

FLIGHT CHECK APPLICATION & CHECKLIST FOR TRE, SFE & FIE

Notes: Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink. Please mark in the appropriate boxes

- TRE
 SFE
 FIE
 INITIAL ISSUE
 RENEWAL
 REVALIDATION
 UPGRADE / ADDITION

A - APPLICANT DETAILS (To be completed by the Applicant)

Name of the Applicant:.....

Date of Birth (dd/mm/yyyy): Place of Birth: Nationality:

Postal Address:

Mobile No.:..... Email:

DGCA License No. of the Applicant:..... Operator/Organization Name:.....

Type/Variant of Aircraft:..... Aircraft Registration/Simulator ID:.....

B - DETAILS OF LICENSE (To be completed by the Applicant)

License Type	License No.	License Expiry Date	Type Rating or LPC	Type Rating Expiry Date

C - (1) DETAILS OF INSTRUCTOR CERTIFICATE(S) HELD (IF APPLICABLE) (To be completed by the Applicant)

Type	Type/Privileges of Instructor Certificate	Expiry Date	Restrictions
Type			
Type			
Type			
Type			

C - (2) DETAILS OF EXAMINER CERTIFICATE(S) HELD (IF APPLICABLE) (To be completed by the Applicant)

Type	Type/Privileges of Examiner Certificate	Expiry Date	Restrictions
Type	TRE SFE FIE		
Type	TRE SFE FIE		
Type	TRE SFE FIE		
Type	TRE SFE FIE		

 <p>الطيران المدني Civil Aviation الإدارة العامة للطيران المدني - دولة الكويت Directorate General of Civil Aviation - State of Kuwait</p>	<p>State of Kuwait</p>  <p>دولة الكويت</p>	 <p>ASD Aviation Safety إدارة سلامة الطيران Department</p>
---	---	--

D - FLIGHT EXPERIENCE				(To be completed by the Applicant)					
Flight Time as Pilot of Aircraft applicable to this application (state Type/Class)				Total Flight Time as PIC on Aircraft applicable to this application					
Flying Experience as Instructor:									
Type of Instruction	1.	2.	3.						
Hours	1.	2.	3.						
E - DECLARATION OF COURSE COMPLETION (INITIAL ISSUE ONLY)				(To be completed by the ATO)					
ATO:				ATO Approval No.:					
<p>I certify that (name of applicant) has Successfully completed an approved Examiner Training Course in accordance with ATO Approved Training Manual for the specified aircraft Type.</p> <p>Aircraft Type:</p>									
Name of Approved Signatory (ATO):									
Signature of Approved Signatory (ATO):						Date:			
F - REVALIDATION									
				Year 1		Year 2		Year 3	
1. State the No. of Skill Tests / Proficiency Checks / Assessments of Competence conducted during each yearly period of examiner authorisation held.									
2. Date/Place of attendance at DGCA Approved Examiner Refresher Seminar (must be in last year of certificate validity)									
3. Date/Place of Assessment of Skill Test / Proficiency Check conducted in last year of certificate validity.									
G - RENEWAL									
1. Date/Place of attendance at DGCA Approved Examiner Refresher Seminar (must be in last year of certificate validity)									
2. Date/Place of Assessment of Competence (FCL.1020)									

H - ASSESSMENT

SECTION 1

BRIEFING THE CANDIDATE

Note: The 'candidate' should be given time and facilities to prepare for the test flight. The briefing should cover the following (as applicable)

S/No.	Description	Pass	Fail	Comments
1.1	The objective of the flight			
1.2	Licensing checks, as necessary			
1.3	Freedom for the 'candidate' to ask questions			
1.4	Operating capacity of 'candidate'			
1.5	Aims to be identified by 'candidate'			
1.6	Simulated weather assumptions (for example icing and cloud base)			
1.7	Contents of exercise to be performed			
1.8	Agreed speed and handling parameters (e.g. V-speeds, approach minima)			
1.9	Respective roles of examiner			

SECTION 2

CONDUCT OF TEST

Note: The examiner applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the examiner applicant (as applicable)

S/No.	Description	Pass	Fail	Comments
2.1	The need to give the 'candidate' precise instructions			
2.2	Responsibility for safe conduct of the flight			
2.3	Intervention by examiner, when necessary			
2.4	Use of R/T			
2.5	Keeping brief, factual and unobtrusive notes			

SECTION 3

FLIGHT

Note: The examiner applicant should refer to the flight test tolerances given in the relevant skill test or proficiency check. Attention should be paid to the following points (as applicable)

S/No.	Description	Pass	Fail	Comments
3.1	Questions from the 'candidate'			
3.2	Give results of the test and any sections failed			
3.3	Give reasons for failure			

SECTION 4

POST FLIGHT DEBRIEFING

Note: The examiner applicant should demonstrate to the inspector the ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness should be evident. The following points should be discussed with the 'candidate', at the applicant's discretion:

S/No.	Description	Pass	Fail	Comments
4.1	Advise the candidate on how to avoid or correct mistakes			
4.2	Mention any other points of criticism noted			
4.3	Give any advice considered helpful			

SECTION 5

RECORDING OF DOCUMENTATION

Note: The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:

S/No.	Description	Pass	Fail	Comments
5.1	The relevant test or check form			
5.2	Licence entry			
5.3	Notification of failure form			
5.4	Relevant company forms where the Examiner has privileges of conducting operator proficiency checks			

SECTION 6

DEMONSTRATION OF THEORETICAL KNOWLEDGE

Note: The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:

S/No.	Description	Pass	Fail	Comments
6.1	The examiner applicant should demonstrate to the inspector a) satisfactory knowledge of the regulatory requirements associated with the function of an examiner.			

I - DECLARATION OF APPLICANT

(To be completed by the Applicant)

(Select all those that are applicable to your application)

	YES	NO
ALL - I declare that the information provided on this form is true to the best of my knowledge and belief.	<input type="checkbox"/>	<input type="checkbox"/>
ALL - I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.	<input type="checkbox"/>	<input type="checkbox"/>
ALL - I declare that I hold the instructor privileges applicable for the examiner certificate I am applying for in the appropriate aircraft category.	<input type="checkbox"/>	<input type="checkbox"/>
ALL - I declare that I have not been subject to any sanctions, including the suspension, limitation or revocation of any of my licences, ratings or certificates issued in accordance with ICAO standards for non-compliance during the last 3 years.	<input type="checkbox"/>	<input type="checkbox"/>
Revalidation only - I declare I have completed at least 2 skill tests, proficiency checks or assessments of competence every year during the last period of validity. (if YES please provide the list of events conducted, if NO you must meet the requirements of a renewal as described in Part-FCL.1025(c).	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant: _____ Date: _____

 <p>الطيران المدني Civil Aviation الإدارة العامة للطيران المدني - دولة الكويت Directorate General of Civil Aviation - State of Kuwait</p>	 <p>State of Kuwait دولة الكويت</p>	 <p>ASD Aviation Safety إدارة سلامة الطيران Department</p>
---	--	---

J - RESULT (Result Certified by Examiner & Approved by Kuwait DGCA)	
<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL
Name of Examiner:	Signature:
Examiner No.:	Date:

K - FOR OFFICIAL USE ONLY (DGCA/ASD)	
Date of Receipt:	
Enclosures Checked by Name: _____ Section: _____	
Application Accepted: <input type="checkbox"/>	Rejected: <input type="checkbox"/> Pending: <input type="checkbox"/> Approved: <input type="checkbox"/>
Remarks:	
Name and Signature of DGCA/ASD Inspector:	Date:

L - DELIVERY INSTRUCTIONS
<p>This form, when completed, should be forwarded and must be accompanied by the appropriate fee to: Directorate General of Civil Aviation, Aviation Safety Department, P.O. Box 17, Safat 13001, State of Kuwait. Tel: (965) 24743940, 24342475 / Fax: (965) 24765796 OR Email: safety@dgca.gov.kw</p> <p><i>Note 1: For Fees refer to Kuwait Civil Aviation Safety Regulations Part 27 Charges and Fees</i> <i>Note 2: The DGCA/ASD requires a minimum of 2 weeks to process a completed application.</i></p>

Cheque, Demand Draft etc. made payable in favour of DIRECTORATE GENERAL OF CIVIL AVIATION, or Telex Transfer directly to our Account at;	
CONFIRMATION OF BANK DETAILS	
<i>Name of Bank</i>	CENTRAL BANK OF KUWAIT
<i>Branch</i>	KUWAIT
<i>Account Name</i>	DIRECTORATE GENERAL OF CIVIL AVIATION
<i>Account Number</i>	11023041
<i>IBAN Number</i>	KW 17 CB KU 0000000000000011023041
<i>Bank Code/ Sort Code/ Swift Code</i>	CBKUKWKW
<i>Currency of Payment</i>	KWD

M – INSTRUCTIONS / GUIDANCE:

DGCA AUTHORISATION / TRAINING AND CHECK POLICY:

Unless authorized by DGCA, Initial Examiner, may only perform PPC, LINE & TYPE RATING Check only, unless specifically authorized, for ATPL check, only DGCA may perform FROZEN ATPL check, ATPL check foreign authority may be delegated to TRE. For AWO (All Weather Operations), applicant should be current on Low Visibility on last PPC. To recommend TRI, applicant must at least TRE holder for 1 year or conduct TRI Training for at least 3 trainee, for recommending initial TRE, must be performed by DGCA Examiner unless delegated to TRE who have been TRE holder over 3 years consecutively.

REQUIREMENTS & FILLING INSTRUCTIONS

Requirements: (All application shall be accompanied with **cover letter**)and

- For INITIAL: - [a. Training Certificate/previous privilege, b. CV (Flight Time & on type), c. Last PPC.]
- For RENEWAL or re-authorization [Last PPC & Refresher], for RE TRE Attach previous authorization
- For UPGRADE/AMENDMENT: Training certificate TRE/SFE course, and recent experience (last PPC form that applicant conducting an Instructor/Examiner functions, for AMENDMENT, Write existing SFI/SFE/TRI/TRE no and expiration of SFI/SFE/TRI/TRE holder only, else leave DATE blank
- For ADD RATING: Attach previous authorization and new Rating experience

Filling Instruction:

A. APPLICATION TYPES: INITIAL, RENEWAL, UPGRADE OR AMENDMENT

- Initial issue: (SFI, SFE, TRI, TRE) select applicable item for Initial issue of Instructor or Examiner), Endorsing foreign TRE will be considered new application.
Note: L/PPC: License or Pilot Proficiency check, IR: Instrument Rating/Recency, ATPL: ATPL Check ride, TYPE RATING Type Rating endorsement, AWO: All Weather Operations, TRI (for examiner), or Others for other kind of training/check.
- Renewal/Upgrade: (as above for Renewal or Upgrade from TRI/ SFE to SFE/TRE for renewal or upgrade, fill your existing TRI/SFI No : and Expiry
- Application OR adding Aircraft Type /Model: fill aircraft type for applicable aircraft OR add for upgrade write Manufacture, make model and series.
- On: Aircraft &/ Simulator, For SFI Automatically the authorization will be for Simulator, Note: for TRE/TRI that is not currently flying in an aircraft (due to their medical or other reason that they cannot fly), may request on Aircraft only with TRI/TRE number as the database will retain the same number.

B. APPLICANT DETAILS & ISSUING AUTHORITY: DGCA / OTHER AUTHORITY ENDORSEMENT

Write applicant Name, Operator, ATO name, License details

Note: For Validation; write VAL followed by license validity,

Note: Examiner validity may not be exceeding license validity