APPLICATION FOR AUTHORISATION AS AN AUTHORISED FLIGHT EXAMINER

Civil Aviation Authority of Singapore

Instructions

General

1. This form will take approximately 10 minutes to complete.
2. All fields in the form must be completed unless otherwise indicated. Incomplete forms will not be processed.
3. Submit the completed application form to CAAS Safety Policy and Planning Division via email at CAAS_PEL_FCL@caas.gov.sg

Collection

4. Assessment of the application would take approximately 7 working days from the date of submission. You will be notified via SMS when the certificate is ready for collection.

Supporting Documents to be Submitted

	For CAAS Use
For Initial Authorisation	
A copy of a valid CPL/ATPL including valid Medical Certificate, valid Aircraft, Instrument, Flying Instructor Ratings	
A copy of valid Certificate of Test page or equivalent to show Aircraft, Instrument and Flying Instructor Ratings are valid	
A copy of valid Flight Examiner Authorisation issued by the foreign authority (if applicable)	
A copy of completed AFE Training Programme, supported and certified by the company	
For Reauthorisation and/or Change of Aircraft Type or Addition of Aircraft Group	
For foreign licence holders only: A copy of valid CPL/ATPL, valid Medical Certificate, valid Aircraft, Instrument, Flying Instructor Ratings and valid Flight Examiner Authorisation issued by the foreign authority (if applicable)	
For non-foreign licence holders: 1. A copy of valid Certificate of Test page or equivalent to show Aircraft, Instrument and Flying Instructor Ratings are valid 2. A copy of most recent CAAS Authorised Flight Examiner Certificate	
For Reauthorisation: In addition to the above as appropriate, CAAS Form FC37A (Record of Tests/ Checks), supported and certified by the organisation	
For Change of Aircraft Type: In addition to the above as appropriate, evidence of having completed instructing an appropriate Type Rating programme on the new aircraft type, supported and certified by the company	
For Additional Aircraft Group (single pilot): In addition to the above as appropriate, instructional experience teaching an appropriate Type Rating programme in the new aircraft Group, supported and certified by the organisation	
For Additional Authorisations	
Relevant supporting documents	
To conduct MPL Final Assessment Flight Test, a copy of MPL Instructor Qualification	
To conduct English Language Screening, a copy of licence showing the English Language Proficiency Endorsement	

Part I – AFE Application		
Purpose of Application(s):	❒ Initial Authorisation ❒ Reauthorisation	❒ Additional Authorisation ❒ Change of Aircraft Type ❒ Addition of Aircraft Group
Type of Authorisation(s) Sought:	❒ PPL Final Handling Test ❒ CPL General Flight Test ❒ MPL Final Assessment Test	❒ Aircraft Rating Test ❒ Instrument Rating Test ❒ Flying Instructor Rating Test ❒ English Language Screening
Aircraft Type / Group* Sought for Authorisation :		

Part II – Applicant Information	
Name as in NRIC/ Passport: (please underline surname)	
Mailing Address:	
Tel (Home):	Email:
Tel (Mobile):	
Organisation:	Designation:

Part III – Licence Information		
Licence Type and Issuing Authority:	Licence No:	Date of Licence & Medical Expiry:
Date of last Aircraft Rating Test:	Date of last Instrument Rating Test:	
Date of FI Expiry :	Date of AFE Expiry: (where applicable)	

Part IV – Qualifying Requirements	
<u>For AFE</u> Date completed CAAS AFE Induction / Refresher* Briefing: _____ AFE Surveillance Check was conducted by _____ (Name of SAFE/ CAAS Inspector*) on _____ (Date)	**<u>For Language Screener</u>** Date completed English Language Screener Briefing: _____ Briefing was conducted by _____ (Name of CAAS Inspector)

* Delete where applicable

Part V – For Initial Authorisation (or enter NA)	
To Conduct Tests on Single Pilot Aircraft	
Total Flying Hours on Group A/B aircraft:	To conduct FI tests, total Instructional experience conducting ab-initio Instructor courses:
Total ab-initio instructional experience on Group A/B aircraft:	To conduct tests on Group B aircraft, total ab-initio instructional experience on Group B aircraft:

To Conduct Tests on Multi Pilot Aircraft	
Total Flying Hours on Multi Pilot Aircraft:	Total PIC Hours on Multi Pilot Aircraft:
Total PIC Hours on the Aircraft Type Sought for Authorisation:	Total Instructional Hours on Aircraft Type Sought for Authorisation:
Total Instructional Hours on Aircraft Type Sought for Authorisation conducting type rating, recurrent or reinforcement training whilst holding a Singapore FI Rating:	
To Conduct Instrument Rating Test	
Total Actual or Simulated Instrument Flight Time:	Total Instrument Instructional Hours:

Part VI – For Change of Aircraft Type or Additional Aircraft Group (or enter NA)	
Type of training programmes that has been conducted:	Date completed instructing appropriate programme on new Aircraft Type/Group*:

Part VII - Declaration by Employer in Support of Application

We support the application for the authorisation as an Authorised Flight Examiner (AFE) and have verified the information provided in this application form.

We confirmed that the applicant has not been subject to any technical or disciplinary issues in the last 5 years for the initial AFE authorisation; or last 2 years for the AFE re-authorisation.

We undertake to inform CAAS when the AFE is no longer required to exercise his privileges, relinquished his role or ceased to be employed by the organisation.

Signature : _____ Date : _____

Name / Designation : _____ Company Stamp : _____

Part VIII – Declaration and Consent to Disclosure and Collection of Information

Please answer all the questions below. If the answer is "Yes", please provide details in the textbox below, otherwise check "No".

	Yes	No
1. Have you contravened any provision in the Air Navigation Act or any aviation safety subsidiary legislation that results in imposition of conditions, suspension or revocation of your aviation safety instrument?	☐	☐
2. Are you currently or have been disqualified from holding any aviation safety instrument?	☐	☐
3. Are you currently being or have you been the subject of any investigation or suspension actions by any civil aviation authority(s)?	☐	☐
4. Do you have any history of physical or mental health or serious behavioral problems?	☐	☐
5. Are you convicted for any offence, whether or not the conviction was in a Singapore court?	☐	☐

If "Yes", please provide details:

☐ I hereby declare that I will maintain secrecy of all radiotelephony communications and shall not improperly divulge to any person the purpose or contents of any message which may come to my knowledge in connection with the operation of any radio apparatus on board the aircraft.

I declare to the best of my knowledge and belief that the statements made and the information supplied in this form are complete and correct. I understand that any false representations made by me for the purpose of procuring the Singapore aviation safety instrument is an offence under Section 29C(1) of the Air Navigation Act and I may be subject to the penalties stipulated thereunder and any Singapore aviation safety instrument granted pursuant to the application will be revoked.

I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application and the administration of any regulatory document that may be granted by CAAS, verification of regulatory documents issued by CAAS, or enforcing and ensuring my compliance with the relevant transport safety regulatory requirements.

(Please check the box below to indicate your preference)

☐ I agree that CAAS may collect and use my personal data, which includes my contact information (e.g. email addresses, phone numbers and postal addresses) to receive information on aviation-related events and training.

Please visit our https://www.caas.gov.sg/privacy-statement for further details on our privacy statement.

Signature of Applicant:	Date (dd/mm/yyyy):

For Official Use	
Date Application Received (dd/mm/yyyy):	Received By:
Date of Notification to Applicant:	Authorisation Issued By: