



MEMORANDUM

TO : ALL PILOTS
AOC HOLDERS
ALL GENERAL AVIATION OPERATORS
ALL CONCERNED

SUBJECT : PROCEDURES FOR REQUESTING THE ASSIGNMENT OF CAAP
FLIGHT / SIMULATOR EXAMINER

DATE : July 26, 2024

This memo serves to clarify and reinforce the procedures for requesting flight or simulator examiners for skill test of pilots applying for a license or rating.

Effective immediately, all requests for flight or simulator examiners must be directed through the Licensing and Certification Department. This ensures that all regulatory requirements are fulfilled, documents are thoroughly reviewed and complete, and that your pilot records are updated accordingly.

Procedures:

- 1. Routing of Requests:** All requests for flight or simulator examiners should be submitted to the Proficiency Check and Skill Test Division, Licensing and Certification Department, **at least five working days** before the skill test or proficiency check. This centralization is crucial for compliance with regulatory standards and for maintaining accurate pilot records.
- 2. Document and Record Review:** The Licensing and Certification Department will ensure that all necessary documentation is in order and that your pilot records reflect current and accurate information.
- 3. Assignment of Examiners:** The assignment of flight or simulator examiners will also be managed by the Licensing and Certification Department. They will coordinate and designate appropriate examiners based on availability and requirements.

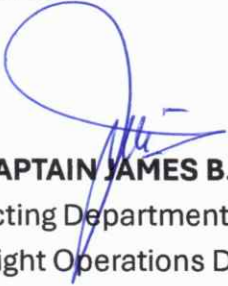
Please adhere strictly to this procedure to facilitate a smooth and efficient process. For any questions or further clarification, do not hesitate to contact the Licensing and Certification Department directly.

Thank you for your cooperation.



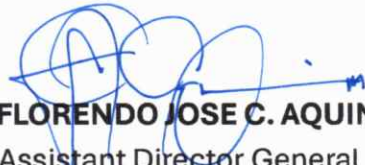
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Department Manager III
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Noted:



CAPTAIN JAMES B. CONNER
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Approved:



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