAA State under which your medical certificates are issued. Should you disagree with the applicability of this limitation, you should apply in writing to the same AMS to have the limitation reviewed. If the decision with which you disagree has been made by the AMS, you will be advised of the procedures, if any, required in order to obtain a further review.
LIMITATION PLACED: (Limitation Number, Code, Wording)
EXPLANATION:

Date:	**AME Signature:**	**AME Number:**

Medical Standard Document No. 168
Denials, Exemptions and Deviations 20xx for Central JAA
(License/ Certificates actions for medical reasons 20xx)

Year: **JAA Member State:**

CLASS 1				**CLASS 2**		
Primary Cause	Initial Denial	Reval /Renewal Denial	Deviations	Initial Denial	Reval /Renewal Denial	Deviations
Cardiovascular						
Cerebrovascular						
Neurological						
Ophthalmological						
ENT						
Diabetes						
Neoplasms						
Psychiatric						
Orthopaedic						
Haematology						
Gastrointestinal						
Miscellaneous						
Dermatological						
TOTAL						

Total No. Class 1 Examinations:

Total No. Class 2 Examinations:

Total No. Class 1 Holders:

Total No. Class 2 Holders:

6.13 Further items related to medical issues can be found at the following references:

3.2.2 JAA Licensing Sub-Sectorial Team (Medical)

4.3 Endorsement of Licences

4.5 Transitional arrangements for holders of a medical certificate issued by a JAA Member State under national regulations

Chapter 12 Procedures for the conduct of standardisation visits by the licensing and medical standardisation teams (LIST and MEST) to the JAA National Aviation Authority and the follow up action required by the JAA Licensing Division

Chapter 13 Procedures for the resolution of dispute between an authority and the JAA following LIST or MEST visit.

14.1.2.9 (Pilot holding more than one JAA Licence)

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CHAPTER 7: ACCEPTABLE MEANS OF COMPLIANCE, INTERPRETATIVE & EXPLANATORY MATERIAL AND TEMPORARY GUIDANCE MATERIAL

7.1 General

7.1.1 The status of an Acceptable Means of Compliance (AMC) or of Interpretative & Explanatory Material (IEM) is explained on the opening pages of Section 2 of JAR-FCL. Where there exists only one AMC related to a particular requirement, the Authorities should ensure that applicants for or holders of licences, ratings, approvals, authorisations, or certificates comply in that one way.

After implementation of JAR-FCL it might appear that there exist ambiguities or omissions in JAR-FCL or that there is a need for an alternative or a new Acceptable Means of Compliance (AMC). The procedure of Notice of Proposed Amendment, through which a JAR is modified, will take some time.
In the meantime there will be a need for a Temporary Guidance Leaflet.

Similarly, an IEM can be subject to review or re-interpretation.

In the interests of both safety and consistency of implementation, no substantive changes or alternatives can be made to the content of Section 2 of JAR-FCL without the prior agreement of the JAA LST, and without submitting the proposed change to the NPA process.

7.1.2 Notwithstanding the content of paragraph 7.1.1, circumstances may arise when it is clearly necessary to enlarge or change the content of Section 2. It may be that amendment of Section 2 is urgent or, alternatively, desirable in the longer term. In either case, the publication of a Temporary Guidance Leaflet (TGL) may be necessary, or useful, as a preliminary step.

7.1.3 In addition to both paragraphs 7.1.1 and 7.1.2, it may be considered necessary to publish a TGL solely for the better guidance of the Authorities. This may be done for a defined, and limited, period or as a preliminary to a substantive change to this JIP document.

7.1.4 All TGLs will be issued by the JAA Liaison Office - Licensing, on the advice of the JAA LST.

7.2 Amendment of Section 2 of JAR-FCL

7.2.1 Proposals for the amendment of, or additions to, the content of Section 2 of JAR-FCL may be put forward in order to introduce different methods of compliance with a particular requirement or to refine the interpretation of the intent. Proposals may be made by an Authority or any interested party. Proposals which originate with national organisations or individuals should be channelled through the Authority to the JAA Liaison Office - Licensing. International organisations may make their proposals direct to the JAA Liaison Office - Licensing. Proposals should include all the supporting justification for the change and any background data.

7.2.2 The proposal will be put to the JAA LST for discussion. In the normal way, the Sectorial Team will consider whether the text of an NPA should be prepared and distributed for consultation. If the proposal originated in a misunderstanding or some unforeseen difficulty in compliance or interpretation, the publication of a TGL may be recommended. This may be thought to be, by itself, an adequate short-term solution to the difficulty, or it may be thought necessary to publish the TGL simultaneously with the NPA in order to make the material rapidly available for the discretionary use of the Authorities. As a third option, the JAA LST may wish to test the proposal, and monitor its application in practice, before proceeding to the NPA state. This monitoring period should not exceed two years. During that time, the text of a TGL may be modified in the light of experience and distributed for consultation as an NPA, or withdrawn.

7.2.3 On the successful completion of the NPA process, an AMC or an IEM will be included as an amendment to Section 2 of JAR-FCL. The amendment will constitute a substitute for, or an addition to, the existing adopted material. If a TGL has been published simultaneously with the NPA (as described in paragraph 7.2.2), it will be withdrawn from Section 5, Part 3 of the JAA's Administrative and Guidance Material" at the time of the amendment. (For explanation about Administrative and Guidance Material see Attachment 1).

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Attachment 1

1. Administrative and Guidance Material

JAA also publishes "Administrative and Guidance Material" in five sections. Section One is general information, and common to all disciplines, in numbered Leaflet form (e.g. the Arrangements Document). The other four ones are discipline oriented and Section Five of the "Administrative and Guidance Material" deals with Flight Crew Licensing and Part Two with Procedures (JIP). Equivalent material relating to Maintenance, Certification and Operations will be found in, respectively, Sections Two, Three and Four (and also Part Two in each Section).

2. Subsequently, both during and after the period of transition from National to JAA regulation, this Section (Licensing) will be enlarged by the addition of Parts 1, 3 and 4. As is usual for each Section, Part 1 will contain information on those aspects of Licensing which, from experience, are shown to generate the most questions and which may not be covered elsewhere in JAA Documentation. Part 3 will contain Temporary Guidance Material. Part 4 will comprise the JAA's register of national authority directories, approved Training Organisations and Aeromedical Centres in the JAA-Member States.

ADMINISTRATIVE AND GUIDANCE MATERIAL	
SECTION ONE	GENERAL INFORMATION
SECTION TWO	MAINTENANCE
SECTION THREE	CERTIFICATION
SECTION FOUR	OPERATIONS
SECTION FIVE	PERSONNEL LICENSING
PART 1: GENERAL INFORMATION PART 2: PROCEDURES (JIP) PART 3: TEMPORARY GUIDANCE MATERIAL PART 4: REGISTER OF JAA-NAAs, APPROVED TRAINING ORGANISATIONS AND AEROMEDICAL CENTRES.	

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CHAPTER 8 APPROVALS AND ACCEPTANCE

8.1 Approval

8.1.1 'Approved by the Authority' means documented by the Authority as suitable for the purpose intended. For the assistance of Authorities, the provisions of JAR-FCL which require a specific Approval are mentioned in Appendix 2.

8.2 Acceptance

8.2.1 'Accepted/Acceptable' means not objected to by the Authority as suitable for the purpose intended. For the assistance of Authorities, the provisions of JAR-FCL which must be accepted by or acceptable to the Authority are listed in Appendix 3.

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CHAPTER 9: PROCEDURES FOR APPROVAL BY THE AUTHORITY OF JAR-FCL TRAINING COURSES AND ORGANISATIONS, AMCs AND AMEs - TRAINING OF INSPECTORS

9.1 Training Organisations - General

Approval of Training courses and organisations are granted by the Authority after completion of an application form and satisfactory inspection. Revalidation of approval may be granted by an Authority after satisfactory inspection. Inspections are conducted only after the Authority is satisfied that the application shows compliance with the requirements.

If a training organisation makes training arrangements with other training organisations or makes use of alternative base aerodromes as part of its overall training organisation, these other organisations shall act in conformity with the relevant JAR-FCL requirements under the responsibility of the parent organisation and shall be accessible for inspection.

9.2 Flying Training Organisations

9.2.1 Application Procedures for Approval

9.2.1.1 General Procedures

(a) Applicants shall complete a detailed application form showing compliance of the FTO with the requirements of Appendix 1a, 1b, 1c and Appendix 3 (as applicable) to JAR-FCL 1.055 and 2.055 (see also AMC FCL 1.055 and 2.055, IEM No. 1, 2 and 3 to JAR-FCL 1.055 and 2.055):

- Detailed management structure - names and qualifications of managerial and instructional staff. Adequacy of the organisation and management structure.
- Resume for CGI, CFI, Head of Training;
- List of training aeroplanes and associated documents;
- List of training aerodromes and associated facilities;
- List of training helicopters and associated documents;
- List of training heliports and associated facilities;
- List of training devices and associated approvals when relevant (see attachment 1);
- Description of accommodation and theoretical knowledge instruction facilities;
- Proof of steady availability for aeroplanes/helicopters, training devices, facilities and instructor(s);
- Course programmes and training manuals corresponding to the different courses being conducted (CPL, IR, ATP, TR, CR);
- Sample of training record form and checking form;
- Operations manuals;
- Description of quality system;
- Evidence of sufficient funding.

9.2.1.2 Additional Procedures for Approval of Flying Training Organisations located outside JAA-NAA States

(a) JAR-FCL specifies the requirements for the approval of Flying Training Organisations. This paragraph specifies the policy and procedures to be followed for the issue, variation or renewal of an approval in accordance with JAR-FCL when the FTO is located outside a JAA-NAA State. When applying these procedures the FTO shall comply with the requirements of JAR-FCL.

(b) When the FTO is located outside the JAA-NAA States, it shall apply to the JAA Liaison Office - Licensing and demonstrate a need to hold an approval. The need may be demonstrated, for example, by providing evidence from a JAA-NAA State based aviation organisation of the wish to use the training facility located outside the JAA-NAA States.

(c) Once a need has been established, the JAA Liaison Office - Licensingwill allocate a JAA-NAA to conduct the approval process (the Approving Authority). In determining which JAA-NAA to use, JAA Liaison Office - Licensing will consider criteria such as cultural and commercial ties, language and links with industry in the

JAA-NAA State. When more than one JAA Member State has links with the non-JAA FTO, JAA Liaison Office - Licensing will reach its decision in discussion with all interested parties. If it accepts the task, the Approving Authority shall conduct the approval process in accordance with JAR-FCL and, if satisfied, issue an approval. Notification of the approval shall be passed to JAA Liaison Office - Licensing to maintain a register of overseas approvals. JAA Liaison Office - Licensing will also inform other JAA-NAAs through the Licensing Sectorial Team.

(d) When the FTO, whose principal management is located in a JAA-NAA State, has training facilities both inside and outside a JAA-NAA State that function under one Head of Training, then application shall be made direct to that JAA-NAA.

(e) The Approving Authority should try to involve at least one other JAA-NAA in the approval process by inviting other JAA-NAAs to join in the process. When no such arrangement can be made, the Approving Authority shall inform JAA Liaison Office - Licensing for agreement to proceed with the approval process.

(f) Standard Document 151 shall be used for the application.

(g) Special emphasis shall be put on approval of the quality system of a FTO operating outside the approving JAA-NAA State.

(h) The Approving Authority shall seek the agreement of the NAA of the state in which the training shall take place and ensure that questions concerning the use of aircraft and inspections within that state's territory have been addressed and agreed. This should include the possibility that visits to the FTO be made under the LIST team standardisation arrangements.

(i) In order to assure the standards of safety achieved in the operation of the FTO, aerodromes, facilities and aircraft used by the FTO shall be of an equivalent standard to those required in the Approving Authority's state.

(j) The Approving Authority shall include in the conditions for approval that all additional costs attributable to the approval, supervision and oversight of the FTO taking place outside the approving JAA-NAA State are payable by the FTO.

(k) JAA Liaison Office – Licensing shall be informed when a JAA-NAA has granted, refused, varied or revoked an approval in accordance with JAR-FCL 1.055(a)(2).

(l) JAA Liaison Office - Licensing, as part of a LIST visit to the Approving Authority, shall ensure that an audit is conducted of the procedures used by the Approving Authority for approvals conducted outside of the JAA- NAA States. When deemed necessary, this may include a visit to the FTO located outside of the JAA-NAA State.

(m) Separate arrangements shall be put in place by JAA Liaison Office - Licensing to ensure compliance with these procedures when a bilateral arrangement is in place between the JAA-NAA and the non-JAA-NAA.

(n) The delegation of tasks concerning initial and routine inspections to the non-JAA Authority of the State in which the FTO is located shall not take place unless an arrangement exists between the JAA and the non-JAA-NAA.

(o) For inspection procedures see under paragraph 9.2.2

(p) For revalidation or renewal of approvals see under 9.2.3

NB: These provisions shall also apply to PPL course approvals (see Appendix 1c to JAR-FCL 1.055)

9.2.2 Inspection

The inspector(s) designated by the Authority shall have a detailed knowledge of all relevant JARs and associated procedures.

The inspection shall focus on:

- Staff - adequacy of number and qualifications - Flight Instructors - validity of licences and ratings - logbooks;
- Training Aeroplanes - registration - associated documents - maintenance records;
- Training Helicopters - registration - associated documents - maintenance records;
- Facilities - adequacy to the courses being conducted and the number of students;
- Documentation - documents related to the courses - updating system - training and operations manuals;
- Training records and checking forms;
- Flight instruction including pre-flight briefing, actual flight, debriefing;
- Quality system;
- Evidence of sufficient funding.

9.2.3 Procedures for revalidation or renewal of approvals

The holder of a FTO approval must apply in sufficient time for a revalidation before the expiry date of the approval if seeking to continue training after the expiry date of the approval. Revalidation of approval is based on a report according to paragraph 9.2.2.

9.3 Type Rating Training Organisations, Operators, and Manufacturers training departments conducting type rating courses

9.3.1 Application Procedures for Approval

Applicants shall complete a detailed application form showing compliance of the TRTO with the requirements in Appendix 2 to JAR-FCL 1.055 and 2.055 (see also AMC FCL 1.055 and 2.055, IEM No. 1, 2 and 3 to JAR-FCL 1.055 and 2.055):

- Detailed management structure - the number and qualifications of the staff being adapted to the type rating courses being conducted and the number of students;
- Resume for Head of Training;
- List of types of training aeroplanes/helicopters;
- List of training devices and associated approvals when relevant (see attachment 1);
- Description of accommodation and theoretical knowledge instruction facilities - theoretical knowledge examinations organisation;
- Proof of availability of required training equipment, facilities and instructors;
- Course programmes and training manuals corresponding to the different courses being conducted (TR and CR);
- Sample of training form and training checking form;
- Operations manual;
- Description of quality system;
- Evidence of sufficient funding.

9.3.2 Inspection

The Inspector(s) designated by the Authority shall have a detailed knowledge of all relevant JARs and associated procedures.

The inspection shall focus on:

- Staff - adequacy of number and qualifications - Flight Instructors - validity of licences and ratings - logbooks;
- Training Aeroplanes/Helicopters in use - registration - associated documents - maintenance records;
- Flight training devices - certificates of approval - maintenance records;
- Facilities - adequacy to the courses being conducted and the number of students;
- Documentation - documents related to the courses - updating system - training and operations manuals;
- Training records and checking forms;
- Flight instruction including pre-flight briefing, actual flight, debriefing;
- Quality system;
- Evidence of sufficient funding.

9.3.3 Procedures for revalidation or renewal of approvals

The holder of a TRTO approval must apply in sufficient time for a revalidation before the expiry date of the approval if seeking to continue training after the expiry date of the approval. Revalidation of the approval is based on a report according to paragraph 9.3.2.

If the approval has lapsed a TRTO shall apply for a new approval as set out in paragraph 9.3.1.

9.4 Training of Inspectors for FTO's, TRTO's, Operators and Manufacturers training departments

9.4.1 All Inspectors must be suitably trained, qualified and experienced for their role. No specific rules on qualification can be made because the particular circumstances of each Authority and each organisation will differ. It is most important, however, that in every instance, an Inspector should, by background and experience, command the professional respect of the organisation's senior personnel.

Inspectors will normally have:

- current, or recent, experience as a pilot on aircraft comparable to that flown by the organisation, and
- Instructional experience appropriate to the organisation's activities.

9.4.2 Training of Inspectors

The training for Inspectors should include, as appropriate to their role, at least instruction in the following:

(i) those national requirements relevant to their inspection duties;
(ii) the relevant Annexes to the Chicago Convention;
(iii) ICAO Documents relevant to the role, e.g. Procedures for Air Navigation Services (PANS-OPS), Document no. 9379, Document 7192, if relevant to their role;
(iv) JAR-FCL, related JARs and Joint Implementation Procedures (JIP);
(v) Quality system as related to JAR-FCL; and
(vi) Multi crew co-operation (MCC), Human Performance and Limitations, if applicable

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CHAPTER 10: CONDUCT OF JAR-FCL THEORETICAL KNOWLEDGE EXAMINATIONS

10.1 Requirements governing the conduct of theoretical examinations

10.1.1 For both professional pilot licences and instrument ratings, refer to Subpart J of JAR-FCL 1 and 2 for the requirements governing the conduct of theoretical examinations and the theoretical knowledge syllabus.

10.1.2 For Private Pilot Licences (PPL), refer to Subpart C of JAR-FCL 1 and 2 for the requirements governing the conduct of theoretical examinations and the theoretical knowledge syllabus.

10.2 General Rules for theoretical knowledge examinations

10.2.1 It is the intention that theoretical knowledge examinations for flight crew licences and instrument ratings issued in accordance with JAR-FCL shall have the same standards and use the same basic procedures in all JAA Member States.

10.2.2 Unless specified otherwise, the procedures in this chapter apply to all theoretical examination including PPL.

10.2.3 Scoring for each question should be indicated with the question.

10.2.4 For theoretical knowledge examinations other than for PPL, a Central Question Bank (CQB) will be administered and maintained in accordance with the procedures in Chapter 18. The purpose of the CQB is to ensure that the theoretical knowledge examinations have the same standards in all JAA member states.

10.2.5 The issue of the CQB examination questions to National Authorities does not constitute a transfer of ownership or copyright of those questions which are at the disposal of the Authorities for compiling examination papers only. Consequently, the Authorities are reminded that they are responsible for maintaining the confidentiality of the CQB, and its translations, and may not disclose its contents.

10.2.6 For theoretical knowledge examinations other than for PPL, see Attachment 1 to this Chapter for the breakdown of subjects into examination papers, time allowed and number of questions.

10.2.7 For PPL examinations, the breakdown of subjects into examination papers, time allowed and number of questions shall be set by the National Authority and shall correspond to the syllabus in Appendix 1 to JAR-FCL 1.125 / Appendix 1 to JAR-FCL 2.125. National Authorities may use questions from the CQB or their own questions for PPL examinations.

10.3 Examination procedures

10.3.1 The method of presenting the examination may vary as determined by the Authority.

10.3.2 All examination questions shall be kept in a secure manner prior to an examination, to ensure that candidates will not know which particular questions will form the basis of the examination.

10.3.3 The examination room must be of a suitable standard, including size and environment, as approved by the National Authority.

10.3.4 Examination candidates shall be separated from each other so that they cannot read each other's examination papers. They may not speak to any person other than the invigilator(s).

10.3.5 The National Authority shall appoint invigilator(s) who shall be present during the examination to ensure the integrity of the examination and shall check the identity of all candidates. Invigilators shall be independent of the candidates concerned and any JAR-FCL Training Organisation.

10.3.6 All examination papers, associated documents and additional papers handed out to the candidate for the examination must be handed back to the invigilator at the end of the examination.

10.3.7 Examination candidates may use the following equipment during an examination:

- A scientific, non-programmable, non-alphanumeric calculator without specific aviation functions.
- Mechanical navigation slide-rule (DR calculator)
- Protractor
- Compasses and Dividers
- Ruler

10.3.8 If National Authorities permit, examine candidates may also use a translation dictionary.

10.3.9 The candidate(s) shall not use any electronic equipment during the examination(s) other than that specified above; this shall include devices such as mobile telephones, blue-tooth equipment, MP3s, cameras, PDAs, or any other recording or communication devices.

10.3.10 Candidates who are proven to be cheating shall be banned from taking any further examination paper within 12 months of the date of the examination in which they were found cheating.

10.4 Central Results Reporting System

10.4.1 In an effort to report and co-ordinate examination results to a central source, a Central Results Reporting System is established.

10.4.2 The reporting of examination results is intended to provide an ongoing statistical analysis of the JAR-FCL examination process across the JAA Member States, and will include:

- the type, level and date of examination
- a breakdown by subject of the total number of candidates
- the score range and score average
- the overall percentage of candidates passing each subject

10.4.3 The analysis will be provided to the LST for information.

10.4.4 NAAs will report their examination results using a standard pro-forma (see attachment 3).

10.5 Learning Objectives

10.5.1 The expression 'Learning Objectives' refers to measurable statements of the skills and/or knowledge that a student should be able to demonstrate following a defined element of training. The Learning Objectives define the theoretical knowledge that a student should have assimilated on successful completion of an approved theoretical knowledge course and/or prior to undertaking the theoretical knowledge examinations.

10.5.2 The Learning Objectives are intended for use by the training industry when developing JAR-FCL theoretical knowledge courses. It should be noted, however, that the Learning Objectives do not provide a ready-made ground training syllabus for individual flying training organisations, and should not be viewed by organisations as a substitute for thorough course-design.

10.5.3 The Learning Objectives are combined with the long syllabus and are in Chapter 19. They refer to the JAR-FCL theoretical knowledge requirements and represent an indication of the depth and scope of theoretical knowledge required for JAR-FCL theoretical knowledge examinations excluding those for PPL.

10.5.4 The procedures for the review and amendment of the Learning Objectives are in Chapter 18.

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Attachment 1

THEORETICAL KNOWLEDGE EXAMINATION SUBJECTS/SECTIONS AND LENGTH OF EXAMINATIONS

See Appendix 1 to JAR-FCL 1.470
See Appendix 1 to JAR-FCL 2.470
Theoretical knowledge syllabus - ATPL, CPL and IR
See JAR-FCL 1.470
See JAR-FCL 2.470

THEORETICAL KNOWLEDGE EXAMINATION SUBJECTS – DURATION AND NUMBER OF QUESTIONS

	ATPL (A) (14 exams)		**CPL (A)** (13 exams)		**ATPL (H)/IR** (14 exams)		**ATPL (H)** (13 exams)		**CPL (H)** (13 exams)		**IR (A) & (H)** (7 exams)	
	Duration	Questions	Duration	Questions	Duration	Questions	Duration	Questions	Duration	Questions	Duration	Questions
Subject Reference*												
010	1:00	44	0:45	33	1:00	44	0:45	33	0:45	33	0:45	33
021	2:00	80	1:30	60	2:00	80	2:00	80	1:30	60	xx	xx
022	1:30	60	1:00	40	1:30	60	1:30	60	1:00	40	0:30	20
031	1:00	25	1:00	25	1:00	25	1:00	25	1:00	25	xx	xx
032	1:00	35	0:45	25	xx	xx	xx	xx	xx	xx	xx	xx
033	2:00	43	1:30	33	2:00	43	1:30	33	1:30	33	1:30	33
034	xx	xx	xx	xx	1:00	35	1:00	35	0:45	20	xx	xx
040	1:00	48	0:45	36	1:00	48	1:00	48	0:45	36	0:45	36
050	2:00	84	1:30	63	2:00	84	2:00	84	1:30	63	1:30	63
061	2:00	60	1:30	45	2:00	60	2:00	60	1:30	45	xx	xx
062	1:30	66	0:30	22	1:30	66	1:00	44	0:30	22	1:00	44
071	1:15	45	0:45	30	1:00	38	1:00	38	0:45	30	xx	xx
081	1:00	44	0:45	33	xx	xx	xx	xx	xx	xx	xx	Xx
082	xx	xx	xx	xx	1:00	44	1:00	44	1:00	44	xx	xx
091	0:30	24	0:30	24	0:30	24	0:30	24	0:30	24	xx	xx
092	0:30	24	xx	xx	0:30	24	xx	xx	xx	xx	0:30	24
Totals	18:15	682	13:15	492	18:00	675	16:15	608	13:30	505	7:00	251

NOTE - * subject reference is in accordance with Appendix 1 to JAR-FCL 1.470 and 2.470.

Attachment 2
DISTRIBUTION OF EXAMINATION QUESTIONS

Subject : 010 - AIR LAW
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR (A) & (H)
Time allowed	1:00	0:45	1:00	0:45	0:45	0:45
Distribution of questions with regard to the topics of the syllabus						
010 01	3	2	3	3	2	2
02	2	2	2	2	2	2
03	1	1	1	1	1	XX
04	2	2	2	2	2	1
05	8	8	8	8	8	8
06	7	4	7	3	4	7
07	5	3	5	3	3	5
08	2	2	2	2	2	2
09	6	4	6	4	4	6
10	2	1	2	1	1	XX
11	2	2	2	2	2	XX
12	2	1	2	1	1	XX
13	2	1	2	1	1	XX
Total questions	44	33	44	33	33	33

Subject : 021 - AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME/SYSTEMS/POWER PLANT
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	2:00	1:30	2:00	2:00	1:30	XX
Distribution of questions with regard to the topics of the syllabus						
021 01	04	02	04	04	02	XX
02	04	04	04	04	02	XX
03	005	02	04	04	03	XX
04	05	06	04	04	02	XX
05	07	04	06	06	03	XX
06	05	04	04	04	02	XX
07	04	04	02	02	02	XX
08	06	04	04	04	04	XX
09	06	06	06	06	04	XX
10	06	14	06	06	08	XX
11	20	06	20	20	13	XX
12	04	02	02	02	02	XX
13	04	02	XX	XX	XX	XX
14	XX	XX	01	01	01	XX
15	XX	XX	04	04	03	XX
16	XX	XX	06	06	05	XX
17	XX	XX	03	03	04	XX
Total questions	80	60	80	80	60	XX

Subject : 022 - AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:30	1:00	1:30	1:30	1:00	0:30
Distribution of questions with regard to the topics of the syllabus						
022 01	08	08	08	08	08	XX
02	08	06	08	08	06	06
03	04	04	04	04	04	04
04	04	05	06	06	05	04
05	05	XX	03	03	XX	XX
06	08	06	XX	XX	XX	XX
07	XX	XX	14	14	08	XX
08	03	02	XX	XX	XX	XX
09	02	XX	XX	XX	XX	XX
10	02	XX	XX	XX	XX	XX
11	04	XX	04	04	XX	XX
12	06	04	06	06	04	03
13	04	04	05	05	04	03
14	01	XX	01	01	XX	XX
15	01	01	01	01	01	XX
Total questions	60	40	60	60	40	20

Subject : 031 - FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:00	1:00	1:00	1:00	1:00	XX
Distribution of questions with regard to the topics of the syllabus						
031 01	03	03	03	03	03	XX
02	05	05	05	05	05	XX
03	05	05	05	05	05	XX
04	05	05	05	05	05	XX
05	05	05	05	05	05	XX
06	02	02	02	02	02	XX
Total questions	25	25	25	25	25	XX

Subject : 032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES)
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:00	0:45	XX	XX	XX	XX
Distribution of questions with regard to the topics of the syllabus						
032 01	05	05	XX	XX	XX	XX
02	10	10	XX	XX	XX	XX
03	10	10	XX	XX	XX	XX
04	10	XX	XX	XX	XX	XX
Total questions	35	25	XX	XX	XX	XX

Subject : 033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	2:00	1:30	2:00	1:30	1:30	1:30
Distribution of questions with regard to the topics of the syllabus						
033 01	05	05	05	05	05	XX
02	10	XX	10	XX	XX	10
03	10	10	10	10	10	05
04	08	08	08	08	08	08
05	05	05	05	05	05	05
06	05	05	05	05	05	05
Total questions	43	33	43	33	33	33

Subject : 034 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (HELICOPTERS)
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	XX	XX	1:00	1:00	0:45	XX
Distribution of questions with regard to the topics of the syllabus						
034 01	XX	XX	15	15	15	XX
02	XX	XX	05	05	05	XX
03	XX	XX	05	05	XX	XX
04	XX	XX	10	10	XX	XX
Total questions	XX	XX	35	35	20	XX

Subject : 040 HUMAN PERFORMANCE
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:00	0:45	1:00	1:00	0:45	0:45
Distribution of questions with regard to the topics of the syllabus						
040 01	02	01	02	02	01	01
02	33	26	33	33	26	26
03	13	09	13	13	09	09
Total questions	48	36	48	48	36	36

Subject : 050 METEOROLOGY
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	2:00	1:30	2:00	2:00	1:30	1:30
Distribution of questions with regard to the topics of the syllabus						
050 01	11	09	11	11	09	09
02	11	06	11	11	06	06
03	04	04	04	04	04	04
04	07	06	07	07	06	06
05	03	03	03	03	03	03
06	07	07	07	07	07	07
07	06	02	06	06	02	02
08	08	03	08	08	03	03
09	11	09	11	11	09	09
10	16	14	16	16	14	14
Total questions	84	63	84	84	63	63

Subject : 061 - GENERAL NAVIGATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR (A) & (H)
Time allowed	2:00	1:30	2:00	2:00	1:30	XX
Distribution of questions with regard to the topics of the syllabus						
061 01	12	07	12	12	07	XX
02	04	04	04	04	04	XX
03	14	12	14	14	12	XX
04	16	11	16	16	11	XX
05	14	11	14	14	11	XX
Total :	60	45	60	60	45	XX

Subject : 062 - RADIO NAVIGATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR (A) & (H)
Time allowed	1:30	0:30	1:30	1:00	0:30	1:00
Distribution of questions with regard to the topics of the syllabus						
062 01	07	04	07	05	04	02
02	21	12	21	15	12	23
03	12	02	02	08	02	05
04	XX	XX	XX	XX	XX	XX
05	15	XX	15	10	XX	10
06	11	04	11	06	04	04
Total questions	66	22	66	44	22	44

Subject : 070 OPERATIONAL PROCEDURES
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:15	0:45	1:00	1:00	0:45	XX
Distribution of questions with regard to the topics of the syllabus						
071 01	25	18	18	18	14	XX
02	20	12	14	14	12	XX
03	XX	XX	06	06	04	XX
Total questions	45	30	38	38	30	XX

Subject : 081 PRINCIPLES OF FLIGHT (AEROPLANES)
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL (A)	CPL (A)	ATPL (H)/IR	ATPL (H)	CPL (H)	IR (A) & (H)
Time allowed	1:00	0:45	XX	XX	XX	XX
Distribution of questions with regard to the topics of the syllabus						
081 01	17	14	XX	XX	XX	XX
02	06	XX	XX	XX	XX	XX
03	XX	XX	XX	XX	XX	XX
04	06	06	XX	XX	XX	XX
05	04	03	XX	XX	XX	XX
06	03	03	XX	XX	XX	XX
07	04	03	XX	XX	XX	XX
08	04	04	XX	XX	XX	XX
Total questions	44	33	XX	XX	XX	XX

Subject : 082 PRINCIPLES OF FLIGHT (HELICOPTERS)
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	XX	XX	1:00	1:00	1:00	XX
Distribution of questions with regard to the topics of the syllabus						
082 01	XX	XX	05	05	05	XX
02	XX	XX	03	03	03	XX
03	XX	XX	01	01	01	XX
04	XX	XX	12	12	12	XX
05	XX	XX	10	10	10	XX
06	XX	XX	05	05	05	XX
07	XX	XX	05	05	05	XX
08	XX	XX	03	03	03	XX
Total questions	XX	XX	44	44	44	XX

Subject : 091 VFR COMMUNICATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A)
Time allowed	00:30	00:30	00:30	00:30	00:30	XX
Distribution of questions with regard to the topics of the syllabus						
091 01	05	05	05	05	05	XX
02	11	11	11	11	11	XX
03	02	02	02	02	02	XX
04	02	02	02	02	02	XX
05	02	02	02	02	02	XX
06	02	02	02	02	02	XX
Total :	24	24	24	24	24	XX

Subject : 092 IFR COMMUNICATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A)
Time allowed	00:30	XX	00:30	XX	XX	00:30

092 01	05	XX	05	XX	XX	05
02	11	XX	11	XX	XX	11
03	02	XX	02	XX	XX	02
04	02	XX	02	XX	XX	02
05	02	XX	02	XX	XX	02
06	02	XX	02	XX	XX	02
07	XX	XX	XX	XX	XX	XX
Total :	24	XX	24	XX	XX	24

Attachment 3

PRO-FORMA FOR NAA REPORTING OF JAR EXAMINATION RESULTS

NAA:	
TYPE:	**Aeroplane/Helicopter**
Level:	**ATPL/CPL/IR**
Date:	

Subject	Total Candidates	Score range	Score average	Overall Pass	Number of MCQs deleted
010					
021					
022					
031					
032					
033					
034					
040					
050					
061					
062					
071					
081					
082					
091					
092					

NB: A separate pro-forma (see Chapter 18, Attachment 4) will be used for reporting the feedback of doubtful MCQs to the JAA Liaison Office - Licensing.

CHAPTER 11: STANDARDISATION OF EXAMINERS

The complete text of the Flight Examiner Manual is available on the JAA website under the Licensing part. See : http://www.jaa.nl/licensing/licensing.html

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CHAPTER 12: PROCEDURES FOR THE CONDUCT OF STANDARDISATION VISITS BY THE LICENSING AND MEDICAL STANDARDISATION TEAMS (LIST AND MEST) TO THE JAA NATIONAL AVIATION AUTHORITY AND THE FOLLOW UP ACTION REQUIRED BY THE JAA LIAISON OFFICE - LICENSING

12.1 The Framework Contract for the Provision of Standardisation Coordination Services by the European Aviation Safety Agency to the Joint Aviation Authorities

12.1.1 In accordance with the above mentioned framework contract, EASA provides standardisation coordination services to the JAA.

12.1.2 In accordance with paragraph 4.2. of the working arrangements which are part of the framework contract, the responsibility of EASA will be limited to the co-ordination activities only. JAA will remain responsible for the overall standardisation process, including the issuing of recommendation for mutual recognition of the concerned JAA NAAs.

12.1.3 The co-ordination activities performed by EASA include:

- **The Preparatory Phase**
  This phase consists in the preparation of the visit, and in particular:
  - Planning
  - Building up the standardisation team (using inspectors from JAA and EASA countries);
  - Preparation of any necessary background information:
  - Notification of and liaising with the organisation to be visited;
  - Coordination and preparation of the visit agenda, including all relevant contacts and meetings;
  - Organisation of travel arrangements.

- **The Visit Phase**
  This phase consists of:
  - Pre-briefing with national coordinator and team;
  - Off-site coordination of the visit itself, on-site, as applicable;
  - All other relevant support;
  - De-briefing meeting.

- **The Follow-up Phase**
  This is the most time consuming phase of the three, and comprises all work related to the follow-up of the visit, including:
  - Coordination of remarks/findings;
  - Agreement on corrective actions;
  - Follow-up on the implementation of these remarks/findings;
  - Submission to the JAA of the endorsed visit report;
  - Records management of the visits and the follow-up;
  - Archiving.

12.1.4 The correspondence related to the above mentioned standardisation processes should be addressed to the EASA Approvals and Standardisation Directorate.

12.1.5 All standardisation activities coordinated by EASA will use the JAA standardisation procedures which were applicable at the moment of signing the framework contract between the JAA and EASA. The JAA standardisation procedures are detailed in paragraphs 12.2 to 12.13 below. Therefore, note that some of the provisions of these procedures previously carried out by the JAA, are now carried out by EASA on behalf of the JAA.

12.2 General

12.2.1 The role of the JAA Liaison Office – Licensing is:

- to give assistance to Authorities in the implementation of JAR-FCL; and
- to monitor the performance of the Authorities by assessing the consistency with which JAR-FCL is implemented

12.2.2 The monitoring role of the JAA Liaison Office - Licensing is primarily the establishment of Licensing Standardisation Teams (LIST) and Medical Standardisation Teams (MEST). The responsibility for arranging and co-ordinating the activity of the standardisation teams rests with the JAA Liaison Office – Licensing, and it is to the JAA Liaison Office - Licensing that they will report their findings.

12.2.3 Mutually acceptable standards are essential to the principle of harmonisation. Consistency in the interpretation and application of the requirements forms the basis for achieving common high standards of safety. The wealth of experience of Member States should be a shared asset. The objective is to draw on the best of that experience to promote and support high standards, and to justify the mutual recognition between Member States, of each other's standards.

12.2.4 The LISTs and MESTs will monitor the consistency in the application of JAR-FCL approval and authorisation procedures within JAA Member States concerning the following:

- the approval of Training Organisations and all training and testing of pilots; and
- the authorisation of aeromedical centres and medical examiners for the assessment of medical fitness of flight crew.

12.3 Mode of operation

12.3.1 Teams (LIST or MEST) will visit each Authority on a recurring basis to see how it applies JAR-FCL to applicants and holders of licences and medical certificates. If a LIST or MEST perceives deficiencies with applied licensing standards it will attempt to identify the reasons with the objective of assisting the Authority achieve the required standards. The JAA Liaison Office – Licensing will provide reports to the JAA Committee on a regular basis to record that (LIST and MEST) Teams visits are being conducted and show the status of achieved licensing and medical standards of the Authority. Chapter 13 covers the situation where there is a disagreement between an Authority and the JAA Liaison Office – Licensing.

12.4 Team Composition

12.4.1 LIST Composition

12.4.1.1 A LIST should be composed of:

a) a specialist in theoretical knowledge examinations,
b) a flight training and testing specialist, and
c) a licensing administration specialist,
all from Authorities other than the Authority being visited. These specialists forming the LIST are referred to as surveyors and must be from three different Authorities.

12.3.1.2 Each Authority should keep a list of surveyors who would fulfil these requirements and forward this list to JAA Liaison Office – Licensing. The LIST members should be available for at least three visits during the course of one year.

12.4.2 MEST Composition

12.4.2.1 Each MEST will consist of three aeromedical surveyors from Authorities other than the Authority being visited, and the surveyors must be each from three different Authorities.

12.4.2.2 Each Authority should keep a list of surveyors who would fulfil these requirements and forward this list to JAA Liaison Office – Licensing. The MEST members should be available for at least one year.

12.5 The National Co-ordinator

12.5.1 The Authority being visited must appoint a National Co-ordinator who will be an experienced licensing/medical specialist and whose task is to work with the LIST/MEST during the visit. It is recommended that the National Co-ordinator is not changed during a visit by the LIST/MEST to the Authority.

12.5.2 The National Co-ordinator fills an important role for the Authority by forming the vital link between the LIST/MEST and the Authority staff. The National Co-ordinator's primary role is to ensure that LIST/ MEST questions are properly understood and the responses reflect how the Authority works.

12.6 Selection of LIST and MEST members

12.6.1 The Authorities have a commitment, under the Arrangements, to make their experts available to the JAA. It is vital, in the interests of each Authority, as well as that of the JAA, that Authorities should second, for standardisation purposes, only those people who from experience, qualification and personality are best suited to undertake such an important and sensitive task.

12.6.2 Each Authority shall nominate at least one licensing and one medical surveyor who meet the specified requirements for the Teams. It is strongly recommended that nominated surveyors serve in a Team for a minimum of 12 months for standardisation purposes.

12.6.3 To become a LIST member, the nominee should be an experienced Authority licensing/examination specialist and, have some international exposure to other Authorities licensing regulations. The member should be diplomatic in carrying out investigations of licensing requirements and have knowledge of auditing techniques.

In addition, the LIST member must have attended a JAA JAR-FCL training course for familiarisation with JAR FCL.

12.6.4 To become a MEST member, the nominee should be an experienced aeromedical examiner and have some international exposure to other Authorities' aviation medicine requirements. The member should be diplomatic in carrying out investigations of medical requirements and have knowledge of auditing techniques.

In addition, the MEST member must have attended JAA JAR-FCL training course for familiarisation with JAR FCL.

12.6.5 All nominees must have a good working knowledge of the English language.

12.7 LIST and MEST visit programme.

12.7.1 The JAA Liaison Office – Licensing will, in consultation with the National Co-ordinators, draw up an agreed programme of team visits to Member States.

12.7.2 A LIST and MEST is intended to visit each Authority at a frequency to ensure that requirements are being achieved. The frequency will vary in the light of experience.

12.7.3 Each Authority will be given at least 2 months notice of an intended visit by a LIST and/or MEST and will be expected to make every effort to both receive and co-operate with the Team(s).

12.7.4 Supplementary visits by a LIST/MEST to an Authority may be required as deemed necessary by the JAA Liaison Office – Licensing in agreement with, or at the request of, the concerned Authority.

12.8 The selection of sample JAR-FCL approved or authorised organisations to be visited.

12.8.1 Whilst a LIST and MEST is primarily intended to look at the Authorities it is also necessary to sample a selection of approved training organisations according to JAR-FCL 1 and 2 and authorised aeromedical centres according to JAR FCL 3. The JAA Liaison Office – Licensing will therefore select a representative sample of such facilities to be looked at by the LIST or MEST during the visit to the Authority. The JAA Liaison Office – Licensing will determine this selection in consultation with the Authority.

12.9 Briefing of LIST and MEST before visiting the Authority.

12.9.1 The LIST and MEST will normally be briefed at JAA Headquarters before each visit to an Authority to ensure that they are fully aware of what is expected of them and to provide any pertinent information about the Authority. To ensure standardisation all LIST and MEST will be briefed at the same time and visits to a number of Authorities will be conducted simultaneously unless this proves impracticable in a particular case. National Co-ordinators will be invited, and asked to participate.

12.10 LIST and MEST visit procedure.

12.10.1 It is anticipated that a visit will take about four days and be conducted typically as follows:

- The LIST and MEST will brief the Authority on the purpose of the visit and how it will be conducted. The Authority will give a summary of how requirements are implemented and what problems it has met.

- The LIST and MEST will look at the section of the Authority that issues licences and/or medical certificates to study the procedure used and the adherence to requirements. Furthermore the oversight reports of approved or authorised training organisations/aeromedical centres used as the basis for approval or authorisation shall also be studied. A random selection of such reports will be made by the LIST and MEST. The number chosen will depend on any problems found, but in any case one report from a training organisation and one report from an aeromedical centre shall be studied.

- The LIST and MEST will visit with the Authority an approved training organisation or authorised aeromedical centre. These visits are specifically intended to be brief "snapshot" visits to obtain a feel for both standards and attitudes of the training organisations and medical centres and in no way give an impression of take-over by the LIST and MEST.

- The LIST and MEST will compare notes amongst the members to determine its findings.

- The LIST and MEST will debrief the Management of the Authority on its findings. These findings must be specified on JAA Form n° 156 and be the same as reported to the JAA Liaison Office – Licensing. The Authority may dispute any finding but the LIST and MEST may only change their finding**s** if convinced that they have misunderstood some aspect in relation to the disputed finding. The LIST and MEST may identify possible findings to the Authority which the LIST and MEST may wish to discuss with JAA Liaison Office – Licensing before confirming or dropping such a finding.

12.10.2 The LIST and MEST must however clearly identify the status of all findings from their viewpoint before concluding the visit to the Authority.

Note a: The LIST or MEST members will always work together and not separate (except for observation of a skill test, if applicable) to cover different aspects. The objective is to form the joint view of three Authority surveyors about requirements, a point which would be defeated by dividing up the Team during the visit.

Note b: The LIST and MEST will complete a JAA Form in duplicate, with one copy for the JAA Liaison Office – Licensing and the other copy for the concerned Authority. The form may be completed during the visit or at the conclusion so long as the part dealing with findings is completed at the time of the visit.

Note c: It is in the interest of the Authority to ensure that the National Co-ordinator remains with LIST and MEST members throughout the visit.

Note d: Any visit by a LIST and MEST to an approved or authorised organisation has no immediate impact either way upon the particular approved or authorised organisation because the visit represents a sampling of the organisations in that country. If a visit to approved or authorised organisations results in a LIST and MEST finding, the particular Organisation will not be identified in the para 12.11 or 12.12 reports. Any action to be taken by the approved or authorised organisation will be determined by the Authority.

12.10.3 The foregoing procedure is intended for the smaller authorities, that is, those Authorities that do not have any regional Authority offices separated from the headquarters. For the larger Authorities the following additional time may need to be allocated for the visit.

- the LIST and MEST will visit a proportion of any regional offices that issue licences, approvals or certificates.

- the LIST and MEST will additionally visit with the Authority representative a suitable proportion of approved training organisations or aeromedical centres.

12.11 Post visit briefing of JAA Liaison Office – Licensing by LIST and MEST.

12.10.1 Each LIST and MEST will debrief the JAA Liaison Office – Licensing in a joint forum with other LIST and MEST at the completion of each round of visits to the Authorities. The visit report JAA Form n° 156 will be submitted to the JAA Liaison Office – Licensing at the time of the debrief.
The National Co-ordinator must also sign the JAA Form n° 156 adding any comment he/she wishes against each finding. He/she should attend this post-visit briefing sessions.

12.12 Resolution of LIST and MEST findings

12.12.1 The JAA Liaison Office – Licensing, on receipt of the LIST or MEST findings from the LIST and MEST will determine which findings must be actioned by the concerned Authority regarding its procedures taking into account the views of the Authority. The Authority will be invited to propose appropriate actions and their timescales before the JAA Liaison Office – Licensing writes formally to the Authority on the findings and actions. This written statement from the JAA Liaison Office – Licensing will form the basis of the para 12.12 status report.

12.12.2 The JAA Liaison Office – Licensing will carry out the action of this para 12.11 at the earliest opportunity after the LIST and MEST visit but in any case it must be completed within one month of the LIST and MEST visit.
It is therefore essential that the Authority management allocates time during this post visit period to discuss the findings with the JAA Liaison Office – Licensing.

12.12.3 Supplementary visits by the LIST and MEST may be one consequence of LIST and MEST findings. Where an Authority disagrees with the decision made by the JAA Liaison Office – Licensing on actions required regarding the Authority procedures as a result of LIST or MEST findings, the procedure of Chapter 13 will apply.

12.13 Licensing and Medical Status report by the JAA Liaison Office – Licensing

12.13.1 The JAA Liaison Office – Licensing will provide to the JAA Committee at the end of each year with a status report containing information on all Authorities visited, the composition of the LIST and MEST, the findings made and the response from the visited Authority. Each time the report is reissued it will be updated in respect of any open findings from previous reports such that it will serve as a continuous status report.

Attachment 1

Abbreviated steps of LIST/MEST Teams procedures

<table>
<tr><td colspan="3">LIST/MEST</td></tr>
<tr><td colspan="3">BRIEF JAA</td></tr>
<tr><td colspan="3">NAA (National co-ordinator: how are JARs implemented? Problems, questions...)</td></tr>
<tr><td colspan="3">VISIT APPROPRIATE (to one or more AMC, training organisations)</td></tr>
<tr><td colspan="3">DEBRIEF NAA</td></tr>
<tr><td colspan="3">DEBRIEF JAA (Teams, National co-ordinator)</td></tr>
<tr><td colspan="3">LICENSING DIVISION FINDING</td></tr>
<tr><td colspan="3">APPROPRIATE ACTION INCLUDING TIMESCALE WITH JAA</td></tr>
<tr><td>NAA DISAGREES
(see Chapter 13)</td><td>OR</td><td>NAA AGREES
Changes, if necessary</td></tr>
<tr><td colspan="3">STATUS REPORT TO LST AND JAA COMMITTEE ANNUALLY</td></tr>
</table>

STANDARD DOCUMENT Nº 156 (Lic)

LICENSING STANDARDISATION TEAM VISIT REPORT

1. GENERAL DATA SECTION

n°	Questions	Information
1.1	Authority visited:	
1.2	Date(s) and place of visit:	
1.3	LIST members:	
1.4	National Co-ordinator(s) for visit:	
1.5	Principal Authority staff seen: a) Headquarters:	
	b) Regional offices:	
1.6	FTO, TRTO's and Aeromedical Centres visited:	
1.6.1	Organisation one: Staff seen:	
1.6.2	Organisation two: Staff seen	
1.6.3.	Organisation three: Staff seen:	
1.6.4	Organisation four: Staff seen:	
1.6.5	Organisation five: Staff seen:	

Note: Under no circumstances may a LIST or a MEST member indicate or suggest to the FTO, TRTO or AMC that the approval, authorisation, etc. for those organisations be suspended or withdrawn.

2. NAA SECTION

n°	Questions	Information
	General questions	
2.1		
2.1.1	Does the NAA have a policy for providing information on JAR-FCL and the associated Joint Implementation Procedures to their staff?	
2.1.2	At what date was JAR-FCL and the JIP fully implemented?	
2.1.3	What kind of problems did you have with implementation?	
2.1.4	Is there any area that is not covered by JAR-FCL and is related to JAR -FCL?	
2.1.5	How many staff are dealing with the implementation of JAR-FCL?	
2.1.6	How many staff have been trained by JAA HQ? How many staff have been trained according to the JAA HQ course?	
2.1.7	Does the NAA transcribe the JAR-FCL and JIP into National Regulations/Procedures and, if so, do the National Regulations/Procedures reflect the original intent of the JAR-FCL and JIP?	
2.1.8	General remarks:	
2.2	**Questions related to JAR-FCL 1 (Aeroplane) and 2 (Helicopter)**	
	Licences general	
2.2.1	How many licences and validations are currently valid? Aeroplane PPL CPL ATPL Helicopter PPL CPL ATPL	JAR-FCL National
2.2.2	Are national licences replaced to JAR-FCL licences in accordance with para 1.005/2.005 and Appendix 1?	
2.2.3	What format of licences are used (see JAR-FCL 1.075/2.075 and Appendix 1 to JAR-FCL 1.075/2.075)?	

Validations		
2.2.4	How is the procedure for issuing validations carried out, and how many validations are currently valid (reference to JAR-FCL 1.015/2.015(b)(1) and Appendix 1)?	
2.2.5	How many block validations are issued for leasing according to JAR-FCL 1.015/2.015(b)?	
Conversions		
2.2.6	How is the procedure for converting licences carried out, and how many licences issued by a non-JAA State are converted to JAR-FCL licences (reference to JAR-FCL 1.015/2.015(c) or JAR-FCL 1.016)?	
Licences specific		
2.2.7	What ratings for special purposes are issued (according to JAR-FCL 1.017/2.017 e.g. towing, aerobatics, IMC flying)?	
2.2.8	**PPL:** Check samples of documents for licences issued on: • Age: • Class 1 or 2 Medical: • Experience: • Training course: • Theoretical knowledge: • Skill: According to JAR-FCL Subpart C and AMC 1.125/2.125:	
2.2.9	**CPL:** Check samples of documents for licences issued on: • Age: • Class 1 Medical: • Experience: • Training course: • Theoretical knowledge: • Flight instruction: • Skill: • According to JAR-FCL Subparts D:	

2.2.10	**IR:** Check samples of documents for ratings in licences issued on: • Experience: • Theoretical knowledge: • Flight instruction: • Skill: According to JAR-FCL Subparts E:	
2.2.11	**Class & Type ratings:** Check samples of documents for ratings in licences issued on: • Requirements and conditions: • Skill: • According to JAR-FCL Subpart F and IEM FCL 1.240/2.240(b)(2):	
2.2.12	**ATPL:** Check samples of documents for licences on: • Age: • Class 1 Medical: • Experience: • Training course: • Theoretical knowledge: • Skill: • According to JAR-FCL Subparts G:	
Exemptions		
2.2.13	How many exemptions are being given according to JAR-FCL 1.045/2.045 and Chapter 5 of the JIP?	
2.2.14	Based on what requirements and on what grounds? Does the exemptions list held by the Authority correspond with the list held by JAA HQ?	

Training organisations and *Registered facilities		
2.2.15	How many training organisations and *Registered facilities? • FTO: • TRTO: • *Registered facilities:	
2.2.16	Does the NAA follow the approval procedures laid down in Chapter 9 of the JIP for FTOs, TRTOs?	
2.2.17	How are the following JAA standard documents incorporated into the Licensing System (check documentation) ?: Document No. 150: Document No 151: Document No. 152: Document No. 153: Document No. 154: Attach appropriate documents.	
2.2.18	In accordance with Chapter 9 of the JIP, who supervises the approvals of: Training Organisations and Training Courses: Aeromedical Centres:	
2.2.19	How many inspectors are assigned to the approval process, and are they suitably trained, qualified and experienced in their role (see Chapter 9.4 of the JIP) ? Check Staff Training records	
Approved training organisations JAR-FCL		
2.2.20	SELECT A SAMPLE OF APPROVED TRAINING ORGANISATION RECORDS (e,g. the FTO/TRTO being visited) Is the approval still valid?	

2.2.21	Approved courses: COURSE TITLE MODULAR INTEGRATED ATP(A/H) CPL/IR(A) CPL(A)/(H) IR(A/H) TR(A/H) CR(A/H) FI(A/H)	
2.22	Does each approved course of training meet the requirements for that course prescribed in the appropriate appendix or AMC of JAR-FCL? • ATPL integrated course: Appendix and AMC FCL 1.160/2.160 and 1.165/2.165(a)(1) • CPL/IR integrated course: Appendix and AMC FCL 1.160 and 1.165(a)(2) • CPL integrated course: Appendix and AMC FCL 1.160/2.160 and 1.165(a)(3)/2.165(a)(2) • CPL modular course: Appendix and AMC FCL 1.160/2.160 and 1.165(a)(4)/2.165(a)(3) • IR modular course: App. 1 to JAR-FCL 1.205/2.205 • Class / Type rating course: AMC FCL 1.261/2.261(a) • ATPL modular course: App. 1 to JAR-FCL 1.285/2.285 • Flight instructor course :AMC FCL 1.340/2.340 • Type rating instructor course: AMC FCL 1.365/2.365 • Class rating instructor course: AMC FCL 1.380 • Instrument rating instructor course: AMC FCL 1.395/2.395	
2.2.23	Does the training organisation have approval for each training course for which a licence or rating is sought?	
2.2.24	Does the training organisation use another operation base? If so, specify details.	
		According to JAR-FCL 1.055/2.055
2.2.25	USE THE AUTHORITY'S INSPECTION REPORT FORM AND THE ORGANISATION'S OPERATIONS AND TRAINING MANUALS FOR QUESTIONS 2.2.25 to 2.2.36 Staffing: *App. 1a para 10 - 20 *App. 2 para 11 - 15	
2.2.26	Documentation and Publications/Operating Information: *App. 1a para 31-33 *App. 2 para 25-27	

2.2.27	Training Records: *App. 1a para 3, 21-23 *App. 2 para 18-20	
2.2.28	Instructional requirements *App. 1a para 31-33 *App. 2 para 16	
2.2.29	Course material *App. 1a para 31-33 *App. 2 para 21, 25-27	
2.2.30	Ground school accommodation *App. 1a para 29	
2.2.31	Administration *App. 1a para 3 and 10 and 21 to 23 *App. 2 para 11 and 18-20	
2.2.32	Operational accommodation *App. 1a para 28 *App. 2 para 23	
2.2.33	Training equipment *App. 1a para 25 *App. 2 para 22	
2.2.34	Operations manual *App. 1a para 31 and 33 *App. 2 para 25 and 27	
2.2.35	Training manual *App. 1a para 31 and 32 *App. 2 para 25 and 26	
2.2.36	Quality System *App. 1a para 3 *App. 2 para 3	
2.2.37	Add Training Organisation Inspection reports by NAA:	

Flight Navigation and Procedures Trainers		
2.2.38	Does the NAA evaluate and qualify FNPTs in accordance with JAR-STD 3(A)? If not specify?	
Instructor ratings		
2.2.39	Check samples of documents of ratings in licence on: • prerequisite requirements • training • skill tests • revalidation and renewal requirements • according to JAR-FCL Subparts H and AMCs 1.340/2.340, 1.365/2.365, 1.380 and 1.395/2.395	
Examinations		
2.2.40	Does the NAA organise the examinations or is the task delegated? *If yes to whom?	
2.2.41	How are the examinations organised in relation to the requirements (JAR-FCL Subpart J) and the procedures (JIP Chapter 10)?	
2.2.42	How many per year?	
2.2.43	How many candidates?	
2.2.44	Are the questions used from the databank • PPL • CPL • IR • Type rating • Class rating • ATPL	
2.2.45	Obtain sample of examination question papers for establishing balance and distribution of questions in accordance with JAR-FCL 1.480 and 2.480.	
2.2.46	How do you have access to the JAA Central Databank (mail, modem, etc.)?	
Skill tests		
2.2.47	Does the NAA organise the skill tests or is the task delegated? If yes to whom?	
2.2.48	How are the skill tests organised in relation to the requirements and procedures?	

2.2.49	Is each skill test that is given by the holder of an examining authorisation equal in scope, depth, and difficulty to the comparable flight test prescribed in JAR-FCL? (Check and attach appropriate documentation) • PPL • CPL • IR • Type rating • Class rating • ATPL	
Examiners		
2.2.50	How many flight examiners do you have?	
2.2.51	How many type rating examiners?	
2.2.52	How many synthetic flight examiners?	
2.2.53	How many class rating examiners?	
2.2.54	How many instrument rating examiners?	
2.2.55	How many flight instructor examiners?	
2.2.56	How many multiple roles?	
2.2.57	Check documents for authorisations to ascertain whether these authorisations are issued according to JAR-FCL Subparts I Period of validity: Prerequisite requirements: • Flight examiner JAR-FCL 1.435/2.435 • Type rating examiner JAR-FCL 1.440/2.440 • Class rating examiner JAR-FCL 1.445 • Instrument rating examiner JAR-FCL 1.450/2.450 • Synthetic flight examiner JAR-FCL 1.455/2.455 • Flight instructor examiner JAR-FCL 1.460/2.460	

STANDARD DOCUMENT Nº 156 (Med)

MEDICAL STANDARDISATION TEAM VISIT REPORT

n°	Questions	Information
1	**General Data Section**	
1.1	Aeromedical Section (AMS) visited: Within which Authority?	
1.2	Date(s) and place of visit:	
1.3	MEST members:	
1.4	National Co-ordinator(s) for visit:	
1.5	Principal Authority staff seen: a) Headquarters:	
	b) Regional offices:	
1.6	Aeromedical Centres (AMC) visited:	
1.6.1	AMC one: Staff seen:	
1.6.2	AMC two: Staff seen	
1.6.3.	AMC three: Staff seen:	
1.7	Authorised Medical Examiner (AME) visited	
	AME one	
	AME two	
	AME three	

Note: Under no circumstances may a LIST or a MEST member indicate or suggest to the FTO, TRTO or AMC that the approval, authorisation, etc. for those organisations be suspended or withdrawn.

2	**Questions related to JAR-FCL 3 (Medical)**	
2.1	**Questions related to the Aeromedical Section of the Authority (AMS)**	
	a) What is the legal basis for the implementation of JAR-FCL 3 (administrative organisation, legal and technical findings)?	
	b) Is there a translation of JAR-FCL 3 into the national language or is the original text in English?	
	c) Is the actual amendment of JAR-FCL 3 used?	
	d) Are addresses and contact details of AMS, AMCs and AMEs provided to the Licensing Information System (LIS) to provide for central availability of such data?	
	e) Is there an updated website providing relevant data to the aviation community (addresses, links etc.)?	
	f) Are the relevant requirements available on the website for AMCs and AMEs or are these publications provided in hard copy to them?	
2.1.1	**Organisation** a) What is the organisation and staffing of the Aeromedical Section?	
	b) What are the Aeromedical qualifications and experience of the physicians acting as the Aeromedical Section?	
	c) Did the NA develop a profile regarding the aeromedical qualifications needed by the Head and the physician(s) of the AMS?	
	d) To whom does the Head of AMS report?	
	e) Is the Head of the AMS independent regarding aeromedical decisions?	
	f) Are AMS and AMC combined? If so, are there procedures for independent review in place? (JIP 6.3.3)	
	g) Are there regional offices or regional AMSs?	
2.1.2	**Responsibility and tasks:** a) Which of the following tasks are performed by the AMS (if not performed by the AMS - who performs the tasks?):	
	(1) provide advice to pilots (JAR-FCL 3.040(c))	
	(2) determine fitness (JAR-FCL 3.040 (d))	
	(3) designate and authorize AMCs (JAR-FCL 3.085)	
	(4) designate and authorize AMEs (JAR-FCL 3.090)	

	(5) issue initial Class 1 medical certificates (JAR-FCL 3.100(b))	
	(6) issue of any other medical certificates (FCL 3.100(b)(c))	
	(7) collate information on denial of medical certificate (JAR-FCL 3.100(f)(1))	
	(8) any other task(s)	
2.1.3	**Documentation and its maintenance** a) Are adequate stocks of JAA medical standard forms maintained for circulation to AMEs or are electronic formats used?	
	b) Are the standard documents 160 through 166 used in the format laid down in the JIP?	
	c) Are medical files maintained on all aircrew applicants? (if not - where are they kept and would they be available should resp. need arise?)	
	d) How long does it take for issue of a medical certificate following attendance by an applicant at an AMC or AME?	
	e) Is a record maintained of temporary unfitness?	
	f) Are records maintained of applicants (including initial applicants) assessed as long term unfit?	
	g) How is the documentation of AME authorisation and training maintained?	
	h) How is documentation of AMC authorisation and training maintained?	
2.1.4	**Aeromedical Confidentiality** a) How does the Aeromedical Section ensure medical confidentiality?	
	b) Who has access to the medical files of aircrew? Is it ensured that only medical personnel of the AMS has access and access by non-medical personnel is denied?	
	c) Are there security systems in place to ensure data protection?	
	d) Are medical data of pilots accessible for epide-miological audit while respecting medical confidentiality?	
	e) What are the conditions under which aeromedical information is disclosed?	
	(1) to AMEs of the own NAA (JAR-FCL 3.090(c))	
	(2) to other Authorities of JAA Member States (JAR-FCL 3.100(f)(2))	
	(3) to Authorities outside JAA-NAA	

	f) Checklist Medical Confidentiality AMS (with reference to EU- directive 95/46 1995) (see JIP 6.8.1)	
	(1) Is medical confidentiality respected at all times?	
	(2) Does the AMS have sole responsibility within the Authority in relation to medical matters and issuance of medical certificates?	
	(3) Is one of the physicians in the AMS appointed to be the Head of the AMS?	
	(4) a) Is all staff having access to personal medical information consisting of only medical staff?	
	b) Is the staff having access authorised by the head of AMS?	
	c) Is the access limited to the purpose of issuing a medical certificate?	
	d) Is there an up-to-date list listing all the staff having access?	
	(5) Is personal medical information only available to the AMS, AMC or AME handing the application and for the purpose of completion of a medical assessment?	
	(6) a) Do the applicant or his physician have access to all such documentation according to national law?	
	b) What does the national law state (just brief statement)?	
	(7) a) May the head of the AMS make relevant parts of the personal medical information available to other officials in accordance with national law?	
	b) How often does this occur?	
	c) Are adequate safeguards in place to ensure that only authorised personnel have access to medical records?	
	(8) Are medical records retained as long as necessary, according to national law?	
	(9) Is a secure encoding system in place to secure electronically transmitted and stored documents?	
	(10) Is medical confidentiality respected at all times?	

	(11) Does the AMS have sole responsibility within the Authority in relation to medical matters and issuance of medical certificates?	
	(12) Is one of the physicians in the AMS appointed to be the Head of the AMS?	
	(13) Is all staff having access to personal medical information consisting of only medical staff?	
	a) Is the staff having access authorised by the head of AMS?	
	b) Is the access limited to the purpose of issuing a medical certificate?	
	c) Is there an up-to-date list listing all the staff having access?	
	(14) Is personal medical information only available to the AMS, AMC or AME handing the application and for the purpose of completion of a medical assessment?	
	a) Do the applicant or his physician have access to all such documentation according to national law?	
	(15) What does the national law state (just brief statement)?	
	(16) a) May the head of the AMS make relevant parts of the personal medical information available to other officials in accordance with national law?	
	b) How often does this occur?	
	c) Are adequate safeguards in place to ensure that only authorised personnel have access to medical records?	
	(17) Are medical records retained as long as necessary, according to national law?	
	(18) Is a secure encoding system in place to secure electronically transmitted and stored documents?	
2.1.5	**Review Procedures / Exemptions** a) Describe the review procedures being used (JAR-FCL 3.125(a) and (b) and JIP 6.9.2.2).	
	b) Are legal findings / decisions concerning granting medical certificates subsequent to a review procedure done by the AMS or delegated?	
	c) Is the review policy being used compliant with the requirements (JAR-FCL 3.125 (a) and (b) and JIP 6.9.2.2)?	

	d) Is there a list of specialists conducting the specialist's examinations (e.g. Cardiologist) necessary for the evaluation during an AMS review procedure? (e.g. App. 1 (6) to Subparts B & C)	
	e) How long does it take to complete a review procedure - either by granting or by denying a medical certificate?	
	f) What number of medical certificates are issued following review procedures? (JAR-FCL 3.125)	
	g) Describe the procedure being used to grant a short term exemption? (JAR-FCL 3.045, JIP 6.9.2.1.2)	
	h) Is the procedure to grant a short term exemption compliant with the requirements (JAR-FCL 3.045 and JIP 6.9.2.1.2)?	
	i) What number of short term exemptions are issued? (JAR-FCL 3.045)	
	j) Are there deviations from JAR-FCL 3 on national or JAR-FCL level?	
	k) Are numbers of denials, exemptions and deviations forwarded to JAA for review in the LSST(M)?	
2.1.6	**Secondary review procedure** a) How does the JAA-NAA provide a secondary review procedure? (JAR-FCL 3.125(b))	
	b) Is there a list of the names and qualifications of individuals invited to constitute the independent review?	
	c) Are the medical advisors for secondary review procedures independent from AMS and/or AMC? (JAR-FCL 3.125(b), JIP 11.3.5)	
	d) How are records maintained of secondary review?	
	e) What are the numbers of secondary reviews completed and what was the outcome?	
2.1.7	**Specialist Consultants:** (a) Who are the specialist consultants used by the Aeromedical Section, what are their qualifications and clinical affiliations?	
	(1) for AMS review?	
	(2) for secondary review procedure?	
2.1.8	**Communications:** a) How does the AMS communicate with its NAA licensing division (regular reporting, information exchange, mutual coordination of policy)?	
	b) How does the AMS relate to the Aeromedical Center(s) and Aeromedical Examiners?	

	c) How does the AMS communicate with other JAA AMSs?	
	d) How does the AMS communicate with JAA Licensing Sub Sectorial Team (Medical)?	
	e) How does the AMS participate in the JAA Licensing Sub Sectorial Team (Medical?)	
	f) How does or will the AMS take part in the MEST inspections?	
	g) Are full reports of medical examinations submitted by the AMEs to the AMS on completing the examinations without delay for all Class 1 and Class 2 examinations? (JAR-FCL 3.095 (c))	
2.1.9	**Statistics** a) How many commercial licences (ATPL, CPL) are registered within the NAA?	
	b) How many private pilot licences (PPL) are registered within the NAA?	
	c) How many private pilot licences (PPL) holders are registered within the Regional AMS(s)?	
	d) What number of medical certificates is issued per year?	i) Class 1: ii) Class 2: iii) Other:
	e) How many examinations are carried out by AMC's?	i) Class 1: ii) Class 2: iii) Other:
	f) How many examinations are carried out by AME's	i) Class 1: ii) Class 2: iii) Other:
2.2	**Questions related to the Authorised Medical Examiners**	
2.2.1	**Authorisation:** a) How does the AMS appoint Authorised Medical Examiners Class 1 and/or Class 2?	
	b) How many AMEs with privileges to conduct medical assessments class 1 are authorised? (JAR-FCL 3.090(b))	
	c) How many AMEs with privileges to conduct medical assessments class 2 are authorised? (JAR-FCL 3.090(b))	
	d) How many AMEs with residency outside JAA Member States are authorised? (JAR-FCL 3.090(a), JIP 9.6.1)	
	e) How many AMEs (total) are authorized?	
	f) For which period of time are the AMEs authorised? (JAR-FCL 3.090(e))	
	g) What is considered as "qualified and licensed in the practice of medicine"? (JAR-FCL 3.090(d))	
	h) Do the AMEs have aviation and aeromedical experience and what kind of experience? (JAR-FCL 3.090(d))	

2.2.2	**AME Programme** a) How is basic and advanced training for AMEs carried out? (JAR-FCL 3.090(d)(1), (2)	
	b) How is refresher training for AMEs carried out? (JAR-FCL 3.090(d)(3))	
	c) How does the AMS provide direct supervision of 6 hours of refresher training for AMEs? (JAR-FCL 3.090(d)(3))	
	d) How are AMEs supervised? (JAR-FCL 3.090(e))	
	Assessment a) How does the AMS verify assessments carried out by the AMEs, particularly with respect to private pilots?	
	b) How many examinations are carried out annually?	
	c) How does the AMS ensure that extended examinations are carried out by or under the guidance and supervision of specialists acceptable to the Authority? (e.g. ENT, Ophthalmology)?	
	d) Are all AMEs considered to be specialists acceptable to the AMS for reporting of resting and exercise ECGs? (JAR-FCL 3.130(d))	
2.3	**Questions related to the Aeromedical Centre**	
2.3.1	**General - AMC Authorisation** a) How does the AMS approve and authorise Aeromedical Centers? (JIP 6.3.4)	
	b) How many AMCs have been authorised and what is their geographic distribution? (JAR-FCL 3.085)	
	c) What is the time period of the authorisation? (JAR-FCL 3.085)	
	d) Which are the conditions of reauthorisation?	
2.3.1	**AMC standards** a) How many examinations do they complete?	
	b) Which are the clinical affiliations of the AMC? (JAR-FCL 3.085(a))	
	c) How is the AMC engaged in clinical aviation medicine and related activities? (JAR-FCL 3.085(b))	
	d) How is advanced training/experience in aviation medicine of staff physicians ensured? (JAR-FCL 3.085(c))	
	e) Are there TORs laid down for the AMC(s)? (JIP 6.3.6)	
2.3.2	**Specialists opinion** a) What specialists are available at the AMC and at what times are they available?	

	b) What are the qualifications and clinical affiliations of the specialists?	
	c) What is their aviation experience?	
2.3.3	**AMC Equipment** What is the equipment available? a) Ophthalmological	
	b) Cardovascular	
	c) ENT	
	d) Neurology	
	e) Radiological equipment is available and where?	
	f) Laboratory testing	
	g) Respiratory testing	
	h) Other	
2.4	**Compliance with requirements**	
2.4.1	**Subpart B, C, Appendices** a) Are all requirements implemented?	
	b) What are the intervals of (1) Resting ECGs? (JAR-FCL 3.130, 3.250 (b))	
	(2) Exercise ECGs? (JAR-FCL 3.130, 3.250 (c))	
	c) What laboratory testing is done? (JAR-FCL 3.130, 3.250 (e), 3.180, 3.300 (b), 3.185, 3.305 (b))	
	d) Are medical certificates of other JAA Member States accepted without formality? (JAR-FCL 3.015)	

ORGANISATION NAME:		**ORGANISATION NAME:**	
LOCATION:		**LOCATION:**	
DEPARTMENTS SEEN:		**DEPARTMENTS SEEN:**	
COMMENTS RELATIVE TO JAA-NAA REPORTS ON THE ORGANISATION:		**COMMENTS RELATIVE TO JAA-NAA REPORTS ON THE ORGANISATION:**	

<table>
<tr><td>3. FINDINGS SECTION

The following findings must be debriefed with the management of the JAA-NAA at the conclusion of the visit and one copy left with the JAA-NAA.

Findings may only be deleted during the debrief at the discretion of the LIST/MEST team when it is evident that the finding resulted from a misunderstanding.

The LIST/MEST Team may not determine corrective actions necessary but may record the preliminary response of the JAA-NAA if the JAA-NAA wishes to make such a response at the time of the debrief. The most important aspect for the JAA-NAA at the debrief is to ensure that it fully understands the findings even if it does not agree with such findings.</td><td colspan="2">FINDINGS:</td></tr>
<tr><td>SIGNATURES OF THE LIST/MEST TEAM MEMBERS:

1..... 2. .....
3.....</td><td>SIGNATURE OF NATIONAL CO-ORDINATOR:

.....</td><td>DATES OF SIGNATURES :

.....
.....</td></tr>
</table>

CHAPTER 13: PROCEDURES FOR THE RESOLUTION OF DISPUTE BETWEEN AN AUTHORITY AND THE JAA FOLLOWING A LIST OR MEST VISIT

13.1 **The Framework Contract for the Provision of Standardisation Coordination Services by the European Aviation Safety Agency to the Joint Aviation Authorities** (see Chapter 12, paragraph 12.1)

13.1.1 In accordance with the above mentioned framework contract, EASA provides standardisation coordination services to the JAA.

13.1.2 All standardisation activities coordinated by EASA will use the JAA standardisation procedures which were applicable at the moment of signing the framework contract between the JAA and EASA. The JAA standardisation procedures are detailed in Chapter 12. Therefore, note that some of the provisions of this chapter, previously carried out by the JAA, are now carried out by EASA on behalf of the JAA.

13.2 Introduction

13.2.1 At the end of LIST/MEST mission, the visited Authority will be given the results of their findings.

13.2.2 In accordance with para 12.11 of Chapter 12, the JAA Liaison Office - Licensing will discuss such findings with the concerned Authority before writing formally to the Authority within one month of the MEST or LIST visit specifying the necessary action and relevant time scales. In the interest of mutual recognition the JAA Liaison Office - Licensing must write to the Authority within one month of the visit even if it is found not possible to discuss the findings within the timescale. The reasons for failing to discuss the findings will be identified in the letter to the Authority.

13.2.3 If the Authority disagrees with any one or all of the findings the Authority may appeal in accordance with the two stage appeal procedure described below.

13.2.4 If the Authority disagrees with any or all of the findings and the Authority does not want to follow the advice of the JAA Liaison Office - Licensing and does not follow the appeals procedure the other Authorities will be formally advised by the Chairman of the JAAC not to recognise licences, ratings, medical certificates, training parts and/or tests for a licence or a rating from that Authority.

13.3 Stage One Appeal

13.3.1 If the Authority wishes to appeal against the JAA Liaison Office - Licensing regarding some or all of the findings made against it, that Authority must formally appeal in writing within one month of the date of the para 13.1.2. letter to the Chairman of the JAA Licensing Sectorial Team for a hearing before the Lower Appeal Board.

13.3.2 The JAA Licensing Sectorial Team must select three Authority members of the Sectorial Team, who were not members of the visiting LIST/MEST, to form the Lower Appeal Board.

13.3.3 The Lower Appeal Board will meet within one month of receipt of the appeal letter to hear arguments from the JAA Liaison Office - Licensing and the aggrieved Authority before making a decision based upon the submitted arguments. The decision shall be announced within 5 days of the hearing.

13.3.4 If the aggrieved Authority does not accept the decision of the Lower Appeal Board it may appeal to the Upper Appeal Board.

13.4 Stage Two Appeal

13.4.1 The aggrieved Authority must formally appeal in writing within two weeks of the Lower Appeal Board decision to the Chairman of the JAA Committee for a hearing before the Upper Appeal Board.

13.4.2 The JAA Committee members will select three persons from the Committee to form the Upper Appeal Board. The Upper Appeal Board members shall be from three different Authorities and shall not include the aggrieved Authority, any one that had a member in the original (LIST or MEST) Team which raised the disputed findings or any Authority that was represented in the Lower Appeal Board.

13.4.3 The Upper Appeal Board will meet within one month of receipt of the appeal letter to hear arguments from the JAA Liaison Office - Licensing and the aggrieved Authority before making a decision based upon the submitted arguments. The decision shall be announced within 5 days of the hearing.

13.4.4 The decision of the Upper Appeal Board is the final JAA administrative decision.

13.4.5 If the aggrieved Authority disagrees with this decision and refuses to comply, the other Authorities will be formally advised by the Chairman of the JAA Committee not to recognise licences, ratings, medical certificates, training parts and/or tests for a licence or a rating from that Authority.

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CHAPTER 14: DOCUMENTATION, FORMAT AND SPECIFICATIONS FOR LICENCES, CERTIFICATES AND PILOT LOGBOOKS

14.1 Documentation, format and specifications for licences and certificates

14.1.1 Information to be retained by the issuing Authority.

14.1.1.1 Records to be kept by the Authority that issues a licence or a rating are as follows:

Licence application details:

a) record of licence and ratings issued including former licences e.g. military;
b) the most recent skill test and proficiency check forms;
c) proof of a pass of theoretical knowledge examination forms;
d) initial medical examination and the most recent medical examination reports;
e) proof of the experience checked for licence issue;
f) proof of identity of licence holder.

Other information:

g) list of Flight Training Organisations (FTOs), Registered Facilities, Type rating Training Organisations (TRTOs) and Aeromedical Centres;
h) list of Authorised Medical Examiners, Flight Examiner (FE), Type (TRE) and Class (CRE) rating examiners, Instrument rating examiner (IRE) and Flight Instructor examiner (FIE);
with the numbering system according to Appendix 1 in Chapter 15.

14.1.1.2 Application for licences and ratings and records of licences and ratings issued shall be retained for a period of not less than 10 years. The Authority shall maintain medical documentation of applicants refused a medical certificate for a minimum period of 30 years.

14.1.1.3 If the holder of a licence wants a new rating to be added to the licence and wants to perform the required tests in a State that did not issue the licence, the examination form(s), after completion of the test, shall be sent by the examiner to the State of licence issue after completion of the test, with a copy to the Authority of the State where the test took place.

14.1.1.4 In case a holder of a licence performs the required proficiency check in a State that did not issue the licence, the proficiency check form shall be sent to the Authority that issues the licence by the holder of the licence. The procedure in 14.1.1.5 below should be followed.

14.1.1.5 The examination form(s) shall be sent by the examiner to the State of licence issue with a copy to the Authority where the test took place. This State of licence issue enters the new rating on the licence. In case of a revalidation proficiency check, the Examiner of the State where the proficiency check has been done, indicates this on the licence, if applicable. The proficiency check form shall to be sent to the State of licence issue, for records.

14.1.2 Procedures to Enable Flight Crew Licence Holders to Transfer State of Licence Issue.

14.1.2.1 The licence holder shall apply directly to the new State of licence issue and provide details and documentation as required by that State. When notified by the new State of licence issue, a standard form of information (see Document No. 155) will be supplied by the original State of licence issue to verify relevant details of the licence holder.

14.1.2.2 The applicant will initially provide sight of the existing licence (or photocopy) to the new State of licence issue. (Note: the new licence will only be used on surrender of the existing licence, which shall be returned to the original issuing Authority for destruction.)

14.1.2.3 The applicant will provide logbook(s) or photocopy of relevant period as required by the new State of licence issue.

14.1.2.4 The new State of licence issue will provide an application form which will include a declaration of accuracy and a cautionary warning regarding any false representation. The declaration may be

accepted in lieu of logbook evidence of flying experience, at the discretion of the intended State of licence issue.

14.1.2.5 The application form will specify any further information required by the new State of licence issue (e.g. proof of [employment or residency] in accordance with JAR-FCL 1.070 and 2.070, in addition to that included in the standard JAR-FCL transfer form (See Document No. 155). In order to comply with laws concerning privacy, confidentiality and data protection, licence holders shall agree on the application form to the transfer of all required licensing information to the new State of licence issue. The original or a certified copy of the application form shall be sent to the original State of licence issue when requesting the standard transfer of information (see Document 155).

14.1.2.6 The original State of licence issue will, as requested by the new State of licence issue, transfer all relevant licensing information (see 14.1.1 above) relating to all pilot licences currently held by an individual.

14.1.2.7 The original State of licence issue shall, after transfer of the required licensing information to the new State of licence issue, retain or dispose of any remaining records in accordance with paragraph 14.1.1.2.

14.1.2.8 Original States of licence issue shall indicate if the licence holder is the subject of past or pending licence enforcement action. New States of licence issue may refuse to issue a licence on grounds of information presented by the original State of licence issue on the applicant.

14.1.2.9 A pilot who holds more than one JAA licence should transfer his licences to one state and the AMS of that state should hold the medical file of the pilot. If it is not possible for one state to issue all JAA licences, the individual should nominate the state that will hold his medical file. The AMS of each state where a licence is held should be informed where the medical file is held.

14.2 Licences

14.2.1 Examiner authorisations should not go into the licence.

14.3 Pilot logbooks

(Procedures to be developed, if necessary)

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STANDARD DOCUMENT N°155 (a)

The following information shall be provided by a State of Licence Issue to another Member State, to enable licence holders to transfer their State of licence issue. The information may be provided in the format shown or by any suitable media.

INFORMATION FORM FOR THE TRANSFER OF A LICENCE

Item	ICAO Ax. 1	Description	
1	(i)	State of licence issue	
2	(ii)	Title of licence	
3	(iii)	Serial number of licence	
4	(iv)	Full name of holder	
5	(v)	Address of holder	
6	(vi)	Date of birth	
7	(vi)	Nationality of holder	
8	(viii)	Issuing Authority	
9	(x)	Date of issue	
10	(xii)	Ratings held	Valid until
11	(xiii)	Remarks, i.e., special endorsements relating to limitations and endorsements for privileges	
12		Past or pending enforcement action	Yes/No

Signed and stamped by licensing authority certifying information.

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CHAPTER 15: APPENDICES AND STANDARD DOCUMENTS

15.1 APPENDICES

Appendix 1
(See Chapter 14 paragraph 14.1.1.1 g) and h))

Numbering system for:

- Authorised Medical Examiners (AME);
- Aeromedical Centres (AMC);
- Flight Examiner (FE);
- Type Rating Examiner (TRE)/Synthetic Flight Examiner (SFE);
- Class Rating Examiner (CRE);
- Instrument Rating Examiner (IRE);
- Flight Instructor Examiner (FIE);
- FTO;
- TRTO.

With reference to chapter 14, paragraph 14.1.1.1 g) and h) the following letter codes must be used as a prefix in the numbering of licences, examiners, training organisations and aeromedical centres from Authorities. First the initials of the Authority as indicated below, followed by the function (e.g. A/FE/...), then number of the numbering system used officially for this purpose within the Authority (e.g. the social security number or the tax number). An Authority may use only one numbering system, e.g. A (Austria)/ C(CPL)/xxx name. The numbering system used should be reported to the JAA Liaison Office - Licensing.

The letter codes to be used first are:

Austria	-	A
Belgium	-	B
Cyprus	-	CY
Czech Republic	-	CZ
Denmark	-	DK
Estonia	-	EST
Finland	-	FIN
Former Yugoslav Republic of Macedonia	-	FYROM
France	-	F
Germany	-	D
Greece	-	GR
Hungary	-	H
Iceland	-	IS
Ireland	-	IRL
Italy	-	I
Latvia	-	LVA
Luxembourg	-	L
Malta	-	M
Moldova	-	MD
Monaco	-	MC
Netherlands	-	NL
Norway	-	N
Poland	-	PL
Portugal	-	P
Romania	-	R
Slovak Republic	-	SK
Slovenia	-	SLO
Spain	-	E
Sweden	-	SE
Switzerland	-	CH
Turkey	-	TR
United Kingdom	-	UK

In case the examiner has several functions e.g. FE and CRE all the functions should be indicated on the list (e.g. NL/FE/.... - NL/CRE/... - NL/TRE/...).

Appendix 2

JAR-FCL Provisions for "approvals"

Withdrawn

Appendix 3

JAR-FCL Provisions 'acceptable to' or 'accepted by' the Authority

Withdrawn

15.2 STANDARD DOCUMENTS **Page**

15.2.1 Training and Licensing Documents

(A) Registration of PPL facilities:

(B) Approval of FTOs and TRTOs:

(C) Approval of a Type/Class rating training programme:

(D) Other Documents

15.2.2 Medical Documents 6-7

Reports of MEST team visits: see document 156.

STANDARD DOCUMENT N° 150
(See Chapter 9)

Application form for registration for PPL instruction

a	Name and address under which the facility operates, i.e. Club, School, Group;
b	Name of Owner(s);
c	Date of intended commencement of operations;
d	Name, address and telephone number of FI's and qualifications;
e	(i) Name and address of aerodrome, if applicable, from which training operations are to be conducted; (ii) Name of aerodrome operator;
f	List of aircraft to be used, including any means of synthetic flight instruction (if applicable) to be used by the facility, stating: Class/Type of aeroplanes, Registration(s), Registered Owner(s), C of A Categories;
g	Type of training to be conducted by the facility: Theoretical instruction for PPL(A) / (H) Flight instruction for PPL(A) / (H) Night qualification Single-engine SPA Class ratings others (specify) (see JAR-FCL 1.115 or 2.115)
h	Details of aircraft insurance held;
i	State whether your facility intends to operate full or part time;
j	Any additional information the Authority may require;
k	A declaration below by the applicant that the information provided in (a) to (j) above is correct and that training will be conducted in accordance with JAR-FCL.
Date:	
Signature:	

STANDARD DOCUMENT N°151
(See Chapter 9)

APPLICATION FORM FOR APPROVAL OF TRAINING ORGANISATIONS

N°	Question	Supplementary information
1.	Name and type of organisation under which the activity is to take place	address, fax number, Email, Internet URL
2.	Training courses offered	theory and/or flight training
3.	Name of Head of Training	type and number of licence full/part time
4.	Name of Chief Flight Instructor	as (3)
5.	Name of Chief Ground Instructor	as (3)
6.	Name of flight instructor(s), where applicable	as (3)
7.	Aerodrome(s) to be used	IFR approaches night flying air traffic control
8.	Flight operations accommodation	location, number and size of rooms
9.	Theoretical instruction facilities	location, number and size of rooms
10.	Description of training devices (as applicable)	flight simulators, FNPT I and II flight training devices others
11.	Description of aircraft	type of aircraft registration of aircraft IFR equipped

N°	Question	Supplementary information
12.	Proposed administration and Manuals : (submit with application)	(a) course programmes (b) training records (c) operations manual (d) training manual
13.	Details of proposed quality control system/ quality system	

Note 1 : If answer to any of the above questions are incomplete, the applicant shall provide full details of alternative arrangements separately.

I, (name), on behalf of (name of training organisation) certify that all the above named persons are in compliance with JAR-FCL and that all the above information given is complete and correct. (Signature)

STANDARD DOCUMENT N° 152

TRAINING ORGANISATION INSPECTION REPORT BY NAA

Date of inspection		Inspection Leader	
FTO/TRTO/sub-contracted facility name		Add. Inspectors	
		Other training organisation	
Location		Alternative base aerodrome	
TO Ref. No.			

APPROVED COURSE(S) INSPECTION FOR (Tick those relevant)

	COURSE TITLE	
MODULAR		INTEGRATED
	ATP	
	CPL/IR(A)/(H)	
	CPL(A)/(H)	
	IR	
	TR	
	CR	
	FI	
	MCC	
	SFI	

ITEMISED REPORT (INSPECTOR'S REPORT)
(To be completed in conjunction with the JAR-FCL relevant to the course(s) applied for)

2. APPROVED COURSE FLIGHT STAFFING

The staffing arrangements have been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 10-18 and App. 2 para 11-15.	Satisfactory	Unsatisfactory

3. APPROVED COURSE GROUND STAFFING

The staffing arrangements have been checked in accordance with the requirements of JAR-FCL 1.055/2.055 App. 1a para 19-20 and App. 2 para 16.	Satisfactory	Unsatisfactory

4. AERODROME(S)

The aerodromes have been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 27.	Satisfactory	Unsatisfactory

5. DOCUMENTATION & PUBLICATIONS/OPERATIONS INFORMATION

The documentation and publication related to the courses updating system training and operations manuals have been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 31 - 33 and App. 2 para 25-27.	Satisfactory	Unsatisfactory

6. TRAINING RECORDS AND LOG BOOKS

The training and log books (instructor and student) have been checked in accordance with the requirements in JAR-FCL 1.055/2.055 App.1a para 21-23 and App. 2 para 18-20.	Satisfactory	Unsatisfactory

7. SAMPLING CROSS REFERENCE OF RECORDS

Cross refer Flight Authorisation Sheets, Student applications, Training Records & Progress reports, Student and Instructor Log books and aircraft documentation (see No. 17 & 18)

Course	Date	A/C Type/Sim	A/C Reg	T/O	Land	Student	Instructor	Satis.	Unsatis.

8. INSTRUCTIONAL STANDARDS

The following lectures were sampled in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 31-33 and App. 2 para 16.	Satisfactory	Unsatisfactory

9. COURSE MATERIAL

The course material and aids have been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 31-33 and App.2 para 21 and 25 to 27.	Satisfactory	Unsatisfactory

10. TRAINING PROGRAMME

The training programme has been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 24 and App. 2 para 21.	Satisfactory	Unsatisfactory

11. GROUND SCHOOL ACCOMMODATION

The accommodation has been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 29.	Satisfactory	Unsatisfactory

12. ADMINISTRATION

The ground training administration arrangements have been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 3 and 10 and para 21-23, and App. 2 para 11 and para 18-20.	Satisfactory	Unsatisfactory

13. APPROVED COURSE AIRCRAFT

TYPE	NUMBER	TYPE	NUMBER

14. AIRCRAFT SAMPLED (check to include documentation)

A/C Reg: have been checked in accordance with the inspection check list and the requirements in JAR-FCL 1.055/2.055 App. 1a para 25 and 26 and App. 2 para 22.	Satisfactory	Unsatisfactory

15. OPERATIONAL ACCOMMODATION

The accommodation has been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 28 and App. 2 para 23.	Satisfactory	Unsatisfactory

16. TRAINING EQUIPMENT

The training equipment has been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App.1a para 25 and App. 2 para 22.	Satisfactory	Unsatisfactory

17. OPERATIONS MANUAL

The Operations Manual has been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 31 and 33 and App. 2 para 25 and 27.	Satisfactory	Unsatisfactory

18. TRAINING MANUAL

The Training Manual has been checked in accordance with the requirements laid down in JAR-FCL 1.055/2.055 App. 1a para 31 and 32 and App. 2 para 25 and 26.	Satisfactory	Unsatisfactory

19. STD (including qualification, approval & maintenance)

The STD operation has been checked in accordance with the requirements in JAR-FCL 1.005/2.005(a)(4), and JAR-STD.	Satisfactory	Unsatisfactory

20. QUALITY SYSTEM

The Quality System has been checked in accordance with the requirements in JAR-FCL 1.055/2.055 App. 1a para 3 and App. 2 para 3	Satisfactory	Unsatisfactory

21. Note 1) Where it has not been possible to carry out a check item, this shall be stated with reasons.

Note 2) Any item(s) marked unsatisfactory shall have an explanation attached to this report.

Note 3) The report, when completed, shall be retained by the NAA and produced for the LIST-teams when required.

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STANDARD DOCUMENT Nº 153

(Name of NAA)

Member of the Joint Aviation Authorities

Approval Certificate

This certificate is issued to:

Whose business address is:

Number:

upon finding that its organisation complies in all respects with the Joint Aviation Requirements JAR-FCL relating to the establishment of a Training Organisation and is empowered to operate an approved (enter words Flight Training Organisation or Type Rating Training Organisation) for the following courses:

This certificate, unless cancelled, suspended, or revoked, shall continue in effect until (enter date 12 months after first issue, 36 months after second and further issues)

Date of issue:

Signature:

For the National Aviation Authority:

STANDARD DOCUMENT N°154
(see Chapter 9)

APPLICATION FORM FOR APPROVAL OF A TYPE/CLASS RATING TRAINING PROGRAMME

MULTI PILOT	SINGLE PILOT	AEROPLANE	HELICOPTER	VFR	IFR	CLASS RATING	TYPE RATING

Delete as applicable

PART A TO BE COMPLETED BY THE APPLICANT (IN CAPITAL LETTERS)

APPLICANT: FTO/ TRTO/OPERATOR/MANUFACTURER/SUBCONTRACTED FACILITY/INDIVIDUAL TRI
Delete as applicable

NAME: .....

ADDRESS: .....
.....
..... Tel:..... Fax:.....

STATE: .....

LICENCES AND RATINGS HELD (For individual TRI only):
.....
.....
.

APPROVAL No.....(FTO/TRTO) LICENCE No.....(for TRI)

1. SUMMARY OF TRAINEES pre-requisite entry conditions:
.....

2. CONTENT OF TRAINING COURSES

GROUND TRAINING (..... hrs) CHECK (..... hrs) LOCATION
..... ORGANISATION OR INSTRUCTOR RESPONSIBLE .....

STD TRAINING (..... hrs) CHECK (..... hrs)
LOCATION.....
ORGANISATION OR INSTRUCTOR RESPONSIBLE.....

AIRCRAFT FLYING TRAINING (..... hrs) CHECK (..... hrs) AIRPORT .....
ORGANISATION OR INSTRUCTOR RESPONSIBLE.....

3. STD TYPE: ..... MANUFACTURER: .....
OPERATOR: ..... APPROVAL/RENEWAL DATE:.....

4. AIRCRAFT TYPE: ..... REGISTRATION No: ..... OPERATOR: .....

5. FACILITIES..... PROVIDED BY.....ORGANISATION: .....

I further certify that the..... class/type rating training course defined above shall be conducted under my responsibility according to the requirements contained in the training programme registered by application form referenced..... .
Date: ..../..../..... Signature of Applicant:

PART B CERTIFICATE OF APPROVAL OF THE AUTHORITY

This is to certify that the above specified ..... class/type rating training programme has been approved for the conduct under the responsibility of the above referred applicant.
Observations (if applicable) :.....
.....
Approval date and n° : .....
Renewal date and n° : .....

Date and Location: Signature/Seal/Stamp of issuing authority:

STANDARD DOCUMENT N°155 (a)

The following information shall be provided by a State of Licence Issue to another Member State, to enable licence holders to transfer their State of licence issue. The information may be provided in the format shown or by any suitable media.

INFORMATION FORM FOR THE TRANSFER OF A LICENCE

Item	ICAO Ax. 1	Description	
1	(i)	State of licence issue	
2	(ii)	Title of licence	
3	(iii)	Serial number of licence	
4	(iv)	Full name of holder	
5	(v)	Address of holder	
6	(vi)	Date of birth	
7	(vi)	Nationality of holder	
8	(viii)	Issuing Authority	
9	(x)	Date of issue	
10	(xii)	Ratings held	Valid until
11	(xiii)	Remarks, i.e., special endorsements relating to limitations and endorsements for privileges	
12		Past or pending enforcement action	Yes/No

Signed and stamped by licensing authority certifying information.

CHAPTER 16: CLASS AND TYPE RATINGS AEROPLANES AND TYPE RATINGS HELICOPTERS AND LICENCE ENDORSEMENT LISTS

16.1 CLASS AND TYPE RATINGS LIST (Aeroplanes) AND TYPE RATINGS LIST (Helicopters)

(See JAR-FCL 1.215(b))
(See JAR-FCL 1.220(c))
(See JAR-FCL 2.220(c))

16.1.1. The Class and Type Ratings List (Aeroplanes) and the Type Ratings List (Helicopters) only include aircraft which have been evaluated by a JOEB and type certificated in a JAA Member State, and aircraft type certificated in accordance with FAR/JAR 23, EASA CS 23, FAR/JAR 23 Commuter Category, FAR/JAR 25, EASA CS 25, BCAR Section G or AIR 2051 (aeroplanes) and FAR/JAR 27, FAR/JAR 29, CS 27, CS 29 and BCAR section G (helicopters).

An aircraft which has been subject to the “catch up” process can be accepted and placed on the respective Class and Type Ratings Lists.

Aircraft types specified in Regulation (EC) 1592/2002 ANNEX II, such as military, ex military, experimental or vintage aircraft, are not included in the Type Ratings Lists.

16.1.2. The Class and Type Ratings List (Aeroplanes) and the Type Ratings List (Helicopters) are available on the JAA website:http://www.jaat.eu/licensing/licensing.html, and have been separated into the following tables:

Class Ratings List (Aeroplane) – Single-pilot:

Table 1	Single/multi-engine piston aeroplane (land/sea)
Table 2	Single-engine turboprop aeroplane (land)
Table 3	Single-engine piston touring motor gliders (land)

Type Ratings List (Aeroplane) – Single-pilot:

Table 4	Single-engine
Table 5	Multi-engine turboprop (land)
Table 6	Multi-engine turboprop (sea)
Table 7	Multi-engine turbo-jet (land)

Type Ratings List (Aeroplane) – Multi-pilot:

Table 8	Multi-pilot aeroplanes

Type Ratings List (Helicopter):

Table 9	Type Ratings List (Helicopter)

16.1.3. For an explanation of tables refer to JAR-FCL 1.235(c) and JAR-FCL 2.235(c):

(a) the symbol (D) in column 3 indicates that differences training is required when moving between variants or other types of aircraft which are separated by the use of a line in column 2;

(b) the specific variant on which the skill test for the type rating has been completed will be recorded according to JAR-FCL 1.080 and JAR-FCL 2.080;

(c) the symbol HPA (High Performance Aeroplane) in column 3of the aeroplane Type Rating List indicates that additional knowledge instruction is required for this type of aeroplane if the applicant for the type rating is not the holder of an ATPL(A) or has no theoretical knowledge credit at ATPL(A) level;

(d) SP* means Single Pilot certificated in some JAA Member States (aeroplanes only).

16.2 LICENCE ENDORSEMENT LISTS (Aeroplanes and Helicopters)

(See JAR-FCL 1.215(b))
(See JAR-FCL 1.220(c))
(See JAR-FCL 2.220(c))

16.2.1. The Licence Endorsement Lists (Aeroplanes and Helicopters) includes a number of aeroplane class/types and helicopter types that are not listed on the Class and Type Ratings List (Aeroplanes) and the Type Ratings List (Helicopters) which are mentioned at paragraph 16.1.

Before operating the aircraft detailed in the respective Licence Endorsement Lists, it will be the responsibility of the JAA/EASA Member State to ensure satisfactory assessment of such aircraft.

16.1.2. The Licence Endorsement Lists (Aeroplanes and Helicopters) are available on the JAA website:http://www.jaat.eu/licensing/licensing.html , and have been separated into the following tables:

Licence Endorsement List - Class Ratings (Aeroplane) – Single-pilot:

Table 10	Single/multi engine piston aeroplane (land/sea)
Table 11a	Single-engine turboprop aeroplane (land)
Table 11b	Single-engine turboprop aeroplane (sea)
Table 12	Single-engine piston touring motor gliders (land)

Licence Endorsement List - Type Ratings (Aeroplane) – Single-pilot:

Table 13	Single-engine
Table 14	Multi-engine turboprop (land)
Table 15	Multi-engine turboprop (sea)
Table 16	Multi-engine turbo-jet (land)

Licence Endorsement List - Type Ratings (Aeroplane) – Multi-pilot:

Table 17	Multi-pilot aeroplanes

Licence Endorsement List - Type Ratings (Helicopter):

Table 18	Type Ratings (Helicopter)

16.1.3. For an explanation of tables refer to JAR-FCL 1.235(c) and JAR-FCL 2.235(c):

(a) the symbol (D) in column 3 indicates that differences training is required when moving between variants or other types of aircraft which are separated by the use of a line in column 2;

(b) the specific variant on which the skill test for the class or type rating has been completed will be recorded according to JAR-FCL 1.080 and JAR-FCL 2.080;

(c) the symbol HPA (High Performance Aeroplane) in column 3 of the aeroplane Type Rating List indicates that additional knowledge instruction is required for this type of aeroplane if the applicant for the type rating is not the holder of an ATPL(A) or has no theoretical knowledge credit at ATPL(A) level;

(d) SP* means Single Pilot certificated in some JAA Member States.(aeroplanes only);

(e) although the licence endorsement (column 4) contains all aircraft listed in column 2, the required familiarisation or differences training has still to be completed.

CHAPTER 17: PROCEDURES FOR THE IMPLEMENTATION OF MULTI-CREW PILOT LICENCE TRAINING COURSES AND THE ESTABLISHMENT OF THE MPL ADVISORY BOARD TO THE LICENSING SECTORIAL TEAM

GUIDELINES FOR THE IMPLEMENTATION OF THE MPL

17.1 INTRODUCTION

17.1.1 The introduction of the multi-crew pilot licence (MPL) provides the aviation community with an opportunity to train pilots directly for co-pilot duties using to a greater extent the modern training devices such as flight simulator. JAR-FCL 1 specifies the minimum number of actual and simulated flight hours (240) for the MPL(A) course. However, it does not specify the breakdown between actual and simulated flight hours and thus allows part of the training curriculum that was traditionally conducted on aeroplane to be done on flight simulation training devices. While the airline industry has acquired a considerable experience in the use of flight simulation training devices, the use of such devices in the early phase of airline pilot training has been limited. These guidelines provide guidance to Authorities on the measures that should be taken to facilitate a safe and efficient implementation of the new MPL Standards.

17.2 GENERAL CONSIDERATIONS

17.2.1 The level of competency expected from MPL holder is defined in detail in Appendix 1 to JAR-FCL 1.520 & 1.525 and further described in ICAO Annex 1 and the associated PANS-TRG document. In broad terms, the MPL holder is expected to be able to complete the airline operators' conversion course in accordance with JAR-OPS 1 Subpart N with a high probability of success and within the time frame normally allowed for this phase. It is equivalent to what is expected today from graduates of the ATP(A) integrated course who have completed type rating training.

17.2.2 The general approach is to use the existing ATP(A) integrated training course as a reference and to implement progressively the MPL(A) integrated training course in particular the transfer from actual flight to simulated flight.

17.2.3 This transfer should be organised in a way that is similar to the approach used for ETOPS. Successive evolutions of the training programme introduce progressively a higher level of simulated flight and a reduction of actual flight. Change from one version to the next should only take place after enough experience has been gained and once its results, including those of airline operators' conversion courses, have been analysed and taken into account.

17.2.4 The exchange of information between Authorities, Flying Training Organisations and airlines that are involved in MPL training shall be facilitated and encouraged by the existence of the MPL Advisory Board to the Licensing Sectorial Team.

17.3 GUIDELINES FOR THE AUTHORITY

17.3.1 a) The implementation of the MPL requires the development of an approved training programme that blends the various types of training (knowledge and practical) and media (classroom, various level of simulation and aeroplane). Only FTO that are familiar with *ab initio* training or airline training should be considered, at least initially.

b) In view of the developmental nature of the first MPL course in each FTO, the approval should be provisional and confirmed after the satisfactory result of the first course and the lessons learned have been incorporated in the curriculum.

c) All the applicable requirements related to FTO (Appendix 1a, 1b and 1c to JAR-FCL 1.055) and related guidance material apply, and in particular those related to the approval of the curriculum and quality assurance system.

d) MPL courses shall be competency-based and one of the attributes of competency-based training, as defined in PANS-TRG, is the use of a continuous evaluation process to ensure the effectiveness of training and its relevance to line operations. This aspect of continuous evaluation is especially important during the initial implementation of an MPL course.

e) Close oversight by the Authority should be exercised during the initial phase. The need for regular feedback from the FTO to the Authority on the progress and problems faced during delivery of the course is important. The way it is to be provided to the Authority should therefore be clearly stated in the approval.

f) The success of the implementation of the MPL depends to a large measure on the effective coordination and cooperation between the Authority, the FTO and the airlines that will be hiring the graduates and pilot representative bodies. Authorities shall participate in such cooperation and coordination through the MPL Advisory Board to the LST.

g) Authorities shall specify in the conditions of the approval of training organisations conducting MPL training, the information they require, in accordance with JAR-FCL 1.535 paragraph 2, to enable them to report to the MPL Advisory Board on implementation issues under their responsibility.

17.4 The MPL Advisory Board to the Licensing Sectorial Team

The MPL Advisory Board to the Licensing Sectorial Team (referred to hereinafter as 'the Board') is established with the following composition and Terms of Reference:

17.4.1 Composition

The Board shall be composed of:

- Chairman of the Licensing Sectorial Team or his representative
- 2 Authority representatives from the JAA LST
- 1 representative from a pilot representative body
- 1 representative from an airline operator representative body
- 1 expert representing the training organisations representative body

The composition of the Board shall be agreed by the LST annually.

17.4.2 Terms of Reference

Purpose

The Board is established to facilitate the coordination and cooperation, through the exchange of information, between the Authorities, the FTO and the airlines that will be hiring the graduates and pilot representative bodies involved in MPL training. It shall also act as the focal point for providing feedback to ICAO on MPL implementation matters for the JAA Member States.

Tasks

The Board shall:

a) Report to the LST Chairman.
b) Publish its rules of procedure for endorsement by the LST.
c) Receive the reports, information and recommendations from Authorities that have approved MPL courses.
d) Based on the reports, prepare information and recommendations to the JAA LST including a summary of national reports and any relevant issues occurring during the period covered by the report. All reports shall take due account of confidentiality and the need to protect commercially sensitive information.
e) When requested by the LST, give advice on requests for Long Term Exemption
f) Advise the LST, where appropriate, on implementation issues arising from feedback received from Authorities or training organisations
g) Produce an annual report providing an analysis of the information received during the year.
h) When requested by the LST, develop draft NPA material for the amendment of JAR-FCL 1, taking into account the JAR 11 process.
i) Keep the LST informed about the appropriate information on MPL worldwide.
j) Coordinate with other Advisory or Monitoring Groups established outside Europe and make appropriate regular reports to ICAO in accordance with the MPL Implementation principles.

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CHAPTER 18: FCL CENTRAL QUESTION BANK MANAGEMENT

18.1 General

18.1.1 The **Central Question Bank** (CQB) is a database containing Multiple-Choice Questions (MCQs) used in the theoretical examinations by applicants for flight crew licences and instrument ratings issued in accordance with JAR-FCL in JAA Member States.

18.1.2 MCQs are composed and validated in English and are approved by Subject Expert Teams (SETs). JAA and the JAA Theoretical Knowledge Steering Group (TKStG) are responsible for co-ordinating, supervising and reviewing the work of the SETs.

18.1.3 The FCL CQB is managed centrally using software as determined by JAA who will distribute the CQB to Member States by encrypted software. NAAs are responsible for the translation into their own national language(s) as considered necessary.

18.1.4 An updated CQB will be distributed to Member States to account for new questions and revisions to existing questions or syllabus design. In order to allow sufficient time for translation where necessary, NAAs need not use the revised CQB when issued until six months after it has been distributed.

18.1.5 The content of the CQB is classified as JAA confidential and when it is distributed to NAAs, it is only to be used for the preparation and setting of examinations.

18.1.6 A sample of MCQs from the CQB is available to candidates and FTOs; it may be downloaded free of charge from the JAA website at http://www.jaa.nl/licensing/jar-fcl_questions.html

18.2 Subject Expert Teams (SETs)

18.2.1 SETs are formed by a NAA assuming the responsibility of a theoretical knowledge subject. This NAA will then be referred to as the Responsible State (RS) for the subject(s) concerned. The RS will then be responsible for appointing and sponsoring the SET Chair who will usually be from the RS.

18.2.2 It will then be the duty of the SET Chair to form the complete SET with other persons who are considered expert in the subject concerned. These experts, preferably from different NAAs, shall be SET members. These SET members will be nominated and sponsored by their respective NAAs. Depending on the subject, each SET should consist of between three and five members. Upon completion of the SET, the RS shall inform the JAA of the composition of the SET for approval by the TKStG.

18.2.3 Upon conclusion of appropriately signed confidentiality agreements between a SET member and his/her sponsoring NAA, each NAA or SET Chair should make the necessary arrangements to ensure that each SET member has access, by suitable means, to the validated MCQs in their subject.

18.2.4 All SET members should provide full contact details (address, tel, fax, email, etc.) which will be made available on the Restricted Area of the JAA web site.

18.2.5 The following table shows which NAAs are RSs for the various theoretical knowledge subjects:

Subject reference and name		Responsible State
010	Air Law	Switzerland
020	Aircraft General Knowledge - 021 Airframe, power plant, systems - 022 Instrumentation	France
030	Flight Performance and Planning - 031 Mass and balance - 032 Performance - Aeroplanes - 033 Flight Planning and Monitoring - 034 Performance - Helicopters	Germany
040	Human Performance	Sweden
050	Meteorology	Switzerland
060	Navigation - 061 General Navigation - 062 Radio Navigation	United Kingdom
070	Operational Procedures	France
081	Principles of Flight - Aeroplanes	Netherlands
082	Principles of Flight - Helicopters	Belgium
090	Communications - 091 VFR Communications - 092 IFR Communications	Denmark

18.2.4 When a SET is formed, there is a change of Chair or transfer of responsibilities from one NAA to another, the JAA will inform the new SET Chair of their terms of reference. It is then the responsibility of the SET Chair to inform the other members of the working procedures for that SET.

18.2.5 For the nomination of new SET members, the SET Chair will make a request, through JAA/TKStG, for NAAs to make appropriately qualified personnel available to join the SET. If the individual concerned is considered acceptable to the SET Chair and JAA/TKStG, the SET Chair will contact the nominated member and inform him of the activities relating to the work of the relevant SET.

18.2.6 Subject Expert Teams (SETs) are teams of experts whose overall tasks are defined within the scope detailed below. Their specific tasks are to:

a) assist JAA during the MCQ validation procedure in the subject(s) for which they are responsible;

b) review the syllabus, learning objectives, related MCQs and the distribution of examination questions, and advise the JAA on the need for any changes;

c) ensure the quality of associated appendices to MCQs;

d) initiate reviews to MCQs in accordance with feedback and amendment procedure to ensure the quality of the CQB is maintained;

e) make written reports to JAA when requested on work in progress for review; and

f) advise the JAA/TKStG on matters of fact in any dispute.

18.2.7 At least once a year a joint meeting will be arranged between JAA, TKStG and the SET Chairs. This meeting will be an open forum to discuss all aspects of the theoretical knowledge process.

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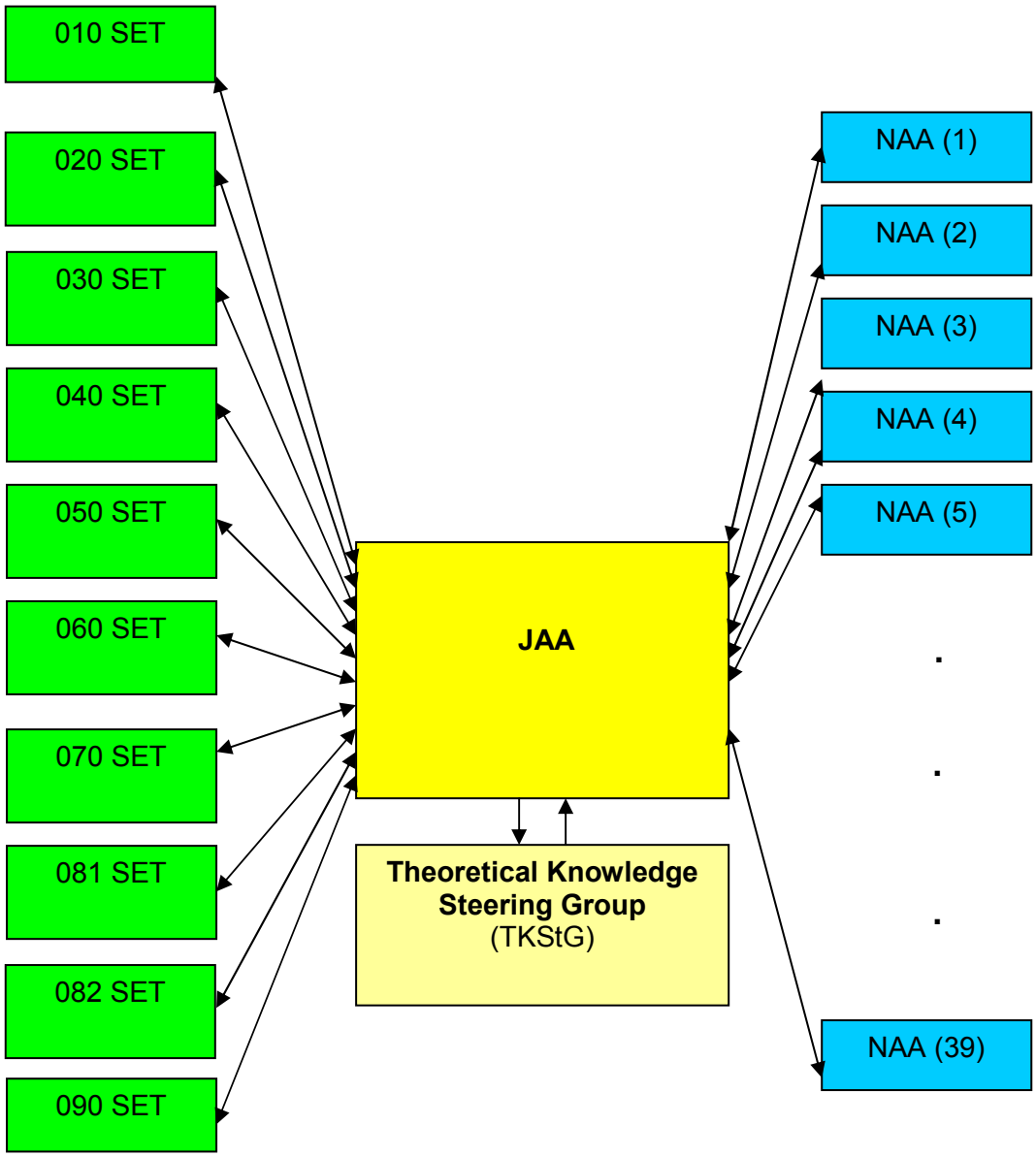
18.2.8 The general organisation of all those involved in the management of the CQB is as shown below:



18.3 SET Meetings

18.3.1 SETs mainly work using electronic means of communication, but they also meet periodically to complete SET tasks.

18.3.2 The frequency, agenda and location of SET meetings depends on a number of factors, but will be determined by the SET Chair in liaison with JAA.

18.4 The Central Question Bank (CQB)

18.4.1 MCQs are verified and validated by the SETs for inclusion in the CQB. All MCQs should be written in English using the methodology described in Attachment 1; the abbreviations listed in Attachment 2 to this Chapter may be used. JAA will utilise computer technology to store all the questions within the CQB.

18.4.2 Each MCQ is intended for use in JAR-FCL theoretical knowledge examinations, and is identified by a unique number, its MCQ number. All references to a specific MCQ shall include this unique MCQ number.

18.4.3 Some questions require reference to the use of graphs, diagrams and charts which are physically separate from the question itself. In such instances, an annex will be provided even if the graph, diagram or chart concerned is included in a TKStG approved manual. Reference will be made in the question to the appendix, and manual if relevant, by including the appendix number(s) with version date (dd/mm/yyyy) plus the manual reference(s) in the text of the MCQ eg “(For this question use Annex 032-21, issued/amended 10/11/2006)”.

18.4.4 Only questions contained in the CQB may be used for JAR-FCL theoretical knowledge examinations and no others. Authorities should compile examination papers according to the distribution shown in Attachment 2 to Chapter 10, which contains the distributions for all aeroplane and helicopter examinations.

18.4.5 The attention of the Authorities is drawn to the fact that the number of required MCQs in each subject is fixed, and the time allowed for the examination shall not be exceeded. Each MCQ must be treated as entirely separate from any other, and caution must be exercised in avoiding compiling examination papers with similar or complementary MCQs.

18.4.6 The content of each MCQ will not be changed other than, where necessary, to facilitate translation into the national language(s) or to correct a technical error. If an MCQ is amended because of a perceived technical error, the NAA must use the feedback procedure detailed at paragraph 18.6.

18.4.7 The style of answer to MCQs requiring numerical computation or graphical interpretation may be varied to other forms considered appropriate by the Authority. Examination papers, whether hard copies or electronic, must be treated as confidential at all times and given only the minimum necessary circulation.

18.5 MCQ Validation Procedure

18.5.1 All MCQs are approved as the outcome of a validation procedure. The purpose of this validation procedure is to apply a means of quality control. The content and parameters of each MCQ are validated by the SET responsible for the relevant subject(s).

18.5.2 The validation procedure is carried out by the responsible SET and is intended to ensure the integrity of the questions used by Authorities within the JAA system. Questions are to be processed in samples for each subject. The number of questions in each sample is not fixed but, in order to allow time for thorough consideration of the questions, should be limited to no more than fifty (50) in any one sample.

18.5.3 The final decision regarding the validity of individual questions is at the discretion of the SET Chair appointed by the RS. An appropriate software programme controlled and provided by JAA determines the standard means by which questions are exchanged within the validation process.

18.5.4 The whole validation procedure may take up to four months to complete.

18.5.5 **Submission of questions**: Any NAA, Training Organisation or individual may submit questions and, are encouraged to do so. Questions must be composed in English and should be submitted in the correct manner with correct syllabus and textual references as applicable to each question. Where appropriate, a justification rather than a textual reference may be acceptable. Where a calculation is involved, the originator should include an explanation of the calculation(s) used.

18.5.6 All question originators should follow the guidelines in Attachment 1 when constructing new questions. New questions, including any relevant Annex(es) should be submitted electronically directly to JAA in any reasonable format. Attachment 3 offers a suitable template to account for all the information required. If sent in error to the responsible state or SET, they should be forwarded to JAA for processing.

18.5.7 The proposed MCQ(s) will be entered into the appropriate software programme by JAA and assigned a unique MCQ identification number. A new question will never be given a number that has already been used. When a question is deleted from the bank its individual number is deleted also. The SET should not attempt to validate questions unless JAA has allocated them an MCQ identification number.

18.5.8 **Validation Phase 1**: At intervals, the newly submitted questions will be sent by JAA to the relevant SET Chair. Once these questions are received, the SET Chair, with the assistance of SET members as required, is required to select the questions that are considered suitable for validation and inform JAA of the MCQ identification numbers that have been selected for validation.

18.5.9 This first phase of the validation process requires that the SET Chair:

- ensures that each question is correctly referenced to the syllabus.
- ensures that the question content is covered by the learning objectives.
- ensures that in all respects the question meets the requirements of Attachment 1 - 'Construction of computer compatible questions'.
- ensures that the question is factually correct, appropriate to the licence/rating indicated and that the correct answer is that indicated as the first choice.
- ensures that where a calculation is involved, the solution is correct.
- ensures that the academic level is appropriate to the licence level indicated and that the score and length allowed for each question are realistic compared to the work involved in deriving the answer. There should be some relationship between the work involved, the time allowed and the score.
- ensures that the question is not already in the bank. (each SET Chair has the relevant validated questions to date)
- ensures, as well as can be achieved at this stage, that the English language and terminology used is unambiguous, technically correct, and grammatically correct.

18.5.10 The MCQs must be dealt with in samples as and when received. All the MCQs present in a sample must be considered. None should be added to the initial sample (e.g. to make it up to 75 during the validation process).

18.5.11 Having addressed the samples of questions, the SET Chair may accept or reject questions. Individual questions may be modified, where necessary, to meet the requirements. These modifications should be highlighted and returned to JAA where the CQB will be updated. Where modifications have been made, this should be indicated to the bank separately in order to allow a final check.

18.5.12 All questions must be returned to JAA whatever their status (e.g. accepted in its original form, accepted after modification or deleted) so that the CQB is kept up to date with this information.

18.5.13 On request in writing from a NAA, JAA will include that Authority in the validation process for the subjects requested. The questions proposed for validation will be sent to such NAAs after the SET initial decision. Comments from such NAAs however will need to be returned to the SET Chair within one month of the date of receipt. The Authority may recommend rejection, modification or acceptance of a question. Where an Authority suggests rejection or change, reasons must be given and, where appropriate, textual references or justification provided. The NAA concerned may also request a technical explanation of the MCQ if one is necessary and not already included. The SET Chair will consider any such comments in the process of validation. If comments from an NAA are not received to 2 consecutive samples the NAA must re-confirm, in writing, their wish to continue to participate in subsequent samples.

18.5.14 The SET Chair has two months after the SET initial decision to validate these questions. If any delays are expected, then an extension to this time must be requested of JAA. Once finally satisfied with the samples of questions, the SET Chair will return them to JAA with their status.

18.5.15 All the questions in the sample must be returned. Otherwise, the status of individual questions decided by the SET will not be able to be integrated into the computer software programme.

18.5.16 **Validation Phase 2:** Following completion of the technical phase of the validation process, phase 1, if a native English speaker has not been directly involved as a SET member, JAA will initiate the final process which is a check of the English Language as Phase 2 of the validation procedure. A maximum of two months will be allowed for this check of English Language.

18.5.17 Samples of questions will be forwarded to the UK Civil Aviation Authority who has agreed to act as the advisor in this area. Any recommended amendments will be made by means of the appropriate software management system and returned to JAA for action. Where amendments are recommended, the SET Chair will be informed and may challenge the recommendation if he feels it necessary.

18.5.18 **Circulation of Validated questions**: The validated questions are then circulated by JAA to all Authorities approved by JAA to conduct theoretical knowledge examinations. While the validation procedure is intended to achieve an acceptable quality of MCQs in the CQB, it remains the responsibility of individual NAAs to ensure that no errors have been made before a question is used in an examination. JAA manages and co-ordinates the process of validation and distribution but is not responsible for the actual examinations provided for examinations.

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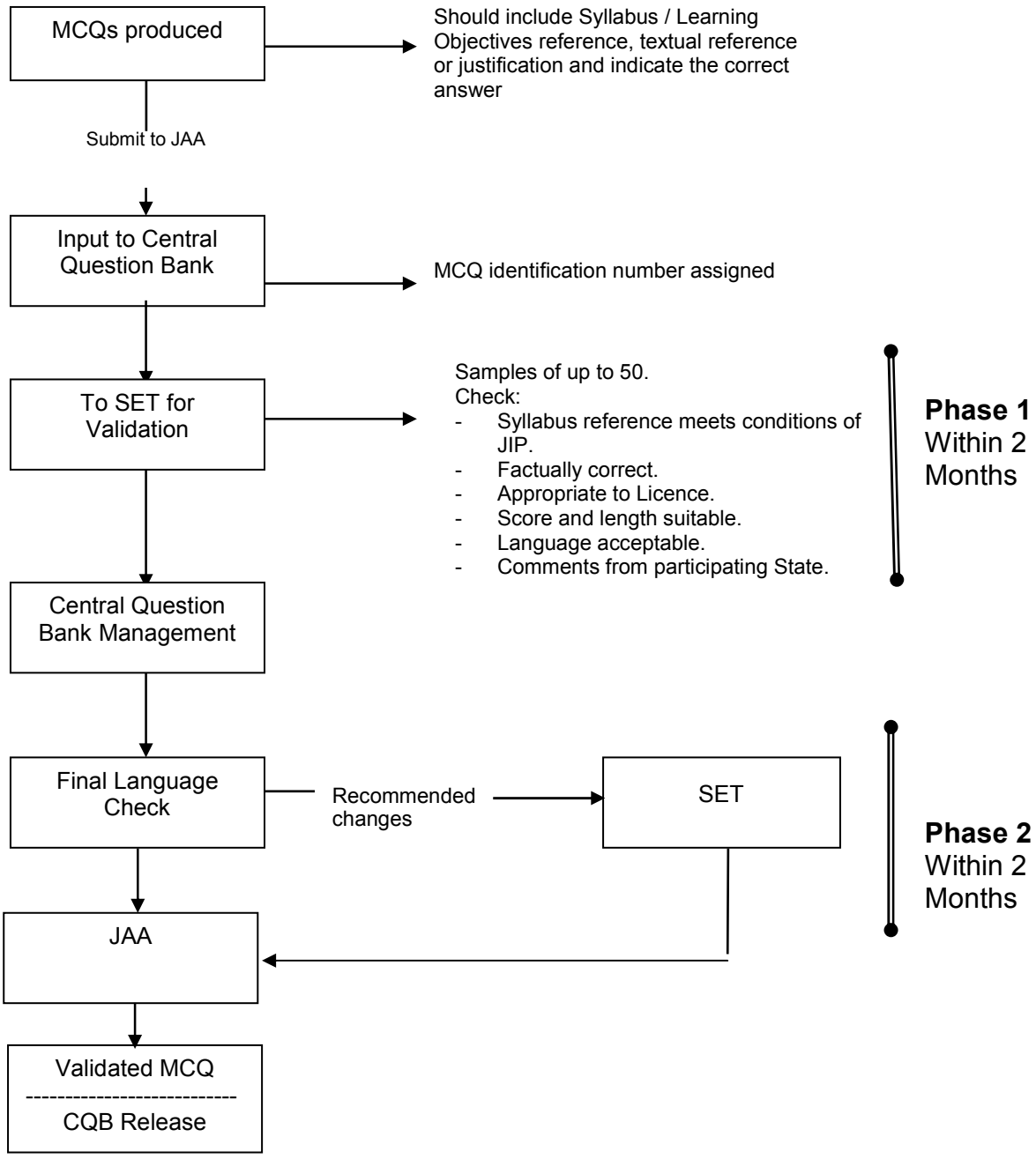
18.5.19 The validation procedure is shown in Flowchart 1.

Flowchart 1 Validation Procedure



18.6 MCQ Feedback Procedure

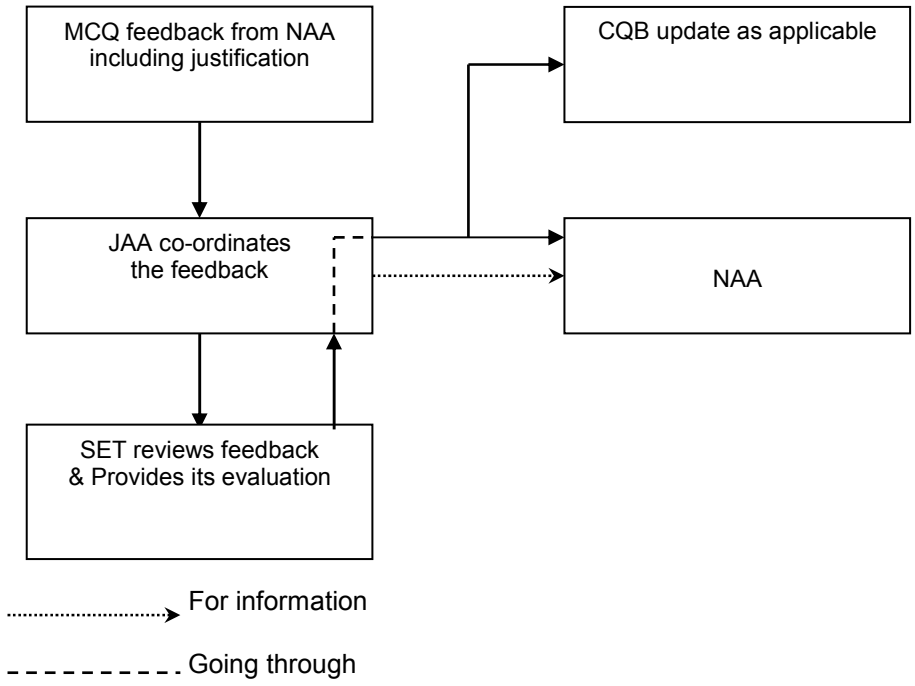
18.6.1 To ensure that all MCQs in the CQB remain valid and reflect technical developments and changes in aeronautical regulations, a feedback system and amendment procedure is used. Revisions to MCQs will be made within the scope defined as follows:

18.6.2 When a NAA decides that, in its opinion, a MCQ is unsuitable for use or considered a doubtful question (either during compilation or after the examination has been taken), that NAA will report the information to JAA in a feedback procedure. Doubtful questions include those that are considered as not in the syllabus, have no correct or more than one correct answer, have unclear language, have no syllabus reference, or are not accounted for in the Learning Objectives.

18.6.3 The information will be reported with a full justification as to the reason why the MCQ should be deleted or amended. JAA will ask the SET to review the MCQs. When the SET has completed its review, the SET Chair will send its evaluation back to JAA, so that the CQB can updated accordingly. At this time, JAA should inform NAAs of those MCQs that have been withdrawn and therefore should no longer be used in examinations.

18.6.4 The reporting of feedback will be made on a standard pro-forma (see attachment 6). JAA will monitor the feedback procedure and provide any necessary information on the matter to the TKStG. The MCQ feed back procedure is detailed in Flowchart 2.

Flowchart 2 MCQ Feedback and Amendment Procedure



18.6.5 Changes made to MCQs during an amendment period will be highlighted in the CQB when the updated release is distributed to Member States. This will prevent Authorities utilising out of date or obsolete MCQs.

18.7 Amendments to the Syllabus, Learning Objectives and MCQs

18.7.1 Amendments to the Syllabus, Learning Objectives and MCQs will be necessary from time to time in order to act on proposals for changes from all parties involved in the theoretical knowledge training and examination process. In such instances, an amendment procedure has been developed and is detailed below. It should be noted that a proposal for an amendment to the Syllabus, either short or detailed versions, Learning Objectives or MCQs could impact a change on the other(s).

18.7.2 **Amendments to the Short Syllabus**: When a proposal for amendment to the short syllabus in JAR-FCL requirements is made, the proposal must be sent to JAA for central co-ordination purposes. JAA will then forward the proposal to the SET to review the proposal. After consideration and justification of the proposals, the SET is authorised to send the final draft proposal back to JAA for consideration by the TKStG before further action is taken in accordance with the procedures for changes to JAR-FCL requirements. In cases where the SET does not agree the proposal for amendment to the syllabus, JAA shall be informed and will advise the originator of the outcome.

18.7.3 **Amendments to the Detailed Syllabus**: When a proposal for amendment to the detailed syllabus in JAA AGM (JIP) material is made, the proposal must be sent to JAA for central co-ordination purposes. JAA will then forward the proposal to the SET to review the proposal. After consideration and justification of the proposals, the SET is authorised to send the final draft proposal back to JAA for consideration by the TKStG before further action is taken in accordance with the procedures for changes to JAA AGM (JIP) material. In cases where the SET does not agree the proposal for amendment to the syllabus, JAA shall be informed and will advise the originator of the outcome.

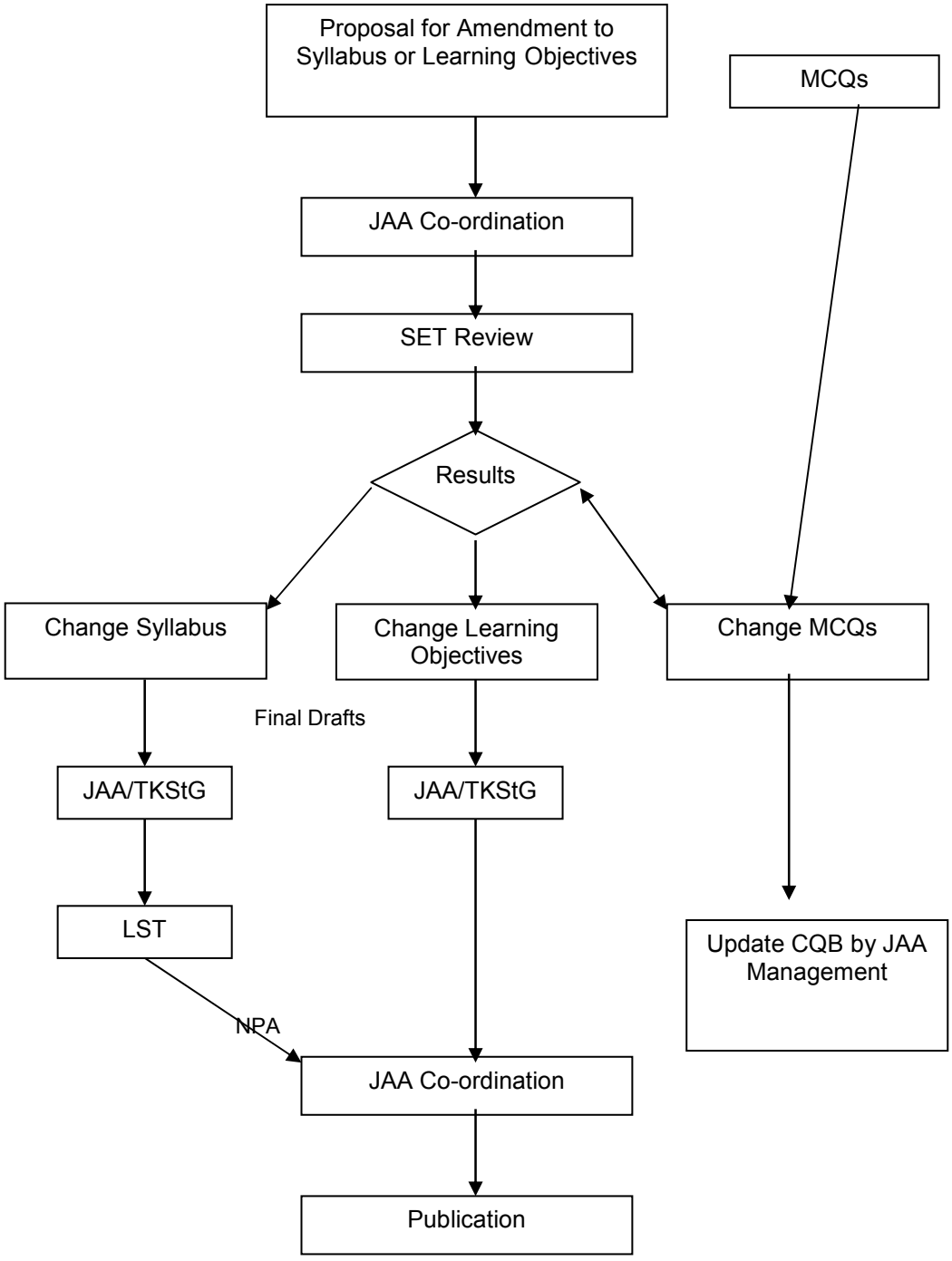
18.7.4 **Amendment to the Learning Objectives**: When a proposal for amendment to the Learning Objectives is made, the proposal must be sent to JAA for central co-ordination purposes. JAA will then forward the proposal to the SET to review the proposal. After consideration and justification of the proposals, the SET is authorised to send the final draft proposal to JAA for approval by TKStG. JAA will incorporate the amendment into the Learning Objectives and will update the Learning Objectives on the JAA website. In cases where the SET does not agree with the proposal for amendment to the Learning Objectives, JAA shall be informed and will advise the originator of the final outcome.

18.7.5 **Amendment to MCQs:** As a result of amendments to the short or detailed syllabus and/or learning objectives, or, as a result of ongoing monitoring of questions in its own subject, a SET may identify the need for changes to MCQs. In this instance the SET will send the updated MCQs to JAA for incorporation into the CQB. The task of notifying amendments and changes to official and legal documents (JARs, EASA Docs, ICAO Annexes and Documents, etc.) to each SET Chair rests with JAA. However, as this is a collective responsibility of all NAAs, each NAA will make appropriate arrangements for SET members to have direct access to the relevant documentation.

18.7.6 The procedures for amendment of the Syllabus, Learning Objectives and MCQs are detailed in Flowchart 3.

18.7.7 Any new or amended MCQs generated as a result of changes to the Learning Objectives cannot be included in an examination for a minimum period of 6 months after publication of the Learning Objectives. This notice period is intended to permit FTOs time to adjust their teaching and amend all training courseware to reflect the change.

Flowchart 3 Amendments to the Syllabus, Learning Objectives and MCQs



Attachment 1

CONSTRUCTION OF MULTIPLE CHOICE EXAMINATION QUESTIONS

1. Multiple choice questions should relate to the topic being examined but not to minor related detail.

2. Purely academic questions, which have no practical use, should be avoided, unless they relate to fundamental concepts. Examples of academic questions that are acceptable are the role of dihedral and camber in aerodynamics, and the definition of dew point in meteorology.

3. Questions that require specialised knowledge of specific aircraft types should not be asked in a licence examination.

4. Only abbreviations and acronyms that are in forms internationally recognised should be used. In case of doubt use the full form, eg angle of attack = 12 degrees instead of α= 12°. A list of abbreviations that may be used for examination purposes is at Attachment 2.

5. Questions and answers should be as simple as possible because the examination should not be a test of language. Complex sentences, unusual grammar and double negatives should not be used.

6. For those questions that offer a number of statements, there should be no more than 6 different statements to choose from. This is so that the candidate may not be able to deduce the correct answer by eliminating the unlikely combinations of statements.

7. Questions should have only one true answer. The correct answer should be absolutely correct and complete or, without doubt, the most preferable.

8. Questions that are asking for a wrong answer ie a negative question should not be used. An example of a negative question would be “Which of the following statements is not correct?”

9. Answers that are so essentially similar that the choice is a matter of opinion rather than a matter of fact should be avoided.

10. The incorrect answers must seem plausible to anyone ignorant of the subject. All of the answers should be clearly related to the question and of similar vocabulary, grammatical construction and length. In numerical questions, the incorrect answers should correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions rather than being mere random numbers.

11. Questions must be referenced to the examination syllabus

12. All questions should be allocated a number of minutes and points/marks depending on the complexity of the question or calculation required.

13. Any documentation required to answer the question (eg tables, graphs) should be available during the examination.

Attachment 2

ABBREVIATIONS, ACRONYMS, SYMBOLS AND UNITS FOR JAR-FCL CQB MCQs

Note 1: All abbreviations listed in ICAO Annex 5, ICAO Doc 8400 (not necessarily upper case) , JAR 1, JAR-FCL documents or those representing SI units may be used in MCQs.

Note 2: Other abbreviations, units and symbols may be used if initially explained as part of the MCQ e.g. Airspeed indicator (ASI) or Moment of tail rotor (M_{TR}).

Abbreviations	Meaning
a	1. Acceleration 2. Speed of sound
A	Ampere
AAL	Above aerodrome level
abm	Abeam
ABN	Aerodrome beacon
AC	Alternating current
ACARS	Aircraft Communication Addressing & Reporting System
ACFT	Aircraft
ACN	Aircraft classification number
act	Active
AD	Aerodrome
ADC	Air data computer
ADF	Automatic direction finding equipment
ADI	Attitude director indicator
ADR	Advisory route
ADS	Automatic Dependent Surveillance
AEO	All engines operating
AFIS	Aerodrome flight information service
AFM	Aeroplane flight manual
AFN	ATS Facilities Notification (LOGON)
AGL	Above ground level
AIP	Aeronautical Information Publication
alt	Altitude
altn	Alternate (aerodrome)
AMSL	Above mean sea level

ANS	Autonomic nervous system
AOA or α	Angle of attack
APAPI	Abbreviated PAPI
apch	Approach
APT	Airport
APU	Auxiliary power unit
arr	Arrival
ASD	Accelerate stop distance
ASDA	Accelerate stop distance available
ASI	Airspeed indicator
ATA	Actual time of arrival
ATC	Air traffic control
ATD	Actual time of departure
ATIS	Automatic terminal information service
ATO	Actual time overhead
ATS	Air traffic services
ATZ	Aerodrome traffic zone
AUM	All up mass
AUX	Auxiliary
Avg	Average
AWR	Airborne weather radar
AWY	Airway
AZM	Azimuth
b	Wing span
BMI	Body mass index
brg	Bearing
CAS	Calibrated airspeed
CAT	Clear air turbulence
C_d	Drag coefficient (two dimensional)
C_D	Drag coefficient (three dimensional)
CDI	Course deviation indicator
CDU	Control display unit
CG	Centre of gravity
C_l	Lift coefficient (two dimensional)
C_L	Lift coefficient (three dimensional)
C_{LMAX}	Maximum lift coefficient
cm	Centimetre
C_m	Pitching moment coefficient
CNS	Central nervous system
CNS/ATM	Communications, Navigation and Surveillance/Air Traffic Management
COM	Communications
CP	Critical point
CPDLC	Controller-Pilot Data Link Communications
CRM	Crew resource management

CTR	Control zone
CVR	Cockpit voice recorder
CWY	Clearway
DA	Decision altitude
DC	Direct current
deg	Degree (º)
dep	Departure
DES	Descent
DEST	Destination
dev	Deviation
DF	Direction finding
DG	Directional gyroscope
DGI	Directional gyro indicator
DH	Decision height
DIST	Distance
DME	Distance measuring equipment
DP	Dew point
DR	Dead reckoning
DVOR	Doppler VOR
E	East
EAS	Equivalent airspeed
EAT	Expected approach time
ECAM	Electronic centralized aircraft monitoring
ECG	Electrocardiogram
EEG	Electroencephalogram
EFIS	Electronic flight instrument system
EGPWS	Enhanced GPWS
EGT	Exhaust gas temperature
EICAS	Engine indication and crew alerting system
ELT	Emergency locator transmitter
EPR	Engine pressure ratio
EST	Estimated
ETA	Estimated time of arrival
ETD	Estimated time of departure
ETO	Estimated time overhead
ETOPS	Extended range twin operations
F	Force
FADEC	Full Authority Digital Engine Control
FAF	Final approach fix
FANS	Future Air Navigation System
FD	Flight director
F_e	Elevator stick force
FIS	Flight information service
FL	Flight level
FMS	Flight management system
ft	Feet
ft/min	Feet per minute

g	1. Gramme 2. Acceleration due to gravity
gal	Gallon
GAS	General adaption syndrome
gnd	Ground
GP	Glide path
GPWS	Ground proximity warning system
GS	Ground speed
HAPI	Helicopter approach path indicator
hdg	Heading
HF	High frequency
HP	High pressure
hPa	Hectopascal
h	Hour
HSI	Horizontal situation indicator
ht	Height
HUMS	Health and usage monitoring system
Hz	Hertz
IAS	Indicated airspeed
ILS	Instrument landing system
IMC	Instrument meteorological conditions
Imp gal	Imperial gallon
INS	Inertial navigation system
int	Intersection
IRS	Inertial reference system
ISA	International standard atmosphere
ITCZ	Intertropical convergence zone
IVSI	Instantaneous vertical speed indicator
J	Joule
K	Kelvin
kg	Kilogram
kHz	Kilohertz
km	Kilometre
km/h	Kilometre per hour
kt	Knot
kW	Kilowatt
lat	Latitude
lb	Pound
LCN	Load classification number
LDA	Landing distance available
ldg	Landing
LDP	Landing decision point
llz	Localizer
LMC	Last minute change
LMT	Local mean time
long	Longitude
LP	Low pressure

LT	Local time
ltd	Limited
lvl	Level
m	1. Metre 2. Mass
M	Mach number
MAC	Mean aerodynamic chord
MAP	Manifold pressure
MAPt	Missed approach point
max	Maximum
M_{crit}	Critical Mach number
MDA/H	Minimum descent altitude/height
MEA	Minimum en-route altitude
MEL	Minimum equipment list
met	Meteorological
min	Minute
MLS	Microwave landing system
MM	Middle marker
MMEL	Master minimum equipment list
mnm	Minimum
MNPS	Minimum navigation performance specifications
MOCA	Minimum obstruction clearance altitude
MORA	Minimum off route altitude
MPH	Statute miles per hour
m/s	Metres per second
MSA	Minimum sector altitude
MSL	Mean sea level
MSU	Mode selector unit
n	1. Number of engines/all engines operating 2. Load factor
N	1. Newton 2. North
n-1	One engine inoperative
NAT	1. North Atlantic Region 2. North Atlantic Track
nav	Navigation
NDB	Non-directional radio beacon
NIHL	Noise inducted hearing loss
NM	Nautical miles
NOTAM	Notice to airmen
OAT	Outside air temperature
OBS	Omni bearing selector
OCA/H	Obstacle clearance altitude/height
OCL	Obstacle clearance limit
OEI	One engine inoperative
OM	1. Operating mass 2. Outer marker

OPS	Operations
p	Pressure
P	Power
Pa	Pascal
PAX	Passenger(s)
PET	Point of equal time
PIC	Pilot-in-command
PNR	Point of no return
PNS	Peripheral nervous system
pos	Position
psi	pounds per square inch
p_{stat}	Static pressure
PSR	Point of safe return
p_{tot}	Total pressure
PTS	Polar track structure
q	Dynamic pressure
R	Radius
RAC	Rules of the air and air traffic services
REP	Reporting point
RMI	Radio magnetic indicator
rmk	Remark
RNAV	Area navigation
ROC	Rate of climb
ROD	Rate of descent
RPM	Revolution(s) per minute
RVR	Runway visual range
RWY	Runway
s	Second
S	1. South 2. Wing area
SAR	Search and rescue
sfc	Surface
SFC	Specific fuel consumption
SI	International standard (Système International)
SID	Standard instrument departure
SR	Sunrise
SS	Sunset
SSR	Secondary surveillance radar
STAR	Standard arrival route
std	Standard
stn	Station
STS	Status
SWY	Stopway
Tº	Temperature
TA	Transition altitude
TAS	True airspeed
TAT	Total air temperature
TAWS	Terrain Awareness Warning System
TDP	Take off decision point
TCAS	Traffic collision avoidance system
THR	Threshold
TL	Transition level

T/O	Take off
TOC	Top of climb
TOD	Top of descent
TODA	Take-off distance available
TORA	Take-off run available
TUC	Time of useful consciousness
TWY	Taxiway
U/S	Unserviceable
US gal	US gallon
UTC	Co-ordinated universal time
V	1. Speed 2. Volt
V_1	Take-off decision speed
V_2	Take-off safety speed
V_A	Design manoeuvring speed
var	(Magnetic) variation
VASI	Visual approach slope indicator
V_B	Design speed for maximum gust intensity
V_C/M_C	Design cruising speed/Mach number
VDF	VHF direction-finding station
V_D/M_D	Design diving speed/Mach number
V_{EF}	Critical engine failure speed
V_F	Design flap speed
V_{FE}	Maximum flap extended speed
VHF	Very high frequency
vis	Visibility
V_{LE}	Maximum landing gear extended speed
VLF	Very low frequency
V_{LO}	maximum landing gear operating speed
V_{LOF}	Lift-off speed
$V_{max\ Tyre}$	Maximum tyre speed
V_{MBE}	Maximum brake energy speed
V_{MC}	Minimum control speed with the critical engine inoperative
VMC	Visual meteorological conditions
V_{MCA}	Minimum control speed (in the air), take-off climb
V_{MCG}	Minimum control speed (on the ground), on or near ground
V_{MCL}	Minimum control speed (landing), approach and landing
V_{MO}/M_{MO}	Maximum operating limit speed/Mach number
V_{MU}	Minimum unstick speed
V_{NE}	Never-exceed speed
V_{NO}	Normal operating speed

VOLMET	Meteorological information for aircraft flight
VOR	VHF omnidirectional radio range
V_R	Rotation speed
V_{RA}	Rough airspeed
V_{REF}	Reference landing speed
V_S	Stall speed *or* the minimum steady flight speed at which the aeroplane is controllable
V_{S1}	Stall speed *or* the minimum steady flight speed obtained in a specified configuration
V_{S1G}	One-g stall speed at which the aeroplane can develop a lift force (normal to the flight path) equal to its weight
VSI	Vertical speed indicator
V_{SO}	Stall speed *or* minimum steady flight speed in the landing configuration
V_X	Speed for best angle of climb
V_Y	Speed for best rate of climb
W	1. Watt 2. Weight 3. West
WC	Wind component
WCA	Wind correction angle
wpt	Waypoint
WS	Wind shear
W/V	Wind velocity ie direction and speed
wx	Weather
X	Cross
XTK	Cross track distance

ATTACHMENT 3

MCQ PROPOSAL FORM

Originator (name)					
Contact details	Tel: e-mail:				
Subject / Topic:					
Syllabus Ref	(subject) ##	(topic) ##	(paragraph) ##	(sub-paragraph) ##	
Relevant LO (s) text					
Question (Title + text)					
True Answer – A					
False Answer – B					
False Answer – C					
False Answer – D					
Allocation (A)	ATPL Yes/No		CPL Yes/No	IR Yes/No	PPL Yes/No
Allocation (H)	ATPL/IR Yes/No	ATPL Yes/No	CPL Yes/No		PPL Yes/No
Time (minutes) (same for all)	1 (one)				
Marks (same for all)	1 (one)				
Source/reference					
Remarks (as required) including relevant proof of calculations.					

Notes

1. This form, when completed, should be submitted electronically to JAA.
2. Any relevant Annex(es) should be attached to the proposal in an electronic format.
3. The time should reflect the work involved in answering the question.
4. One additional minute should be included for each Annex included with the proposed MCQ.
5. The marks should generally be the same as the time from (3) above.
6. The time and marks are to be the same for all allocations.

Attachment 4

MCQ Amendment Form

Original submission date:
Received by JAA :
Ref:

Authority originating the comment:
Subject:
MCQ Number:
CQB Issue Number:
Name of Commentator:
contact details (tel, email):

NAA comment (including full justification):

Proposed amendment or new proposal/recommendation:

Sent to the State Responsible/SET by JAA on:

Decision of the SET through State Responsible for Subject
(SET must communicate with the commentator if decision deviates from proposal/recommendation)

MCQ maintained as it stands at present yes/no

MCQ deleted yes/no

MCQ amended yes/no
(amendments must be sent to the CQB by SET)

SET comments and reasons:

Sent back to the JAA by SET on:

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CHAPTER 19: DETAILED THEORETICAL KNOWLEDGE SYLLABUS AND LEARNING OBJECTIVES

See Appendix 1 to JAR-FCL 1.470 and JAR-FCL 2.470

19.1 Theoretical Knowledge Syllabus and Learning Objectives for Professional Licences and Instrument Rating

19.1.1 The detailed theoretical knowledge syllabus and learning objectives for all professional licences and the Instrument Rating in accordance with the revised syllabus first published in JAR-FCL 1 Amendment 6 and JAR-FCL 2 Amendment 4 are available on the JAA web site at http://www.jaa.nl/licensing/licensing.html

19.1.2 The detailed theoretical knowledge syllabus and learning objectives for all professional licences and the Instrument Rating in accordance with the previous syllabus in use before the publication of JAR-FCL 1 Amendment 6 and JAR-FCL 2 Amendment 4 are also available on the JAA web site at http://www.jaa.nl/licensing/licensing.html

19.2 Syllabus and Learning Objectives Amendment Procedures.

19.2.1 The procedures for amendment of the syllabus and learning objectives are detailed in Chapter 18.

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CHAPTER 20: REQUIREMENTS, EXEMPTIONS AND VARIATIONS

6.1 The Requirements

6.1.1 The Requirements referred to in this document are those prescribed in Section 1 of JAR-FCL including any associated Appendices. Amendment of the requirements can only occur following consultation under the JAA's Notice of Proposed Amendment (NPA) system. Proposals for the amendment of the content of Section 1 of JAR-FCL may be made by an Authority or any interested party. Proposals which originate with national organisations, international organisations or individuals should be channelled through the Authority to the JAA Liaison Office - Licensing. Proposals should include all the supporting justification for the amendment and any background data.

6.1.2 The policy of the JAA Liaison Office - Licensing, as described in Chapter 3, is among other things, to ensure that the requirements are interpreted and implemented in a consistent manner through the JAA by the Member Authorities.

6.1.3 In the interests both of safety and consistency, the JAA Liaison Office - Licensing and, where necessary, the JAA Licensing Sectorial Team shall monitor the number of Exemptions/Variations granted by Authorities and consider their effect.

6.2 Exemptions and Variations

6.2.1 Individual Authorities shall not exempt or vary any licence holder or applicant, from any of the provisions of JAR-FCL unless there is a compelling reason to do so. The grant of an Exemption or Variation constitutes a "legal finding" (see Chapter 1) and, as such, is the responsibility of the Authority. The Authority is also responsible for ensuring that, when granting an Exemption or Variation, an equivalent level of safety is maintained.

6.2.2 The staff of JAA Liaison Office - Licensing are not authorised to grant Exemptions or Variations.

6.2.3 Exemptions

The power to grant an exemption will be devolved to duly authorised persons in the JAA Member States.

6.2.3.1 Procedures for licences, ratings and approvals

6.2.3.1.1 Short-term exemptions

(a) Short term exemptions shall not reduce the level of safety and will be:

i) limited to a maximum validity period of 6 months;
ii) granted by a JAA Member State in writing; and
iii) based on the circumstances as set out in JAR-FCL 1.045 and JAR-FCL 2.045.

b) Recurring short term exemptions, granted to the same applicant on the same regulation are considered as long term exemptions.

(c) Reports on all such exemptions issued shall be forwarded to the JAA JAA Liaison Office - Licensing and reviewed by the JAA Licensing Sectorial Team (LST) for standardisation purposes

(d) Reports shall include:

i) type of licence, rating or approval requested or held;
ii) the paragraph(s) of JAR-FCL referred to;
iii) the exemption issued;
iv) the reasons supporting the exemption.

6.2.3.1.2 Long-term exemptions

(a) The long-term exemption shall not reduce the level of safety and will be:

(i) longer than 6 months;
(ii) granted by the JAA Member in agreement with the JAA LST;
(iii) based upon the circumstances as set out in JAR-FCL 1.045 and JAR-FCL 2.045;
(iv) because of the impracticability of JAR-FCL for the intended purpose or during a period when JAR-FCL is being amended.

(b) A long-term exemption will only be considered following a written request to the JAA LST if supported by the JAA Member State and including:

(i) type of licence rating, approval or authorisation requested or held;
(ii) the paragraph(s) of JAR-FCL referred to;
(iii) the exemption requested;
(iv) the reasons supporting the requested variation.

(c) Long-term exemptions agreed by the JAA LST shall be indicated in writing by the Authority and where relevant entered in the licence, approval or authorisation.

(d) Following agreement to long term exemptions, the JAA LST will consider whether any change to JAR-FCL is necessary and if not the exemption is to be terminated after a period agreed within the JAA LST.

6.3 The procedures for medical exemptions, medical variations and review procedures for medical assessments are detailed in Chapter 6.

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