

Safety & Airspace Regulation Group

Flight Operations: Training Standards & Policy Group



CAA Standards Document 40, Version 3

Authorisation of Balloon and Airship Examiners

In association with the British Balloon and Airship Club

This Standards Document defines UK policy and means of oversight of the conduct and performance of CAA certified examiners.

Additional procedures and guidance for UK examiners are also incorporated.

The CAA is required to maintain a database of examiners' names and personal e-mail addresses. If you change your e-mail address, please ensure that you use the email address below to inform us of any changes. Simply enter your **CAA reference number** in the message field, and then send to examiners@caa.co.uk.

Examiners are strongly advised to sign up to the SkyWise notification service to be advised of updates to CAA Information Notices, CAPs, CAA Standards Documents, application forms etc.

The latest version of this document can be viewed on the CAA website. All amendments to this document will be notified via SkyWise.

Contents

Foreword	3
Glossary of Abbreviations and Terms	4
1 Introduction.....	5
1.1 Purpose	5
1.2 General.....	5
1.3 Requirements	5
1.4 Compliance with this Document.....	5
1.5 Period of Validity and Renewal of Authorisation	5
1.6 Testing your own student	6
1.7 Provision of Equipment	6
2 Examiner Responsibilities	6
3 Private Pilot Licence (Balloons & Airships) Examiner Appointment - Privileges & Requirements .	6
3.1 Hot Air Balloon Examiner	6
3.2 Gas Balloon Examiner	7
3.3 Combination Balloon Examiner.....	7
3.4 Hot Air Airship Examiner	8
3.5 Small Gas Airship Examiner	8
4 Professional Pilot Licence (Balloons) Examiner Appointment - Privileges & Requirements	9
5 TRE (Balloons) Examiners - Privileges & Requirements	9
6 RETRE (Balloons) Examiners - Privileges & Requirements	10
7 Written Examinations	10
8 Examiner Applications – Issue / Revalidation / Renewal / Variation	11
9 Authorisation and Disciplinary Policy for Authorised Examiners	11

Foreword

This document sets out the guidance for the authorisation of Balloon and Airship Examiners. Throughout this document the following editorial practices and definitions shall apply:

- "Shall" and "Must" are used to indicate a mandatory requirement
- "Expect" and "Should" are used to indicate strong obligation
- "May" is used to indicate discretion
- "Examiner" is used to indicate a person who is authorised by the CAA to conduct the appropriate skill test/proficiency check
- "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a pilot's licence or rating.

If, after reading this document, you still have queries please either contact Flight Standards Officer (Balloons) (CAA) or the British Balloon and Airship Club (BBAC):

Flight Standards Officer (Balloons)
Civil Aviation Authority
General Aviation
Aviation House
Beehive Ring Road
Crawley
West Sussex RH6 0YR

Email: ga@caa.co.uk

Chairman of the Panel of Balloon Examiners

Email: examiners@bbac.org

BBAC Senior Examiner
British Balloon and Airship Club

Email: examiners@bbac.org

Glossary of Abbreviations and Terms

ANO	Air Navigation Order 2016, as amended or consolidated
BBAC	British Balloon and Airship Club
CPL	Commercial Pilot's Licence
EAAT	Examiner Authorisation Acceptance Test
EASA	European Aviation Safety Agency
OPC	Operator Proficiency Check
PPL	Private Pilot's Licence
RETRE	Revalidation Examiner
TRE	Type Rating Examiner
UK Licence	United Kingdom licence, as defined in the ANO

1 Introduction

1.1 Purpose

The following roles of examiners are recognised:

- a) UK Private Pilot Licence Hot Air, Gas and Combination Balloon Examiner
- b) UK Private Pilot Licence Hot Air and Small Gas Airship Examiner
- c) UK Professional Pilot Licence Balloon Examiner
- d) Type Rating Examiner for a UK licence
- e) Revalidation Examiner (RETRE).

1.2 General

The CAA under its powers granted by article 269 of the Air Navigation Order (ANO) 2016, appoints persons to act on its behalf as authorised examiners to carry out, where it thinks fit, the requirements of Schedules 8 and 9 of the ANO.

1.3 Requirements

1.3.1 Examiners shall hold a licence and rating for the class and group at least equal to the licence or rating for which they are authorised to conduct flight tests and, unless specified otherwise, the privilege to instruct for this licence or rating.

1.3.2 Examiners shall be qualified to act as pilot-in-command of the aircraft during a flight test and shall meet the applicable experience requirements set out in this document.

1.3.3 The applicant for an Examiner authorisation shall have conducted at least one flight test in the role of an Examiner (under supervision) for which authorisation is sought, including:

- briefing
- conduct of the flight test
- assessment of the candidate to whom the test is given
- debriefing
- recording
- documentation.

This “Examiner Authorisation Acceptance Test” (EAAT) will be supervised by the CAA or by an Examiner specifically authorised by the CAA for this purpose.

1.4 Compliance with this Document

Examiners will be authorised in accordance with this document and shall comply with appropriate Examiners' standardisation arrangements made or approved by the CAA.

1.5 Period of Validity and Renewal of Authorisation

1.5.1 The period of validity of the authorisation to conduct Examination Flights will be for three years from the grant of the authorisation, at which time the authorisation may be re-validated, provided that the Examiner has conducted a minimum of two full Examination Flights every yearly period and has passed an examiner's competency and standardisation flight and ground test (with a CAA Flight Inspector or delegated BBAC RETRE), before re-authorisation.

1.5.2 The test may be carried out in the form of an observed flight test with associated briefing etc.

- 1.5.3 Revalidation tests may be undertaken at any time during the period of validity.
- 1.5.4 Expired authorisation will require a new application. Applications are to be made using Form SRG1182 (www.caa.co.uk/SRG1182).
- 1.5.5 It is the responsibility of the Authorised Examiner to make arrangements for the revalidation tests.
- 1.5.6 The CAA Flight Standards Officer (Balloons) or the Chairman of the Panel of Balloon Examiners shall nominate Examiners to carry out the re-validation competency flight test at specific times of the year to avoid a last-minute rush towards the end of the validity period.

1.6 Testing your own student

The CAA will allow a limited amount of training to be conducted by an Examiner with a student training towards the UK PPL Balloon & Airship (BA). The level of involvement acceptable for licence issue should comply with the following guidelines:

- a) The Examiner may conduct not more than two of the four mandatory instructional flights required for licence issue.
- b) The recommendation flight check for Flight Test shall not be conducted by the same person conducting the Flight Test. However, it will be possible for Examiners to conduct progress tests and safety checks on prospective test candidates as this is not considered to be giving instruction.

1.7 Provision of Equipment

Balloons/Airships suitably equipped to perform all exercises and manoeuvres required of the flight test, all legally required documentation and sufficient ground crew for the purpose are to be provided by the candidate.

2 Examiner Responsibilities

- 2.1 Examiners responsible for the invigilation of written examinations for the UK PPL Balloon & Airship (BA) must ensure that suitable accommodation is available for this purpose.
- 2.2 Examiners are required to notify both the CAA and the Chairman of the Panel of Balloon Examiners of any change of permanent postal address, telephone numbers and e-mail address.

3 Private Pilot Licence (Balloons & Airships) Examiner Appointment - Privileges & Requirements

3.1 Hot Air Balloon Examiner

The privileges of the UK PPL (Balloons & Airship) Examiner are to conduct written examinations and flight tests for the grant of a Private Pilot's Licence (Balloons & Airships), provided that the examiner shall:

- hold a valid UK PPL(BA) with a Hot Air Balloon Rating or a valid UK CPL(B)
- have flown not less than 500 hours as pilot in command in hot air free balloons

- hold a current BBAC Instructors Rating and have completed not less than 25 hours flying instructional experience, successfully training not less than 2 candidates for the UK PPL(BA)
- have completed not less than 10 hours flying instructional experience, successfully training at least 1 candidate for the UK PPL(BA) within the 2 years immediately preceding the date of application
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

3.2 Gas Balloon Examiner

The privileges of the UK PPL (Balloons & Airship) Examiner are to conduct written examinations and flight tests for the grant of a Gas Balloon Rating in a Private Pilot's Licence (Balloons & Airships), provided that the examiner shall:

- hold a valid UK PPL(BA) with a Gas Balloon Rating
- have flown not less than 500 hours as pilot in command in hot air free balloons
- have flown not less than 100 hours as pilot in command in gas balloons
- hold a current BBAC Instructors Rating and have completed not less than 15 hours flying instructional experience, successfully training at least 1 candidate for the UK PPL(BA) Gas Balloon Rating
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

3.3 Combination Balloon Examiner

The privileges of the UK PPL (Balloons & Airship) Examiner are to conduct written examinations and flight tests for the grant of a Combination Balloon Rating in a Private Pilot's Licence (Balloons & Airships), provided that the examiner shall:

- hold a valid UK PPL(BA) with a Combination Balloon Rating
- have flown not less than 500 hours as pilot in command in hot air free balloons and have flown not less than 100 hours as pilot in command in combination balloons
- hold a current BBAC Instructors Rating and have completed not less than 15 hours flying instructional experience, successfully training at least 1 candidate for the UK PPL(BA) Combination Balloon Rating
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.

- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

3.4 Hot Air Airship Examiner

The privileges of the UK PPL (Balloons & Airship) Examiner are to conduct written examinations and flight tests for the grant of a Hot Air Airship Rating in a Private Pilot's Licence (Balloons & Airships), provided that the examiner shall:

- hold a valid UK PPL(BA) with a Hot Air Airship Rating
- have flown not less than 500 hours as pilot in command in hot air free balloons
- have flown not less than 100 hours as pilot in command in hot air airships
- hold a current BBAC Instructors Rating and have completed not less than 15 hours flying instructional experience, successfully training at least 1 candidate for the UK PPL(BA) Hot Air Airship Rating
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

3.5 Small Gas Airship Examiner

The privileges of the UK PPL (Balloons & Airship) Examiner are to conduct written examinations and flight tests for the grant of a Small Gas Airship Rating in a Private Pilot's Licence (Balloons & Airships), provided that the examiner shall:

- hold a valid UK PPL(BA) with a Small Gas Airship Rating
- have flown not less than 500 hours as pilot in command in hot air free balloons
- have flown not less than 100 hours as pilot in command in small gas airships
- hold a current BBAC Instructors Rating and have completed not less than 15 hours flying instructional experience, successfully training at least 1 candidate for the UK PPL(BA) Small Gas Airship Rating
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

4 Professional Pilot Licence (Balloons) Examiner Appointment - Privileges & Requirements

The privileges of the UK CPL(B) Examiner are to conduct UK CPL(B) General Flight Tests, Type Rating flight tests, Certificate of Test renewal flight tests (in balloon groups specified within the authorisation), signing a Certificate of Experience and Operator Proficiency Checks (OPC) provided that the Examiner shall:

- hold a UK CPL(B) valid for public transport operations in the group of balloons in which the tests are undertaken
- have flown not less than 600 hours as pilot in command in free balloons
- have flown not less than 300 hours as pilot in command in free balloons on commercial AOC flights
- normally have held and carried out the duties of an Authorised UK PPL(BA) Examiner for 1 year immediately preceding the date of application for the commercial appointment
- have held and carried out the duties of an Authorised Type Rating Examiner (Balloons) for the 3 years immediately preceding the date of application for the commercial appointment
- hold a current BBAC Instructors Rating
- have conducted a minimum of 10 flight tests, each to be written up satisfactorily as a flight summary and critique (may include UK PPL(BA) and UK TRE flight tests)
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

5 TRE (Balloons) Examiners - Privileges & Requirements

The privileges of the UK TRE(B) Examiner are to conduct Type Rating flight tests and Certificate of Test renewal flight tests (in balloon groups specified within their authorisation), signing a Certificate of Experience and Operator Proficiency Checks (OPC) provided that the examiner shall:

- hold a UK CPL(B) valid for public transport operations in the group of balloons in which the tests are undertaken
- have flown not less than 300 hours as pilot in command in free balloons
- have flown not less than 200 hours as pilot in command in free balloons on commercial AOC flights
- hold a current BBAC Instructors Rating and have completed not less than 25 hours flying instructional experience, successfully training not less than 2 candidates for the UK PPL(BA)
- have completed not less than 10 hours flying instructional experience, successfully training at least 1 candidate for the UK PPL(BA) within the 2 years immediately preceding the date of application
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA or by an Examiner specifically authorised by the CAA for this purpose

- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

6 RETRE (Balloons) Examiners - Privileges & Requirements

The privilege of the UK RETRE(B) Examiner is to observe UK CPL(B), UK PPL(BA) or UK TRE(B) examiners conducting flight tests (in balloon groups specified within their authorisation) for the purpose of completing CAA form TS 10 recommending to the CAA the examiner's revalidation for a further period of time, provided that the RETRE shall:

- hold a UK CPL(B) valid for public transport operations in the group of balloons in which the tests are undertaken
- have flown not less than 1000 hours as PIC pilot in command in free balloons
- have held and carried out the duties of an Authorised UK CPL(B) Examiner for the 3 years immediately preceding the date of application for commercial appointment
- attend an interview board with an Appointments Committee which will normally comprise three persons at least one of whom will be an authorised balloon examiner and at least one of whom will be a representative of the CAA.
- if successful at interview, complete induction training with an Examiner (appropriately qualified) and pass a competency flight test to be supervised by an Inspector of the CAA
- attend at least one meeting of the Panel of Examiners every two years during the period of appointment
- shall complete and furnish to the CAA Flight Standards Officer (Balloons) (General Aviation Unit) detailed annual statistics. This is to be returned by 31 January of the following year.

7 Written Examinations

7.1 Suitable accommodation for the conduct of written examinations is accommodation in which candidates for the licence may undertake the examinations without interference or distraction and in which the examiner may adequately oversee candidates during the course of the examination.

7.2 The following table lists the examination set numbers for the UK PPL(BA) written examinations.

Subject	Set Examination Numbers		
	Set No. B.01A	Set No. B.01B	Set No. B.01C
Aviation Law, Flight Rules & Procedures	Set No. B.05A	Set No. B.05B	Set No. B.05C
Human Performance & Limitations	Set No. B.04A	Set No. B.04B	Set No. B.04C
Navigation	Set No. B.02A	Set No. B.02B	Set No. B.02C
Meteorology	Set No. B.03A	Set No. B.03B	Set No. B.03C
Airmanship & Balloons Systems (Hot Air Balloon only)	Set No. B.06A	Set No. B.06B	Set No. B.06C
Airmanship & Aerostatics (Gas Filled Balloon only) <i>[not yet issued]</i>			

7.3 Written examinations for the UK CPL(B) may only be undertaken at a nominated CAA Test Centre.

8 Examiner Applications – Issue / Revalidation / Renewal / Variation

8.1 Applications for issue, revalidation, renewal or variation for an authorised Balloon Examiner should be made using Form SRG1182 (www.caa.co.uk/SRG1182).

8.2 Applications for appointment as a BBAC sponsored authorised Balloon Examiner, for UK PPL(BA) and UK CPL(B), should be made through the BBAC.

8.3 Fees are laid down in the CAA Scheme of Charges and are payable on application. Cheques, postal orders or credit/debit cards are acceptable. The cheques or postal orders should be made payable to the Civil Aviation Authority. Debit/credit card details may be submitted using Form FCS1500 (<http://www.caa.co.uk/FCS1500>).

9 Authorisation and Disciplinary Policy for Authorised Examiners

9.1 If it becomes apparent that an examiner is failing to achieve the standards expected, the CAA will take appropriate steps to rectify the situation. Among the courses of action available are the following:

- Raise a finding
- Investigate
- Interview
- Formal warning
- Requirement for retraining and/or reassessment of examiner skills
- Suspension or variation of examiner authorisation
- Revocation of examiner authorisation

9.2 The particular course of disciplinary action will depend on the circumstances of the individual case and will not necessarily follow the sequence listed above. The CAA may mandate remedial action such as retraining/retesting, an interview or letter of censure. An authorisation may be provisionally suspended pending investigation of an alleged offence or until remedial action such as retraining is completed.

9.3 Head of the CAA's General Aviation Unit will take suspension or revocation action where it is considered that the CAA cannot remain satisfied as to the fitness or qualification of the examiner.

9.4 In the event of a proposal to suspend, vary or revoke an authorisation, an examiner will be entitled to a review of the proposed decision in accordance with Regulation 6(5) of the Civil Aviation Authority Regulations 1991.