

F-DLA-PVLO-12B	
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l. E)	KAMINER	PERSONAL	DETAILS
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1. EXAMIN	ER PERSON	AL DE	IAILS								
First name a	ınd surnamı	e:									
National ID/Passport №:											
BPL №:				FE(B) Cert	ificate Nº:						
2. APPLICA	NT PERSON	AL AN	ID COI	NTACT DETA	ILS						
First name a	ınd surnamı	e:									
National ID/	Passport N	9:									
BPL Nº:1											
Address:											
City						Zip Code:					
Province:						Country:					
Telephone:					E-mail:						
3. PURPOS	E OF THE EV	/ALUA	TION								
						BF	L Privilege	es			
☐ Skill test. ²	<u>!</u>			airship class oon class (G					diotelephony:		
☐ Proficiend					s (HAB) – Group	: 🗆 А 🗆 В 🗆 С	□D.	□ Spa			
	,				ons:³ ☐GB ☐F			☐ Eng	glish.		
4. RESULT	OF THE TEST	г/СНЕ	СК								
Reference c	ode:4									□ PASSED.	
Attempt:					☐ First. ☐	Second.		Result: ☐ PARTIALLY PASSED.			
Reference c	ode (first at	tempt	t): ⁵							☐ FAILED.	
Examiner'	s signature								ormation from t	he applicant regarding their	
		_			ience and instr FCL) to Regulati				onversion nlan	of national balloon and	
					1ED) to Regulati				•	to AESA BPL and SPL	
					egated Regulati				enses. ⁶		
	By signing this form, the examiner also confirm that all the required manoeuvres and exercises have been										
	completed in accordance to the Detailed Assessment Report. By signing this form, the examiner declares compliance with requirements related to the limitation of										
	privileges in case of vested interests, in accordance to BFCL.405 of Annex III (Part BFCL) to Regulation (EU)										
	2018/395.										
Date:	The examiner confirms to have reviewed and applied the AESA's national procedures and requirements, in accordance to the current version of EASA's "Examiner Difference Document".										
Attached doc					x 1):						
☐ Detailed Assessment Report (BPL).											
☐ Flights Report (BPL).											
□ Non-Aptitude Report (BPL). □ Copy of Skill Test Recommendation Form (BPL).											
				rledge Accre	•						
☐ Copy of the FE(B) certificate.											

¹ In the case of conversion of an equivalent licence issued by a third country, in compliance with the requirements of Annex 1 to the Chicago Convention, the reference number of the licence and the country shall be indicated. In the case of a conversion of a national licence, only the reference number of the licence shall be indicated.

² In accordance to BFCL.015 of Annex III (Part SFCL) to Regulation (EU) 2018/395, applicants shall apply for the issue of an SPL and associated ratings, privileges or certificates not later than six months after having successfully completed the skill test.

³ A pilot who has passed within the last 24 months a proficiency check in accordance with BOP.ADD.315 of Annex II to Regulation (EU) 2018/395 shall be deemed to comply with the requirement set out in item (d)(2)(i) of BFCL.215 of Annex III to the same Regulation.

⁴ The examiner shall assign a reference code for every attempt, created as follows: FE(B) Certificate Nº-XXX (where XXX is a number of 3 digits, so that the generated codes shall follow a correlative sequence). This code shall be recorded on each of the pages of the evaluation report.

⁵ Only in the second attempt, the reference code of the evaluation report submitted by the candidate in the first attempt shall be indicated.

⁶ Proficiency checks for converting national balloons licenses to BPL AESA shall only be performed by examiners whose FE(B) certificate has been issued by

⁷ Tick only if the competent Authority responsible for the examiner's certificate is different to AESA.



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ANNEX 1: BASIC INSTRUCTIONS RELATED TO THE DEVELOPMENT AND QUALIFICATION CRITERIA OF THE TEST/CHECK.

Skill tests and proficiency checks are structured in a set of sections and subsections that integrate the required elements to be evaluated.⁸

Skill tests

In every evaluation process the applicant may make use of two attempts, according to the following provisions:

- 1. Every subsection shall be individually qualified as "PASSED" or "FAILED".
- 2. The evaluation of a particular section shall include the assessment of all its subsections, determining its qualification according to the following criteria:

Section result	Criteria
PASSED	"PASSED" in all its subsections.
FAILED	"FAILED" in one or more of its subsections.

3. During the first attempt all sections shall be assessed. Once finished the test, an overall result shall be given according to the following criteria:

Test	result after 1st attempt	Criteria
PASS	SED	"PASSED" in all sections.
PART	TIALLY PASSED	"FAILED" in one section and "PASSED" in the rest.
FAILE	ED	"FAILED" in two or more sections.

4. If it has not been achieved a "PASSED" after the first attempt, it will be only possible to carry out a second attempt, in which the reevaluated sections shall be determined by the following specifications:

Test result after 1st attempt	Sections to be re-evaluated in 2nd attempt
PARTIALLY PASSED	Section qualified as "FAILED" after 1st attempt.
FAILED	All sections (both, those qualified as "PASSED" and "FAILED" after 1st attempt).

5. Once the second attempt has concluded, a new overall result shall be given for the test in accordance to the following criteria:

Test result after 2nd attempt	Criteria
PASSED	"PASSED" in all re-evaluated sections.
FAILED	"FAILED" in any re-evaluated section.

- 6. An evaluation process shall be considered satisfactory when the applicant has achieved an overall test result of "PASSED" within two attempts. Otherwise, a new process shall be carried out in accordance to first attempt specifications and the access will require the execution of additional practical training considered by the ATO/DTO that will recommend applicant to examination.⁹
- 7. Non-applicable sections/subsections¹⁰ shall not be considered for establishing the relevant qualifications.
- 8. Every attempt may be carried out in one or more sessions, even if different flights or checks are required to complete the evaluation.
- 9. The examiner is allowed to finish a sessions, at any stage, for safety reasons or any other circumstance that he/she considers relevant, being able to carry out the missing sections/subsections in subsequent sessions. Moreover, the examiner may also terminate a session when he/she is sure that the applicant has not been able to demonstrate the required level of knowledge, skills or proficiency and that a full retest will be necessary (in this case, not executed or not completed sections/subsections shall be qualified as "FAILED").
- 10. If a candidate decides not to continue with a session for inappropriate reasons deemed by the examiner, not executed or not completed sections/subsections shall be qualified as "FAILED".

⁸ Detailed Assessment Reports, available at AESA's website (www.seguridadaerea.gob.es), which shows the configuration of parts, sections and subsections that make up the different types of test, depending on its purpose.

⁹ In accordance to BFCL.030 of Annex III (Part BFCL) to Regulation (EU) 2018/395, in the case of skill tests for the commercial operation rating, recommendation shall not be required for access to any attempt.

¹⁰ Some sections/subsections may become inapplicable due to different reasons: holding of another licences, sought privileges, type of aircraft used, flight conditions, second attempts, etc.



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Proficiency checks

Every evaluation process shall be carried out according to the following provisions:

- 1. Every subsection shall be individually qualified as "PASSED" or "FAILED".
- 2. The evaluation of a particular section shall include the assessment of all its subsections. Its qualification shall be determined according to the following criteria:

Section result	Criteria
PASSED	"PASSED" in all its subsections.
FAILED	"FAILED" in one or more of its subsections.

3. During the check all sections shall be assessed. Once finished the check, an overall result shall be given according to the following criteria:

Check result	Criteria
PASSED	"PASSED" in all sections.
PARTIALLY PASSED	"FAILED" in one section and "PASSED" in the rest.
FAILED	"FAILED" in two or more sections.

4. Only if it has been achieved a "PARTIALLY PASSED", it will be possible to carry out a second attempt, in which the failed section shall be re-evaluated. Once the second attempt has concluded, a new overall result shall be given for the check in accordance to the following criteria:

Check result after 2nd attempt	Criteria
PASSED	"PASSED" in re-evaluated section.
FAILED	"FAILED" in re-evaluated section.

- 5. An evaluation process shall be considered satisfactory when the applicant has achieved an overall check result of "PASSED" within two attempts.
- 6. Non-applicable sections/subsections¹¹ shall not be considered for establishing the relevant qualifications.
- 7. Every attempt may be carried out in one or more sessions, even if different flights or checks are required to complete the evaluation. The period between the first and the last session of the evaluation process shall not exceed six months.
- 8. The examiner is allowed to finish a session, at any stage, for safety reasons or any other circumstance that he/she considers relevant, being able to carry out the missing sections/subsections in subsequent sessions. Moreover, the examiner may also terminate a session when he/she is sure that the applicant has not been able to demonstrate the required level of knowledge, skills or proficiency and that a full retest will be necessary (in this case, not executed or not completed sections/subsections shall be qualified as "FAILED").
- 9. If a candidate decides not to continue with a session for inappropriate reasons deemed by the examiner, not executed or not completed sections/subsections shall be qualified as "FAILED".

¹¹ Some sections/subsections may become inapplicable due to different reasons: holding of another licences, sought privileges, type of aircraft used, flight conditions, second attempts, etc.



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Following the conclusion of an attempt, the examiner shall complete the relevant evaluation report, which will be formed by the following documents:¹²

- 1. Page 1 of Skill Test/Proficiency Check Report (BPL) (AESA Form: F-DLA-PVLO-12S), which shall contain the overall result of the attempt.
- Detailed Assessment Report (BPL) (AESA Form: F-DLA-PVLO-62B), which shall contain information on the evaluation of the different sections and subsections carried out during the test/check.
- 3. Flights Report (BPL) (AESA Form: F-DLA-PVLO-80B), which shall contain details of the test/check flights (if it is relevant).
- 4. Non-Aptitude Report (BPL) (AESA Form: F-DLA-PVLO-76B), only in the event of an overall result of "FAILED" or "PARTIALLY PASSED", which shall contain the reasons for the failed items, and recommended training (when deemed appropriate), as well as any discrepancy between examiner and applicant with regard to the development of the test/check.
- 5. Copy of Skill Test Recommendation (AESA Form: F-DLA-PVLO-78B), only in case of a first tentative in a skill test.
- 6. <u>Copy of BFCL Theoretical Knowledge Accreditation (AESA Form: F-DLA-PVLO-84B)</u>, only in case of a first tentative in a proficiency check for the conversion of a national license from sailplane to SPL license.
- 7. Copy of the FE(B) certificate, only in the case where the competent Authority responsible for the certificate is different from AESA.

The evaluation report, including all relevant documents, shall be submited by the examiner to AESA (Servicio de Licencias de Aviación General)¹³. A copy of the report shall be given to the candidate. Another copy shall be maintained by the examiner (for a minimum period of 5 years after the date of examiner's signature). An additional copy shall be sent to the competent Authority responsible for the examiner's certificate (if different to AESA).

¹² Forms available on AESA's website: www.seguridadaerea.gob.es

¹³ The copy for AESA must be received at the Agency's registry within 4 working days after the date of signature of the evaluation report.



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ANNEX 2: PRELIMINARY CHECKS.

Prior to the beginning of the evaluation process, the examiner shall ensure that communication with the applicant can be established without language barriers.

In addition, the examiner shall verify that the applicant complies with all the qualification, training and experience requirements for the issue, revalidation or renewal of the licence, privileges or rating for which the skill test/proficiency check is taken (see tables below). This verification shall be carried out through originals or certified copies of the relevant supporting documents, which must be presented to the examiner by the candidate, together with an official personal identification document containing his or her photo (ID card or passport) and, in case of a second attempt, a copy of the evaluation report of first attempt. 15

The examiner also shall make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to his or her training and flight experience.

SKILL TEST FOR	SKILL TEST FOR BPL LICENSE OBTENTION								
References	Requirement	Accrediting	Remarks						
BFCL.120	Applicant shall be at least 16 years old.	Official personal identification document.							
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.							
BFCL.135 BFCL.140 BFCL.145	Applicant has passed the applicable theoretical knowledge exam.	 Skill test recommendation (AESA Form: F-DLA-PVLO-78B). If applicable, original or certified copy of the applicant SPL/FCL license and the relevant logbook. 	 The proper fulfillment and signature of the AESA form shall be verified. It shall be verified that, from the date on which the last exam was passed and the day of the test, less than 24 months have elapsed. In the event that the applicant has credit recognition for the common subjects based on passing the theoretical exams for obtaining another pilot license (SPL or FCL), it shall be verified that no more than 24 months between the date on which you passed the last theoretical exam to obtain the license and the day of the test. 						
BFCL.030	Applicant has been recommended for the test by the ATO/DTO responsible for the training carried out.	 Skill test recommendation (AESA Form: F-DLA-PVLO-78B). Training records provided by the ATO/DTO responsible for the applicant training. 	 The proper fulfillment and signature of the AESA form shall be verified. The information indicated in relation to details of the relevant course shall be verified, in accordance to BFCL.130. If the examiner believe it necessary, is allowed to check the applicant training records provided by the ATO/DTO. 						

¹⁴ References to Annex IV (Part MED) to Regulation (EU) 1178/2011, Annex III (Part BFCL) to Regulation (EU) 2018/395, Commission Delegated Regulation (EU) 2020/723 and Conversion plan of national balloon and sailplane licenses to AESA BPL and SPL licenses.

¹⁵ In the case of a first attempt at a skill test, the candidate shall provide the examiner with a copy of the relevant recommendation (AESA Form: F-DLA-PVLO-78B). If it is the first attempt in a proficiency check for a national license conversion, the candidate shall provide the examiner with a copy of the relevant accreditation (AESA Form: F-DLA-PVLO-84B).



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SKILL TEST FOR EXTENSION OF PRIVILEGES: CLASS							
References	Requirement	Accrediting	Remarks				
BFCL.150	Applicant holds a BPL license issued by AESA.	BPL pilot license.					
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.					
BFCL.030	Applicant has been recommended for the test by the ATO/DTO responsible for the training carried out.	 Skill test recommendation (AESA Form: F-DLA-PVLO-78B). Training records provided by the ATO/DTO responsible for the applicant training. BPL logbook. 	 The proper fulfillment and signature of the AESA form shall be verified. The information indicated in relation to details of the relevant course shall be verified, in accordance to BFCL.150. It shall be verified that the required training is recorded in the logbook and signed by the ATO/DTO head of training responsible. If the examiner believe it necessary, is allowed to check the applicant training records provided by the ATO/DTO. 				

PROFICIENCY CH	PROFICIENCY CHECK FOR PRIVILEGES PRESERVATION: CLASS/GROUP								
References	References Requirement Accrediting Remarks								
BFCL.115 BFCL.160	Applicant holds a BPL license issued by AESA.	BPL pilot license.							
BFCL.115 BFCL.160	Applicant has in his BPL license the privileges that are intended to be maintained.	BPL pilot license.	It shall be verified that the license has the corresponding endorsement to the specific privilege on which the proficiency check will be carried out: class and group (if applicable).						
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.							



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SKILL TEST FOR THE CONVERSION OF A BALLOON PILOT LICENSE ISSUED BY A THIRD COUNTRY TO BPL LICENSE							
References	Requirement	Accrediting	Remarks				
Commission Delegated Regulation (EU) 2020/723.	Applicant holds a pilot license equivalent to the BPL licenses issued by a third country, in accordance with the requirements of Annex 1 of the Chicago Convention.	BPL pilot license.	The license shall be verified as having been issued by a state that has ratified or acceded to the Convention on International Civil Aviation (Chicago Convention).				
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.					
Commission Delegated Regulation (EU) 2020/723.	Applicant has passed the relevant theoretical knowledge test.	Skill test recommendation (AESA Form: F-DLA-PVLO-78B).	 The proper fulfillment and signature of the AESA form shall be verified. It shall be verified that, from the date on which the last exam was passed and the day of the test, less than 24 months have elapsed. 				
Commission Delegated Regulation (EU) 2020/723.	Applicant has completed at least 100 flight hours as a pilot.	Logbook or equivalent document of the relevant aircraft category.					
BFCL.030	Applicant has been recommended for the test by the ATO/DTO responsible for the training carried out.	 Skill test recommendation (AESA Form: F-DLA-PVLO-78B). Training records provided by the ATO/DTO responsible for the applicant training. 	 The proper fulfillment and signature of the AESA form shall be verified. If the examiner believe it necessary, is allowed to check the applicant training records provided by the ATO/DTO. 				

PROFICIENCY CHECK FOR THE CONVERSION OF A NATIONAL LICENSE FROM BALLOON TO BPL LICENSE									
References	References Requirement Accrediting Remarks								
Conversion plan of national	Applicant holds a national balloon								
balloon and sailplane licenses to	pilot license issued before April 8,	National balloon pilot license.							
AESA BPL and SPL licenses.	2015.								
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.							
Conversion plan of national balloon and sailplane licenses to AESA BPL and SPL licenses.	Applicant has passed the relevant theoretical knowledge test.	BFCL theoretical knowledge accreditation (AESA Form: F-DLA-PVLO-84B)							



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SKILL TEST FOR COMMERCIAL OPERATIONS RATING OBTENTION IN A BPL LICENSE									
References	ences Requirement Accrediting Remarks								
BFCL.215	Applicant holds a BPL license, issued by AESA that allows him to exercise the privileges as pilot-incommand for the class of balloons in which he intends to exercise the commercial operations rating.	BPL license.BPL logbook.							
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.							
BFCL.215	Applicant has completed 50 flight hours and 50 takeoffs and landings as pilot-in-command in balloons.	BPL logbook.							

PROFICIENCY CHECK FOR COMMERCIAL OPERATIONS RATING PRESERVATION IN A BPL LICENSE						
References	Requirement	Accrediting	Remarks			
BFCL.215	Applicant holds a BPL license, issued by AESA, which allows him to exercise privileges as pilot-in-command for the class and, if applicable, group of balloons, in which he intends to maintain the commercial operations rating.	BPL license.BPL logbook.				
MED.A.030	Applicant holds a valid medical certificate.	Valid medical certificate class I, class II or LAPL.				



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ANNEX 3: EXAMPLES OF RECORDINGS IN DETAILED ASSESSMENT REPORT AND NON-APTITUDE REPORT.

Example 1: Assessment registry

CECTION	11. DDF FI	ICUT ORE	DATION	sections/subsecti	of each item for o ons shall be recorded ant Report		
SECTION	Class				Asses	sment	
HAB	GB	HAS		Subsections		Passed	Failed
			1.1	Pre-flight documentation (licence, medical certificate, pe insurance certificate, aeronautical charts, AFM, logbook, checklists, etc.), flight planning, NOTAM(s) and weather beart-BOP. ³	х		
			1.2	Balloon inspection and servicing, minimum equipment lis	t (MEL).	Х	
			1.3	Suitability of launch site.		х	
			1.4	Load calculation.		Х	
			1.5	Crowd control, crew and passenger briefings.		Х	
			1.6	Assembly and layout.		Х	
			1.7	Inflation and pre-take-off procedures <u>including passenge</u> <u>briefing.</u>	х		
			1.8	Take-off.			
			1.9	ATC compliance (if applicable), operation of radio and/or transponder (including emergency procedures).			х
ASSESMENT SECTION 1: ☐ PASSED F			☐ PAS	SED X FAILED			

AGENCIA ESTATAL DE SEGURIDAD AEREA		NON-APTITUDE REPORT (BPL) DOCUMENTACIÓN SENSIBLE			F-DLA-PVLO- Edición DESATI
Reference code:	F-01234-015			The reason for each failed substhe Non-Aptitude Report.	section shall be registered in
Subsections				Reasons of failed	
1.9 MISINTERPRETATIO		TION OF INST	RUCTIONS, INCORRECT REA	4D BACK	

Recommended training:	✓ Further training is recommended before retest.✓ No further training is recommended before retest.		
Details: SIMULATED PRACTICAL EXERCISES OF COMMUNICATION IN DIFFERENT SCENARIOS.			
	As appropriate, additional recommended training shall be indicated in the Non-Aptitude Report.		





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Example 2: Record of non-applicable sections/subsections.

This example is referred to a skill test for a BPL with HAB privileges, so subsections 3.4, 3.7 y 3.8 are not applicable, as indicated in the form. The application of subsection 3.10 depends on operational requirements (not in this case).

Class					Assessment	
HAB	GB	HAS		Subsections		Failed
			3.1	Dead reckoning and map reading.	Х	
			3.2	Marking positions and time.	Х	
			3.3	Orientation and airspace structure.	Х	
> <	$>\!\!<$		3.4	Plotting and steering expected track.	N/A	N/A
			3.5	Maintenance of altitude.	Х	
	$>\!\!<$		3.6	Fuel management.	Х	
$>\!<$	$>\!\!<$		3.7	Pressure and engine parameter checks.	N/A	N/A
$>\!<$		$>\!\!<$	3.8	Ballast management.	N/A	N/A
			3.9	Communication with retrieve/ground crew and passengers.	х	
			3.10	ATC compliance (if applicable).	N/A	N/A

Non applicable subsections shall not be considered for establishing the assessment of the section (in this case, all applicable subsections are PASSED).

Non applicable subsections shall be registered in the "Assessment" box, using "N/A".

Next example is referred to a proficiency check, so sections 0A and 0B are not applicable and they have not been assessed. These sections shall not be considered for establishing the global qualification of the check.

	SECTION 0A: THEORETICAL KNOWLEDGE (COMMON SUBJECTS). ¹						
I	Subsections			Assessment			
ı			Subsections		Failed		
	0.A.1	D.A.1 Air law.					
	0.A.2	0.A.2 Human performance.					
	0.A.3	Meteorology.		N/A	N/A		
	0.A.4	A.4 Communications.					
Π	ASSESMENT SECTION 0A: DEASSED DEALED						

SECTION	SECTION 0B: THEORETICAL KNOWLEDGE (SPECIFIC SUBJECTS). ²				
	Subsections			Assessment	
	Subsections		Passed	Failed	
0.B.1	B.1 Principles of flight.				
0.B.2					
0.B.3					
0.B.4	0.B.4 Aircraft general knowledge.		N/A	N/A	
0.B.5	B.5 Navigation.			N/A	
ASSESM	ASSESMENT SECTION OB: ☐ PASSED ☐ FAILED				

Non-applicable subsections shall not be recorded in Non-aptitude Report.





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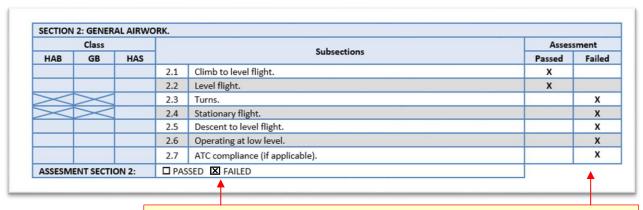
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Example 3: Registry of not completed sections/subsections.

This example is referred to a skill test for a privileges extension of a BPL to HAS. All subsections are applicable, however those from 2.3 to 2.7 have not been completed because of an interruption of the evaluation.



Not executed applicable subsections shall be qualified as "FAILED" and recorded in the "Assessment" box.

Reasons for not executed applicable subsections (due to the decision of the examiner or the applicant) shall be detailed in Non-Aptitude Report.

