

REPÚBLICA DE MOÇAMBIQUE



TECHNICAL CIRCULAR CT-61-001

**SUBJECT: DESIGNATION OF EXAMINERS (DE), DESIGNATION OF PILOTS (DP),
AND OVERSIGHT.**

Effectivity Date: 04/07/2024

1. PURPOSE

This Technical Circular is issued to provide guidance to inspectors and Flight instructors who are Designated or seeking for designation in order to perform practical examinations and or for ratings or Licenses issue, reissue, renewal or any purpose on behalf of Civil Aviation Authority (CAA), Instituto de Aviação Civil de Moçambique (IACM).

2. APPLICABILITY

This Technical Circular is applicable to all Instructors applying for and holders of Pilot designation, inspectors and any other personnel who performs practical examinations for ratings or Licenses issue, reissue, renewal or any purpose on behalf of CAA;

3. GENERAL AND REFERENCES

- A. The Chief Executive Officer (CEO) of IACM may designate authority to qualified Instructors and or Pilot License Holders, to perform theoretical and practical examination and or trainings under specific parts of MOZ-CAR 61,64,65 and 141, 27,135, 121, as prescribed in MOZ-CARs 61.01.25 (DE-Designated Examiners) and MOZ-CAR 61.01.24 (DP-Designated Pilots/Personnel).
- B. This authority is in the form of an approval/designation letter issued to the DE or DP authorizing DE or DP duties subject to the conditions listed therein. DE/s must be constantly aware that they perform their checking duties as delegates of the Chairman of IACM.
- C. The MOZ-CAR 61.01.25 specifies that IACM, may designate Flight instructors to perform tests on behalf of the IACM Chairman.
- D. MOZ-CAR 61.01.24, specifies that pilots may be designated to carry out testing and

4. CONFLICT OF INTEREST

- A. Designated Examiners (DE) and pilots must disclose any potential Conflict of Interest.
- B. Should any DE and DP come into a situation of conflict of interest during the performance of their designated powers, a full report of the circumstances shall be immediately submitted to the IACM for review.
- C. When it is established that a DE or DP did not disclose his Interest and it is interfering with his designated responsibilities, the IACM may suspend or revoke the designation.
- D. No revocation, suspension, or restriction for cause, of a DE, DE or DP authority shall be considered punitive or disciplinary however, where other sections of the regulations are knowingly breached during the discharge of DE or DP duties, the IACM may act upon such infractions.
- E. A DE or DP must not perform a test to a trainee whom he or she has performed a portion or entire practical training, should this situation occur, it is considered to be a full conflict of interest situation.

5. DESIGNATION OF FLIGHT EXAMINER (DE)

5.1 REQUIREMENTS FOR APPOINTMENT OF DESIGNATED FLIGHT EXAMINER (DE)

- A. In order to be qualified as **Designated Aircraft/Helicopter Flight Examiner**, the applicant shall have:
 - (1) Airline transport pilot License, with Valid Grade I flight instructors rating on the Aircraft group or class rating, and or type rating of the required designation field;
 - (2) Valid class 1 Medical certificate (for Aircraft and Helicopter only);
 - (3) Valid Aircraft type, group or class rating (for aircraft/Helicopter);
 - (4) Valid English proficiency check;
 - (5) 200 hours of practical experience in the field covered by the designation (type, group or class rating aircraft).
 - (6) Report of satisfactorily demonstrate to the authority his knowledge on the examiners Briefing (**letter of briefing conclusion**) about laws, regulations technical standards and procedures;
 - (7) Report of satisfactorily pass the monitoring performed by the Civil Aviation Authority (CAA), while performing an examination task on Aircraft or simulator;
 - (8) Appropriately fill the required DE application form and submit together with all required attachments listed above.

5.2 REQUIREMENTS FOR APPOINTMENT OF DESIGNATED FLIGHT EXAMINER (SIMULATOR)

- A. For simulator DEs, must have held, the requirements specified in, 1,2,3,4,5;
- B. The requirement "1" (grade 1 instructor rating), and "3" referred in 5.1 shall be meet and



presented as follows:

- (i) The Candidate shall approve the skill test for the type renewal in simulator (same skill test applicable to normal flying crew)-and attach the form in application package.
 - (ii) The Candidate shall approve the skill test for the instructor rating renewal in simulator (same skill test applicable to normal flying crew)- and attach the form in application package.
- C. The requirements "1,2,3,4" referred in 5.1 are not required to be valid, but the candidate shall had held not more than 5 years from the date of the License /rating validity.
 - D. 200 hours of practical experience in the field covered by the designation (type, group or class rating aircraft).
 - E. Satisfactorily present to the authority his knowledge on the examiners Briefing (letter of briefing conclusion) about laws, regulations technical standards and procedures;
 - F. Satisfactorily pass the monitoring performed by the authority (IACM), while performing an examination task on the simulator;
 - G. Appropriately fill the required DE application form and submit together with all required attachments listed above.
 - H. Applicants seeking to be both Aircraft and Simulator DE, must fulfill the requirements specified in 3.1, however, the monitoring shall be conducted in both, aircraft and simulators;

5.3 DE LIMITATIONS AND PRIVILEGES

- A. The DE has privileges to test in accordance to MOZ-CAR 61 privileges, and his approval letter authorizations;
- B. A DE shall not conduct a test on a candidate to whom he/she has given the initial or upgrade/recurrent/validity training within the previous five months unless pre-authorized by the Chairman and CEO of IACM or monitored by a IACM inspector.
- C. A DE will not conduct a test on a IACM Inspector unless specific authority has been granted by the Chairman and CEO of IACM.
- D. A DE may conduct a re-test of a failed test provided the IACM is informed and agrees, prior to the test. A second re-test of a failed test shall be conducted by a IACM Inspector.

5.4 DE'S CEASE OF PRIVILEGES

- A. A DE's privileges will cease to be in force when:
 - (1) The DE, DE's License or Rating on which the designation was based has expired (for aircraft only);
 - (2) The DE, DE is unable to continue with the assigned duties;
 - (3) The DE, DE's proficiency test has not been conducted by a IACM Inspector and/or an authorized person;



- (4) The validity period of the DE, DE Monitor has expired;
- (5) The validity period of the designation document issued has expired;
- (6) The designation has been withdrawn for any reason.

5.5 APPLICATION

A. The applicant shall submit for the designation issuance the following:

- (1) Application for DE, DE properly filed and signed by the applicant;
- (2) Copy of his license with rating (instructor, type, instrument rating, English proficiency and medical shall be valid for aircraft DEs);
- (3) Copy of his previous designation if any held;
- (4) Copy of briefing completion letter conducted at IACM (is submitted at the end of process);
- (5) A original monitoring report properly signed with satisfactory assessment conducted by CAA inspector and/or Authorized personnel;
- (6) Curriculum Vitae of the candidate; (is submitted at the end of the process);
- (7) Copy of logbook to proof the minimum required experience; and
- (8) Appropriate fee;

5.5.1 DE, DE or DP BRIEFING

A. Upon all application is reviewed and accepted, a letter of acceptance is to be sent and IACM Inspector will appoint a date for the candidate briefing (the coordination is done by email, or phone call or letter) on the following topics:

- (1) The procedures and technique associated with conducting a flight check/test;
- (2) The technique and standards used in the assessment and evaluation of a flight;
- (3) Briefing and debriefing procedures and requirements;
- (4) Completion of the flight check/test forms; and
- (5) The contents and interpretation of the following publications as applicable to the type of flight checks/tests to be undertaken:
 - (a) The fee schedule if established;
 - (b) MOZ-CAR Part 61, Pilot Licensing, MOZ-CAR Part 141, 121, 127, 135, as appropriate;
 - (c) Company Check Pilot and Designated Examiner Manual;
 - (d) Applicable Aeronautical Information Circulars (AIC) and Aeronautical Information Publications (AIP);
 - (e) Operating Certificate and Operations Specifications, Standard Operations Procedures (SOP) and Aircraft Operating Manuals (AOM), Approved Training Organization (ATO) Manuals, and all others as applicable;
 - (f) Other topics as deemed necessary by the IACM Inspector;



5.5.2 DE or DP INITIAL MONITOR/OBSERVATION

- A. On application, an IACM Inspector shall monitor a DE or DP as they conduct a test of the type for which the authority is being sought. This shall be done for initial applicants as well as DE/s DP seeking additional authority through the addition or a change to their authority;
- B. The monitor shall cover the highest-level test that the authority will cover.
- C. An IACM Inspector shall monitor a DE or DP as they conduct the test in real life or in a simulator.
- D. During the DE or DP monitor/observation the DE or DP shall demonstrate the knowledge, ability, and personal suitability to act as a DE or DP by conducting the appropriate test specified on the DE or DP Application.
- E. The DE or DP shall have a satisfactory assessment by IACM inspector at the end of all monitoring.

5.5.3 INSPECTIONS/OBSERVATIONS/MONITORING

- A. Inspections/observations/monitoring may be conducted on any DE or DP during the course of their period of appointment.
- B. The DE's or DP procedures and safety practices are critically assessed against the requirements to ensure that the required level of assessment is maintained.
- C. A DE's or DP compliance to requirements, and a DE's or DP approach to student assessments and level of competence.
- D. Inspections may also be conducted when significant or unusual changes in the DE's or DP assessment activity or level of assessment occur.
- E. The IACM Inspector and DE or DP shall meet prior to the monitoring/observation test to establish the sequence of procedures to be demonstrated and to delineate the extent of the IACM Inspector's input.

5.5.4 IACM INSPECTOR MONITOR/OBSERVATION

- A. During a de monitor/observation the IACM inspector shall ensure that:
 - (1) The DE's or DP test reports are complete, accurate and meaningful; where applicable, the DE's or DP administrative procedures in respect to the issuance of a license or rating are in conformance with requirements specified in the relevant MOZ-CAR;
 - (2) The DE's or DP test covers the required sequences as per the appropriate testing schedule and requirements located in the MOZ-CATS;
 - (3) The DE's or DP conducting of the test is fair and in conformance with the standards and procedures described in this document and in the specific Company SOPs; and the DE or DP is acting within the limits of his/her authority;
 - (4) Upon completion of the test portion of the DE or DP inspection/monitor/ observation, the IACM Inspector and DE shall meet privately to reach agreement on the results



- of the test and the items to be covered in the debriefing;
- (5) Where a disagreement exists between the valuations of the IACM Inspector and DE or DP, the IACM Inspector's evaluation shall take precedence and be used in the debriefing.
 - (6) After each DE or DP inspection/observation/monitoring IACM Inspectors shall complete a DE Inspection/Monitor Report. IACM Inspectors shall ensure that a copy of the DE or DP Inspection/Monitor Report is provided to the DE or DP and a copy placed on the DE's or DP's IACM file.

5.5.5 ISSUANCE OF APPROVAL LETTER

Upon all requirements stated in 5.1 and 5.2 are met, a designation letter is issued with all appropriate privileges.

5.6 VALIDITY, RENEWAL AND RECENCY OF DESIGNATION

5.6.1 VALIDITY

- A. The renewal of designation will be based on the requirements specified on the designation letter/rating/category or if not specified it will be treated as per initial issue; and
- B. All designations are valid for 12 months, from date of last observation by CAA inspector.

5.6.2 RENEWAL

- A. The applicant shall submit for the designation renewal the following:
 - (1) Application for DE or DP properly filed and signed by the applicant;
Copy of valid pilot license (valid type, instrument, instructor ratings and English language proficiency assessment level 4 minimum, and valid medical - **for active pilots DFEs**);
 - (2) Copy of his previous designation;
 - (3) Copy of yearly briefing participation letter issued by IACM;
 - (4) Copy of last 3 skill tests performed to applicants (for DE only, and long-term pilot designation (more than 1 month expiry date);
 - (5) Copy of Aircraft and Instructor rating skill test performed in aircraft or simulator type applied for the designation (for simulator only DE).

5.6.3 RECENCY

- A. The examiner will be recent if:
 - (1) Performs at least 4 checks in the period of his designation and the reports are submitted to the CAA;
 - (2) Reports quarterly to the CAA when there are checks performed as prescribed;
 - (3) Maintain current and valid all his applicable ratings related to the designation.



evaluation tasks as per MOZ-CAR 61, such persons may be:

- (1) IACM Personnel licensing Inspector (PLI), or Flight operations inspectors (FOI), whose are Holders of appropriate Pilot license, with instructor rating and aircraft qualifications; or
 - (2) One qualified pilot instructor wish doesn't meet the designation flight examiner requirements, but holds a valid instructor rating, aircraft rating, appropriate and CAA accepted experience on the area to be approved and all license validities required.
 - (a) Such personnel are designated **when the authority considers to be necessary and doesn't have any qualified DE or Inspector available for the specific task and is proven the impossibility of IACM inspector perform such test**; such personnel must be Holders of appropriate Pilot license, with valid instructor rating and aircraft qualifications, which must be equal or higher than the qualification to be tested or checked and **all tests and Checks must be supervised by a IACM inspector**;
 - (b) All the applications are subject to specific evaluation, and may be for a sole purpose (one time approval) or with short time validity;
 - (c) The authority will appoint an inspector to oversee the test or checking whenever almost in all situations unless is proved unavailability of the inspector if the test has been appropriately booked 60 days prior the proposed date.
- E. The procedures for the designations of pilots are similar with the procedures for designation of flight examiners, and the procedures.
- F. When examiners and pilots are designated, the Chairman and CEO of IACM remains accountable for these tasks and therefore the IACM PEL Department is responsible to control the appointment of designated examiners, pilots and to oversee their functioning and it's on The Chairman discretion to delegate or not such tasks;
- G. Designation of examiners is not a rating or qualification, it depends on the need of the IACM, and the CEO may decide to not designate any examiner when there are available qualified inspectors or the applicants integrity, cooperative attitude, and ability to exercise sound judgment of is discouraged, or when it doesn't become easy to oversight the DE or pilot.
- H. Once the above judgment is subjective, the IACM inspector's recommendation might be from any observation of the applicant on briefing, monitoring or any other previous inspection or Audit on the DE, pilot or applicant, where he demonstrated a non-cooperative attitude.
- I. MOZ-CARS 64, 65 121,127,135 requires the examiners or instructors to be designated or approved by CAA.

5.7 CONTROL AND MONITORING OF DEs or DPs

- A. At least 5% of all flight tests conducted by DEs or DP per annum must be monitored by the PLI or FOI.
- B. The goal of the DE or DP inspection program is to monitor a large enough sample of every DE's or DP practical skill tests per annum to assess the DE's or DP compliance with regulations and standards and the quality of assessment conducted on behalf of the IACM.

6. DESIGNATION OF PILOTS (DP)

6.1 ELIGIBILITY REQUIREMENTS

- A. In order to qualify for **Designated Pilot approval**, the applicant shall have:
 - (1) Commercial or Airline transport pilot license, with Valid Grade I, II or III flight instructors rating and be qualified as instructor on the aircraft type, group or class rating which he is seeking to be designated;
 - (2) Valid class 1 Medical certificate (for aircraft and Helicopter only);
 - (3) Valid Aircraft type, group or class and instrument rating (for aircraft and Helicopter only);
 - (4) Valid English proficiency check (for aircraft and Helicopter only);
 - (5) Present considerable Pilot in command flight time (not less than 100 flying hours as PIC) and instructor flight time on the aircraft type or group, with not less than 100 flight instructor time on the type, where he is seeking the approval (The flight Instructions referred must have been conducted in an Approved Training School, and or in an Authorized PPC);
 - (6) Satisfactorily demonstrate to the authority his knowledge on the examiners Briefing (letter of briefing conclusion) about laws, regulations technical standards and procedures;
 - (7) Satisfactorily pass the monitoring performed by the authority (IACM), while performing an examination task on Aircraft or simulator;
 - (8) Appropriately fill the required DP application form and submit together with all required attachments listed above.

6.2 DP LIMITATIONS AND PRIVILEGES

- A. Conduct tests on the aircraft class, group or type ratings, as specified in the approval letter;
- B. A DP may not conduct a re-test of a failed test, a re-test and second re-test of a failed test shall be conducted by a IACM Inspector;
- C. A DP shall not conduct a test on a candidate to whom he/she has given the initial or upgrade/recurrent/validity training within the previous five months unless pre-authorized by the Chairman and CEO of IACM or monitored by a IACM inspector;
- D. A DP will not conduct a test on a IACM Inspector unless specific authority has been granted by the Chairman and CEO of IACM.



- E. The DP has privileges to test in accordance to MOZ-CAR 61 privileges, and his approval letter authorizations.

6.3 CEASE OF DESIGNATED PILOT (DP)

A. A DP's privileges will cease to be in force when:

- (1) The DP's License or Rating on which the designation was based has expired (not applicable for simulator);
- (2) The DP is unable to continue with the assigned duties;
- (3) The DP proficiency test has not been conducted by a IACM Inspector and/or an authorized person;
- (4) The validity period of the DP Monitor has expired;
- (5) The validity period of the designation document issued has expired;
- (6) The designation has been withdrawn for any reason.

6.4 APPLICATION

A. The applicant shall submit for the designation issuance the following:

- (1) Application for DP properly filed and signed by the applicant;
- (2) Copy of his pilot license with rating (instructor, type, instrument rating, English proficiency and medical shall be valid for aircraft DPs);
- (3) Copy of his previous designation if any held;
- (4) Copy of briefing completion letter conducted at IACM (is submitted at the end of process);
- (5) An original monitoring report properly signed with satisfactory assessment conducted by CAA inspector and/or Authorized personnel;
- (6) Curriculum Vitae of the candidate; (is submitted at the end of the process);
- (7) Copy of logbook to proof the minimum required experience; and
- (8) Appropriate fee,

6.5 PROCEDURES FOR DP APPROVAL LETTER ISSUANCE

All the procedures and requirements for, issuance oversight and all other requirements specified in 5.5.1, 5.6, 3.7, 5.8, 5.9, apply in same manner for designation of pilots.

6.6 IACM FLIGHT INSPECTORS

According to MOZ-CAR 61, the responsibility to perform skill test and examination for issuance, reissue and renewal of licenses and ratings rests with IACM Chairman, who also delegate such tasks to active **Flight Inspectors**.



6.6.1 REQUIREMENTS

- A. IACM Flight inspectors who are or where holders of Commercial or Airline Transport pilot License with type, instrument and instructor rating, must perform tests or examination on the ratings held as part of they Job descriptions, according to PEL Manual procedures provided that:
 - (1) Hold appropriate Flight Inspector Credential (issued in accordance to specific Inspector Manual);
 - (2) Have valid and appropriate instructor, aircraft rating, medical, and meet all license and instructor recency specified in MOZ-CAR 61 if is to perform flight exam in Aircraft or Helicopter and he will occupy one of the pilot seats and act as crew.

6.6.2 PRIVILEGES AND LIMITATIONS

- A. The privileges and limitations of an IACM inspector to act as a flight examiner are, within the limits of his or her pilot license, to exercise the privileges granted to him or her by the Chairman of IACM and - if applicable - as reflected in the Inspector manual and job descriptions.
- B. Inspector may conduct skill tests for License, or ratings (instrument, type, group, class or Instructor) for issuance, renewal, or reissuance up to the level of the license and rating held by the referred inspector;
- C. Inspector may conduct Private, Commercial or Airline Transport Pilot Licenses and Instrument ratings skill tests on Aircrafts or Simulator of any Aircraft even without appropriate Aircraft rating, provided that a safety pilot full rated and current on the type occupy a pilot seat and CAA inspector must at all times occupy jump seat or any other as applicable to perform such tests.
- D. Whenever the skill is for aircraft endorsement Inspector must have and be current on the appropriate aircraft.

7. MISCELANEOUS

- A. Once Designation of instructors, and examiners, is the CEO of the Civil Aviation Authority (CAA) delegation of authority to certain aviation personnel to perform tests on his behalf, and designation or authorization to act as flight examiner is a privilege and not a right. The examiner conducts tests or checks on behalf of the Civil Aviation Authority. Accordingly, the IACM CEO may at any time and by any means suspend or revoke a person's designation as examiner or curtail the privileges thereof.
- B. No appeal is possible against a suspension, withdrawal or curtailment of designation. However, the IACM shall provide in writing his or her reasons for the suspension, withdrawal, or curtailment.
- C. Such reasons do not necessarily have to be of a negative nature or reflect badly on the individual, but could be, for example, a desire to have all tests or checks conducted by flight

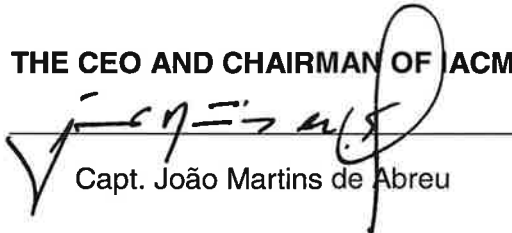


inspectors in the employ of the CAA. In the case of a suspension, the IACM shall indicate under what conditions the suspension may be lifted.

- D. Not limited to, the below may be also reason for suspension or withdrawal:
- (1) There are available qualified inspectors to carry on such examination tasks;
 - (2) Candidate or examiner doesn't present cooperative attitude reported and confirmed by any inspector at IACM;
 - (3) The Candidate doesn't meet a requirement.
- E. Additional instructions, requirements, forms, checklists and procedures for designation of examiner, pilots and Ground instructors, are to be found in CAA Inspector Manuals, CCP/DE Manuals, and any other CAA documents in force for the purpose.

Approved by

THE CEO AND CHAIRMAN OF IACM



Capt. João Martins de Abreu