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Islamic Republic of Afghanistan
Civil Aviation Authority

ISSUE, RENEWAL AND RE-ISSUE OF AN INSTRUMENT RATING

AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE
(ACAD)

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ACAD-PEL-008.0

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Personnel Licensing

26 Dec 2014

Revision 0

H.E. Capt. Hamid
Director General
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Approved: _____



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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
ATO	Approved Training Organization
ATPL	Airline Transport Pilot License
CPL	Commercial Pilot License
PEL	Personnel Licensing
PPL	Private Pilot License



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 of an instrument rating under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of an instrument rating or denial of the application



2 References

- 2.1 ACAR Version 2.6 November 2011 Part 2.3.7 and
ACAR- IS Version 2.6 November 2011 Part 2.2.1, 2.3.7 and 2.2.8.
- 2.2 Forms: Form O-PEL-008B.
- 2.3 Checklists: [none].
- 2.4 [intentionally left blank]
- 2.5 Letter of Discontinuance: Form O-PEL-001L.
- 2.6 Notice of Disapproval: Form O-PEL-001N.



3 Guidance and Procedure

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

3.1 Types of Instrument Ratings

3.1.1 Instrument rating (A) for aeroplane, (H) for helicopter and (P) for powered lift

- a) An instrument rating (A) is issued to an applicant who qualifies for an instrument rating in an aeroplane;
- b) An instrument rating (H) is issued to an applicant who qualifies for an instrument rating in a helicopter;
An instrument rating (P) is issued to an applicant who qualifies for an instrument rating in a power lift;
- c) The holder of an instrument rating who applies for an instrument rating in either category of an aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument knowledge examination and skill test.

3.1.2 Instrument rating in a multi-engine aircraft

If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorized flight instructor.

3.2 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] A valid PPL or CPL or ATPL;
- [4] A knowledge test report;
- [5] Personal logbooks or other records substantiating the flight experience shown on the application form;
- [6] A Class 1 medical certificate; and
- [7] The prescribed fees or proof of payment thereof.

3.3 Applicant Arrives to Apply for the Rating

Collect and review the documents and records listed above.

3.4 Review of the Application

- 3.4.1 Check the application form for accuracy, using the instructions attached to the form; and



- 3.4.2 Ensure that the flight instructor and/or the ATO has provided the required endorsements and reports.

3.5 Verifying the Applicant's Identity

- 3.5.1 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.
- 3.5.2 If the applicant's identity can be verified, proceed with the task.
- 3.5.3 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.
- 3.5.4 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.

3.6 Establish Eligibility for Issue of the Instrument Rating

- 3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for an Instrument Rating specified in Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.6.2 The following list expounds the basic requirements:
- a) Age:
Ensure that the applicant is at least 17 years of age.
 - b) Knowledge:
Check and confirm that the applicant has obtained the necessary instruction. Request and evaluate the knowledge test report as acceptable evidence of having passed the knowledge test as per the requirements under ACAR Part 2.3.7.1 (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 rating sought appropriate to the aircraft category as specified in ACAR Part 2 (as appropriate the level of license held). Use an acceptable logbook or other reliable record.
 - d) Skill:
Check the application form to determine if the applicant has passed the skill test required for the Instrument Rating under ACAR Part 2.3.7.2 (c) and IS 2.3.7.3. The skill test as well as the proficiency checks shall be conducted as prescribed in 3.8 below.



e) **Medical fitness:**

Ensure that the applicant holds either a Class 1 or 2 medical certificate issued under ACAR Part 2 as appropriate the level of license held.

3.7 Requirements for Issuance of an Instrument License and/or Rating

If the applicant is applying for an instrument rating to a flight instructor license, the applicant should have a valid license endorsed with an instrument rating in the appropriate category of aircraft (refer to ACAR Part 2.3.8.2 (d) (7)).

3.8 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 2.3.7.2 (c) (2) and IS 2.3.7.3.
- 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.

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, 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 Renewal Requirements and the Renewal Process

3.9.1 Check the documents presented and confirm that the applicant meets the renewal requirements under ACAR Part 2.3.7 and has:

- a) completed the prescribed renewal application form;
- b) provided either a current Class 1 or 2 medical certificate issued under ACAR Part 2 as appropriate the level of license held;
- c) a current license and type rating;
- d) an instrument rating;
- e) passed a complete proficiency check.

3.9.2 Make copy of the relevant log book pages for the licensing file.

3.10 Renewal of a Lapsed Instrument Rating

3.10.1 Where an Instrument Rating has not been renewed by the date of expiry, the validity of the rating 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 rating, the rating holder shall meet the requirements subject to the lapsed periods as follows:
- a) Two years: The applicant shall have received refresher training from an instrument rated authorised instrument rating instructor with the relevant category and aircraft type rating. The applicant shall have an endorsement on his personal log book that he is prepared for the renewal skill test; then pass the required renewal skill test.
 - b) Five years or more: The applicant is required to meet the requirements specified in [a\)](#) above and pass an initial instrument rating flight test.
- 3.10.3 In any case, the applicant must present proof of the refresher training and hold either a Class 1 or 2 medical certificate issued under ACAR Part 2 as appropriate the level of license held.
- 3.11 **Discrepancies or 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 rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies and obtain the rating.
- 3.12 **Issue or Renewal of the Instrument Rating**
- 3.12.1 When an applicant has satisfactorily met all requirements for the rating sought, and the prescribed application forms has been completed, the 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 rating is paid;
 - b) Prepare a new license endorsed with the instrument rating;
 - c) Complete all blocks including allocation of the license number;
 - d) Make a copy of the license endorsed for the licensing file;
 - e) Provide the applicant with a completed license endorsed with the instrument rating;
 - f) File all documents on the pilot's licensing file



4 Results

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

- [1] An Instrument Rating;
- [2] Letter of Discontinuance; or
- [3] Notice of Disapproval.



5 Future Activities

An applicant may return for:

- [1] A multi-engine instrument rating, if a single-engine instrument rating has been provided;
- [2] Renewal of the rating.



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Appendix I

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