



Direction de la Sécurité de l'Aviation Civile

APPLICATION FOLDER FOR
NON-FRENCH EXAMINERS
TO BE REGISTERED ON
LIST OF NON-FRENCH EXAMINERS

INTRODUCTION

How to proceed?

After a comprehensive study of the document Procedures for Examiners available on DGAC's website:

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 3 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 3 attachments are in good quality PDF format
3. The application email format is carefully respected

Entitlement process

Refer to the document Procedures for Examiners



D S A C

Direction de la Sécurité de l'Aviation Civile**Annex 1: APPLICATION FORM – Non-French Examiner**

Surname*:		Forename*(s):	
Date of birth* (dd/mm/yyyy):	Town of birth*:	Country of birth*:	Nationality*:
Permanent address* (full post address that allows to receive postal mail from abroad):			
Telephone number* (including international code):		Alternative telephone number (including international code):	
Email address*:		Alternative Email address:	
Valid licence* (only JAR-FCL or EASA licence):		country	dd/mm/yy
Type of licence:	Number:	issued by:	validity:
Examiner authorisation(s)* (mention <u>only</u> Examiner authorisation(s) you would like to be validated by French Authorities):			
<input type="checkbox"/> FE	Number:	validity:	
<input type="checkbox"/> CRE	Number:	validity:	
<input type="checkbox"/> IRE	Number:	validity:	Type(s):
<input type="checkbox"/> SFE	Number:	validity:	
<input type="checkbox"/> TRE	Number:	validity:	
<input type="checkbox"/> FIE	Number:	validity:	
<p>Hereby I request to be authorised by French DGAC to exercise my Examiner's privileges (as listed above) on French licence holders</p> <p>I formally declare that during the entire period I will be listed on the list of Non-French Examiners :</p> <ul style="list-style-type: none"> • I will stay updated with the content of the procedures for examiners, the examiner differences document and their web-published amendments • I will exercise my Examiner's privileges strictly in accordance with the European Regulation, especially EU Aircrew regulation, and all additional French national administrative procedures included in the procedures for non-French examiner and its amendments • I agree on DGAC to keep my personal data's and to web-publish all necessary contact details on the list of Non-French Examiners • I will cooperate with DGAC in terms of provision of test/check archives and facilitate any oversight duty organised by DGAC when I'm acting as an Examiner on French licence holders 			
Date* (dd/mm/yyyy):		Signature:	

*Mandatory entry

The registration process can take up to 1 month after the application has been sent.



Annex 3: APPLICATION Email format

Notes:

- 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 3 attachments!

To	Examineurs.pro@aviation-civile.gouv.fr Your address (for archive)
Email TITLE	NFE - Application for DGAC certification <i>Surname, Name</i>
TEXT	<i>Surname, forename, licence number</i> Please find attached my application to be registered by French DGAC in order to be entitled to exercise my examiner's privileges on French licence holders for skills tests
ATTACHMENTS	<i>EXAMINER AUTHORISATION</i> (good quality PDF copy) <i>APPLICATION FORM</i> (page 3 of this folder) <i>EXAMINER FEE</i> (proof of payment)