



Islamic Republic of Afghanistan
Civil Aviation Authority

ISSUE, RENEWAL AND RE-ISSUE OF A PRIVATE PILOT LICENSE (PPL)

AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE
(ACAD)

ACAD-PEL-003.0

Personnel Licensing

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0 Administration and Control

The following list contains key abbreviations used in this document, as well as others likely to be in common use in the respective area.

0.1 Abbreviations

ACAA	Afghanistan Civil Aviation Authority
ACAR	Afghanistan Civil Aviation Regulation
AME	Aviation Medical Examiner
AMEL	Aircraft Multi Engine Land
AMES.....	Aircraft Multi Engine Sea
ASEL.....	Aircraft Single Engine Land
ASES	Aircraft Single Engine Sea
ATO	Approved Training Organization
PEL	Personnel Licensing
PIC	Pilot in Command
PPL	Private Pilot License
SPA.....	Student Pilot Authorization



0.2 Record of Revision

The revision page shall be completed to show: revision number, effective date of the revision, description of changes and the responsible person. Revised pages will display the DD MMM YYYY revision date and revision number on the bottom of each page. Any revision shall display the next sequential number.

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1 Purpose

This directive is issued to guide the Personnel Licensing Officers in determining if an applicant meets the requirements for the issue, renewal or re-issue of a Private Pilot License (PPL) including additional category, aircraft type and class rating under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of a Private Pilot License or denial of the application.



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2 References

- 2.1 ACAR Version 2.6 November 2011, Part 2.2, 2.3.4, 2.11, 3.3 and
ACAR- IS Version 2.6 November 2011, Part 2.2.1, 2.2.2, 2.2.8, 2.3.4, 2.11.1.8
- 2.2 Forms: Form O-PEL-001A, Form O-PEL-003A.
- 2.3 Checklists: CL: O-PEL-003.
- 2.4 A PPL license card and a renewal certificate.
- 2.5 Letter of Discontinuance: Form-O-PEL-001L.
- 2.6 Notice of Disapproval Form-O-PEL-001N.



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3 Guidance and Procedures

The Personnel Licensing Officers shall obey the following instructions in the application process to issue the PPL in compliance with ACAR Part 2.

3.1 General

An applicant for issue of a PPL must have completed all the license requirements under the ACARs. He must have passed both the knowledge test and the skill test.

3.2 Category, Class and Type Ratings

3.2.1 Category Ratings

A category rating, specified hereunder, must be placed on the PPL. A separate license must be issued for each category.

- a) Aircraft (Aeroplane);
- b) Helicopter (Rotorcraft);
- c) Powered-Lift;
- d) Airship;
- e) Free Balloon;
- f) Glider.

3.2.2 Class Ratings

The following class ratings are issued or added to the PPL:

- a) Aircraft Single-engine Land (ASEL);
- b) Aircraft Single-engine Sea (ASES);
- c) Aircraft Multi-engine Land (AMEL);
- d) Aircraft Multi-engine Sea (AMES);
- e) Helicopters certificated for Single Pilot operations and which have comparable handling, performance and other characteristics.
- f) Balloon gas or balloon hot air.
- g) Any rating considered necessary by the authority

3.2.3 Type Ratings

The following type ratings may be placed on the PPL:

- a) Each type of helicopter certificated for single pilot except where a class rating has been established;
- b) Each type of aircraft certificated for operation with minimum crew of at least two pilots;
- c) Any aircraft considered necessary by the authority.



3.2.4 Other Authorizations and Endorsements

The following authorization or endorsements may be issued or added to the PPL:

- a) Category II and III Authorization;
- b) Complex Aircraft Endorsement;
- c) High Performance Aircraft Endorsement;
- d) High Altitude Aircraft Endorsement.

3.3 Application Requirements

Advise the applicant to bring the following documents attached to the application form on applying for the license:

- [1] A properly completed prescribed application form;
- [2] A photo identification card or passport;
- [3] Two recent passport size photographs (full face);
- [4] A valid SPA (for the initial issue of a PPL) or a PPL (for an additional category or class rating or a renewal);
- [5] A knowledge test report (if applicable);
- [6] ATO graduation certificate (if applicable);
- [7] A skill test report;
- [8] Personal logbook or other records substantiating the flight experience or training shown on the application form;
- [9] A Class 2 medical certificate; and
- [10] The prescribed fees or proof of payment thereof.

3.4 Applicant Arrives to Apply for the License

Collect and evaluate the documents and records listed above.

3.5 Review of the Application

- 3.5.1 Check the application form for accuracy, using the instructions attached to the form; and
- 3.5.2 Ensure that the flight instructor and/or the ATO has provided the required endorsements and reports.

3.6 Verifying the Applicant's Identity

- 3.6.1 Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on the prescribed application form. Return the applicant's identification, after making and certifying the photocopy.
- 3.6.2 If the applicant's identity can be verified, proceed with the task.



- 3.6.3 If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- 3.6.4 If the applicant's identity appears to be different from the information supplied on the prescribed application form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the General Manager of licensing for further action.
- 3.7 Establish Eligibility for Issue of the License**
- 3.7.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for a PPL specified in Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.7.2 The following list expounds the basic requirements:
- a) Age:
Ensure that applicant is at least 17 years of age. The applicant for a PPL in the balloon or glider category shall be not less than 16 years of age.
 - b) Knowledge:
Check and confirm that the applicant has obtained the necessary instruction in an ATO under Part 3 of the Afghanistan Civil Aviation Regulations. Request and evaluate the knowledge test report as acceptable evidence of having passed the knowledge test as per the requirements under ACAR Part 2.3.4.1 (c) and (d).
 - c) Experience:
Check whether the applicant has obtained the necessary experience and flight instruction. Check the record of flight time to determine if the applicant has the minimum experience required for the license and rating sought under ACAR Part 2.3.4.1 (e) and 2.3.4.2, 2.3.4.4, 2.3.4.6, 2.3.4.8, 2.3.4.10 or 2.3.4.12 (depending on the category rating). Use an acceptable logbook or other reliable record.
 - d) Skill:
Check the application form to determine if the applicant has passed the PPL skill test required for the license and rating sought under ACAR Part 2.3.4.1 (f) and 2.3.4.3, 2.3.4.5, 2.3.4.7, 2.3.4.9, 2.3.4.11 or 2.3.4.13 (depending on the category rating). The skill test as well as the proficiency checks shall be conducted as prescribed in 0 below.
 - e) Instructors Recommendation:
An applicant must present an instructor's recommendation as evidence of having met the practical instruction requirements. For providing the instructor's recommendation one of the following methods shall be used:
 - (i) The endorsement can be provided in the relevant prescribed application form; or



- (ii) In a letter to the ACAA.
- f) Language proficiency:
Check whether the applicant has been checked on english language proficiency as required by ACAR Part 2.2.2.
- g) Medical fitness:
Ensure that a Class 2 medical certificate is valid.

3.8 Requirements for Additional Category, Class and Type Rating

The eligibility requirements are the same as in 3.7 above. Check the documents presented and confirm that the applicant has met the eligibility requirements. Determine if the applicant has obtained the necessary instruction and has passed the necessary knowledge test. Determine if the applicant has the minimum experience required for the class and type rating sought.

The Skill Test

3.8.1 Conduction

- a) After determining the applicant is eligible and meets all prerequisites required, the licensing officer will book the applicant for the skill test and the inspector or an examiner will conduct the skill test.
- b) The examiner will use the procedures and manoeuvres outlined in ACAR Part 2.3.4 and IS 2.3.4.3, IS 2.3.4.5, IS 2.3.4.7, IS 2.3.4.9, IS 2.3.4.11 or IS 2.3.4.13 depending on the category and type of aircraft for which a license or rating is sought.
- c) An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the inspector or examiner must test the applicant in all areas. Refer to ACAR Part 2.2.5.
- d) The applicant will be evaluated in the English language proficiency during the skill test in accordance with the English language proficiency requirements contained in ACAR Part IS 2.2.2.

3.8.2 Incompletion

If the skill test is not completed for reasons other than proficiency such as due to weather delays, mechanical problems, pilot illness etc. the examiner shall:

- a) issue the applicant a Letter of Discontinuance;
- b) return the application form and all submitted documents to the applicant with the original of the Letter of Discontinuance;
- c) explain how the applicant may complete the test at a later date and reschedule the test;
- d) forward a copy of the Letter of Discontinuance to the PEL office.

3.8.3 Unsatisfactory Performance



If the skill test is not satisfactory the examiner will terminate the skill test and inform the applicant of the reason for termination. Also the examiner shall:

- a) prepare a Notice of Disapproval;
- b) list all areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;
- c) indicate the number of skill test failures by the applicant for this license or rating on the form;
- d) sign, date and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the licensing office file;
- e) forward the test report to the PEL office;
- f) explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL office;
- g) return all submitted documents not forwarded to the PEL office to the applicant.

3.8.4 Satisfactory Performance

When the applicant has satisfactorily met all requirements for the skill test or proficiency check, the examiner shall:

- a) prepare the skill test report form in triplicate –
 - [1] original for the PEL office;
 - [2] copy for the applicant; and
 - [3] copy for the examiner.
- b) enter the correct limitations (when appropriate) in the space provided for;
- c) remove the limitations when the applicant presents satisfactory evidence that he has met the pertinent regulatory requirements;
- d) complete the examiner section and sign the form;
- e) forward the completed form to the PEL office;
- f) return all submitted documents not forwarded to the PEL office to the applicant.

3.9 Requirements for Renewal and the Renewal Process

3.9.1 Check the documents presented and confirm that the applicant meets the renewal requirements under ACAR Part 2.3.4 and has:

- a) completed the prescribed renewal application form;
- b) provided a current Class 2 medical certificate;
- c) completed the prescribed summary of the flying experience form;
- d) presented a certified logbook or other flight record to substantiate the hours required for the renewal. The log book is to be certified by the instructor or the



chief pilot, who will certify the relevant log book entries by endorsing his signature and license number, indicating what he is certifying.

- 3.9.2 Make copy of the relevant log book pages for the licensing file.
- 3.9.3 Applicants whose medical examination is conducted within 45 days before the pilot's license current expiry date will use the license expiry date as the start date of the new validity period. Applicants whose medical examinations conducted after the current expiry date or earlier than 45 days before license expiry date will use the date of the medical examination as the start date of the new validity period.
- 3.9.4 For a license with the following ratings, check whether the applicant complies with the following:
- a) For the renewal of a license with single-engine class rating
The applicant has completed 5 hours as pilot in command within the preceding 12 months in a single-engine type of aeroplane.
 - b) For the renewal of a license with multi-engine class rating
The applicant has completed 5 hours as pilot in command within the preceding 12 months in a multi-engine type of aeroplane.
 - c) For renewal of a license with an aircraft type rating
The applicant has completed 5 hours as pilot in command or a PPL skill test within the preceding 12 months in the aircraft type.
 - d) The applicant must present at least a Class 2 medical certificate.
 - e) The applicant must present the logbook or other acceptable record for the flight time required.
- 3.10 **Renewal of a Lapsed PPL**
- 3.10.1 Where a license has not been renewed by the date of expiry, the validity of the license standards are lapsed. For legal enforcement actions refer to ACAR Part IS 1.3.3.
- 3.10.2 To ensure the validity of the lapsed license, the license holder shall meet the requirements subject to the lapsed periods as follows:
- a) Not more than six months and all renewal requirements were met prior to the date of expiry, there are no additional requirements.
 - b) More than six (6) months but not more than two (2) years:
 - (i) pass a written examination in Air Law or Regulations;
 - (ii) pass a type rating practical check-out on an aircraft type endorsed or on the type rating sought; and
 - (iii) meet the renewal requirements.
 - c) More than two (2) years but not more than 10 years:



- (i) undertake a refresher course in an ATO in preparation for the skill and knowledge tests which should include ten (10) hours as PIC;
 - (ii) pass a PPL skill test on the class or aircraft type rating sought; and
 - (iii) pass a PPL composite knowledge examination.
- d) More than ten (10) years, an applicant shall meet all requirements for the initial issue of a PPL.

3.11 Discrepancies and Ineligibility

- 3.11.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.
- 3.11.2 If the applicant is not eligible for the license and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies and obtain the license and/or rating.

3.12 Issue, Renewal or Re-Issue of the License

- 3.12.1 When an applicant has satisfactorily met all requirements for the license and/or rating sought, and the prescribed application forms has been completed, the license and/or rating shall be issued keeping to ACAR-IS Part 2.2.8.
- 3.12.2 Complete the following tasks.
- a) Ensure the prescribed fees for the license is paid;
 - b) Prepare a new license or a license renewal certificate;
 - c) Complete all blocks including allocation of the license number;
 - d) When a rating needs to be added, enter the additional rating on the license;
 - e) Make a copy of the license for the licensing file;
 - f) Provide the applicant with a completed license or renewal certificate;
 - g) File all documents on the pilot's licensing file.



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4 Results

Completion of this task results in the issuance of one of the following:

- [1] A PPL or a renewal certificate;
- [2] Letter of Discontinuance; or
- [3] Notice of Disapproval.



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5 Future Activities

An applicant may return for:

- [1] an additional class or aircraft type rating;
- [2] renewal of the license; or
- [3] an upgraded license.



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Appendix I

No appendices in this document.



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