

APPLICATION FOLDER FOR

**NON-SAAU EXAMINERS**

ПОДАЧА ЗАЯВКИ

**ЕКЗАМЕНАТОРАМИ НЕ СЕРТИФІКОВАНИМИ  
ДАСУ**

## INTRODUCTION

### How to proceed?

After a comprehensive study of the Flight Examiner Handbook available on SAAU website (<https://avia.gov.ua/ekzamenatori-nakaz-vid-20-07-17-565/>):

1. Print this folder.
2. Fill out the application form (annex 1 of this document).
3. Prepare your application email strictly as instructed in annex 2 of this document (make sure you attached the 3 required documents).
4. Send the email with the 3 documents attached and keep a copy.

### Important note:

The application will be rejected unless:

1. All required information is provided and fulfils legal requirements (application form and attachments).
2. All entries in both the application form are clearly handwritten using a black ink pen (you can also fill in the application form directly on the PDF, and signed it after printing) and the attachments are in good quality PDF format (resolution of at least 300 dpi).
3. The application email format is carefully respected.

### Entitlement process

Refer to the document Procedures for Examiners.

## Annex 1: APPLICATION FORM – Non-SAAU Examiner

<b>VALID LICENCE</b>	Type		Number		
Issued by Country				Validity(dd/mm/yyyy)	
Last Name			First Name	Middle name	
Date of Birth (dd/mm/yyyy)			Place of Birth	Citizenship	
Permanent address (full post address that allows to receive postal mail from abroad):					
Street			Place	Postal code	
Country			Phone No.		
E-Mail					
Examiner authorisation(s) (mention only Examiner authorisation(s) you would like to be validated by State Aviation Administration of Ukrainian):					
<input type="checkbox"/> FE	Number		Validity		Type(s)
<input type="checkbox"/> CRE	Number		Validity		Type(s)
<input type="checkbox"/> IRE	Number		Validity		Type(s)
<input type="checkbox"/> SFE	Number		Validity		Type(s)
<input type="checkbox"/> TRE	Number		Validity		Type(s)
<input type="checkbox"/> FIE	Number		Validity		Type(s)
<p>Hereby I request to be authorised by State Aviation Administration of Ukraine to exercise my Examiner's privileges (as listed above) on Ukrainian licence holders.</p> <p>I formally declare that for the current period I have read and accepted the Ukrainian National Aviation Rules and during the entire period of acceptance of my examiner privileges by SAAU:</p> <ul style="list-style-type: none"> <li>I will stay updated with the content of the Ukrainian national procedures for examiners, the examiner differences documents and their web-published amendments.</li> <li>I will exercise my Examiner's privileges strictly in accordance with the European Regulation, especially EU Aircrew regulation, and all additional Ukrainian national administrative procedures included in the procedures for non-SAAU Examiner and its amendments.</li> <li>I agree on SAAU to keep my personal data's and to web-publish all necessary contact details on the list of Non-SAAU Examiners.</li> <li>I will cooperate with SAAU in terms of provision of test/check archives and facilitate any oversight duty organised by SAAU when I'm acting as an Examiner on Ukrainian licence holders.</li> </ul>					
Data (dd/mm/yyyy)			<b>Signature of Applicant</b>		

<b>SAAU USE ONLY</b>	
<b>You are accepted by SAAU to apply the examiner's privileges, as stated in your national examiner certificate, to conduct tests and checks of Ukrainian national licence and certificates holders</b>	
Checked by	Enclosures:
Signed by	
Date of Issue	
Period of validity	

## Annex 2: APPLICATION Email format

### IMPORTANT FORENOTE:

In order to allow a smooth, quick and efficient treatment of information, Examiners are invited to strictly respect the different Email formats.

- Caution to respect the orthography of the email address
- Normal (black) text must be copied in the email without change
- Italic (red) text must be replaced by personal data's
- Small (grey) text are comments and should not be copied in the Email
- Do not forget the attachments!

To	<a href="mailto:fcl-examiners@avia.gov.ua">fcl-examiners@avia.gov.ua</a> Your address (for archive)
Email TITLE	NSAAUE - Application for SAAU certification <i>Surname, Name</i>
TEXT	<i>Surname, forename, licence number</i> Please find attached my application to be registered by SAAU in order to be entitled to exercise my examiner's privileges on Ukrainian licence holders for skills tests (proficiency check and etc)
ATTACHMENTS	<i>APPLICATION FORM (page 3 of this folder)</i> <i>EXAMINER AUTHORISATION (good quality PDF copy)</i> <i>PILOT LICENCE (good quality PDF copy)</i>

## Annex3: CHANGE OF EXAMINER'S DATA'S

To	<a href="mailto:fcl-examiners@avia.gov.ua">fcl-examiners@avia.gov.ua</a> Your address (for archive)
Email TITLE	NSAAUE - Change of data's <i>Surname, forename</i>
TEXT	Surname, forename, licence number I forward to you the changes in my personal data listed below: - <i>identify change</i> (i.e.: email address) - <i>identify change</i> (i.e.: revalidation of TRE and FE Authorisation) - ....
ATTACHMENTS	<i>APPLICATION FORM (page 3 of the application folder)</i> <i>ALWAYS</i> <i>UPDATED EXAMINER AUTHORISATION WHEN APPLICABLE</i>

Notes:

- The reason of the “identify change” list is to underline what kind of changes you forward and not the details. Details are included in the attachments.
- An updated application form must always be attached (Annex 1 above).
- An updated Examiner authorisation must be attached only in case of change(s) in the document (revalidation, change of type, etc.).

**Annex4: TEST NOTIFICATION**

To	<a href="mailto:fcl-examiners@avia.gov.ua">fcl-examiners@avia.gov.ua</a> Your address <b>(for archive)</b>
Email TITLE	NSAAUE - TEST NOTIFICATION – LST – CR, TR, initial instructor AoC, extension for instructor privileges AoC, ATPL, CPL, IR, PPL, SPL, LAPL(UL) Surname, name <b>(of Examiner)</b>
TEXT	1) Examiner: Surname – forename(s) – Initials - Certificate number – Country of certification number - 2) Candidate: Surname – forename(s) – initials -Licence number 3) Type of aircraft – type of skills test 4) Date – Time – Full address of location <b>(of the exam)</b> 5) Specify Test in aircraft or FSTD - <i>Simulator/aircraft (registration)</i> - <i>Name of FSTD operator (if applicable)</i> 6) International Cell phone NBR – email contact <b>(Examiner)</b>
ATTACHMENT	<i>FSTD Approval Certificate (if applicable)</i>

Notes:

- LST = skill-test
- CR = Class Rating
- TR = Type Rating
- AoC = assessment of competences
- Please ensure that you send good quality scanned PDF copies when sending the information via e-mail

### Annex5: FORWARDING TEST/CHECK FORMS TO SAAU

To	<a href="mailto:fcl-examiners@avia.gov.ua">fcl-examiners@avia.gov.ua</a> Your address (for archive)
Email TITLE	NSAAUE - TEST REPORT – <i>Surname, name</i> (of Examiner)
TEXT	Please find attached the test report concerning: 1) Examiner: Surname - forename – Licence number 2) Candidate: Surname - forename – Licence number 3) Date – Time – Full address of location (of the exam) 4) International Cell phone NBR – email contact (Examiner) 5) Any additional information the Examiner wish to forward concerning the event
ATTACHMENT	<i>TEST FORM</i>

#### Notes:

- The email must be sent no later than 5 full days after the event
- The entire report form must be attached (exclusively PDF)
- Examiners are encouraged to forward any useful information/feedback about the event.

### Annex6: QUESTIONS OR SUGGESTION

To	<a href="mailto:fcl-examiners@avia.gov.ua">fcl-examiners@avia.gov.ua</a> Your address (for archive)
Email TITLE	NSAAUE - QUESTION/SUGGESTION – <i>Surname, name</i>
TEXT	1) Surname - Name – Licence number 2) Question and/or suggestion ( <b>free-text</b> ) 3) International Cell phone NB – email contact ( <b>Examiner</b> )
ATTACHMENT	<i>Any useful document</i>