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Islamic Republic of Afghanistan
Civil Aviation Authority

ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT INSTRUCTOR LICENSE

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Personnel Licensing

26 Dec 2014

Revision 0

H.E. Capt. Hamid
Director General
Civil Aviation Authority

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, renewal or re-issue of a flight instructor license and/or rating and including additional category, aircraft type and class rating for flight instruction under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of a flight instructor license and/or rating or denial of the application.



2 References

- 2.1 ACAR Version 2.6 November 2011, 2.2.1.2, 2.2.6 and 2.3.8 and ACAR -IS Version 2.6 November 2011, Part 2.2.1, 2.2.8 and 2.3.8.
- 2.2 Forms: [none].
- 2.3 Checklists: [none].
- 2.4 The Flight Instructor License.
- 2.5 Letter of Discontinuance: Form O-PEL-001L.
- 2.6 Notice of Disapproval: Form O-PEL-001N.



3 Guidance and Procedures

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

3.1 Flight Instructor Ratings

The appropriate aircraft category, class, instrument and/type rating according to the instruction to be taught.

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] Two recent passport size photographs (full face);
- [4] A valid PPL (for the initial issue of a CPL) or a CPL (for an additional, class or type rating or for a proficiency check or for renewal);
- [5] A knowledge test report (if applicable);
- [6] A skill test report;
- [7] Personal logbooks or other records substantiating the flight experience shown on the application form;
- [8] A Class 1 medical certificate; and
- [9] The prescribed fees or proof of payment thereof.

3.3 Applicant Arrives to Apply for the License

Collect and evaluate 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 License or Rating**
- 3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for a flight instructor license and/or rating specified in Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.6.2 Requirements according to licenses and/or ratings
- (i) The applicant for a flight instructor rating/license must be a holder of a CPL or ATPL.
 - (ii) Ensure that the applicant holds a current license and aircraft rating appropriate to the flight instructor license and/or rating sought. If the applicant is applying for an instrument instructor license and/or rating, verify that the applicant has an instrument license and/or rating.
- 3.6.3 The following list expounds the basic requirements:
- a) Age:
Ensure that the applicant is at least 18 years of age.
 - b) Knowledge:
Check and confirm that the applicant has obtained the necessary instruction. Request and evaluate the flight instructor knowledge test report as acceptable evidence of having passed the knowledge test as per the requirements under ACAR Part 2.2.6 and 2.3.8.2 (c).
 - 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 2.3.8.2 (d), (e) and (k). Use an acceptable logbook or other reliable record.
 - d) Skill:
Check the application form to determine if the applicant has passed the CPL skill test required for the license and rating sought under ACAR Part 2.3.8.3 (f) and IS 2.3.8.3. The skill test as well as the proficiency checks shall be conducted as prescribed in 3.8 below.
 - e) Instructors Recommendation:



An applicant should 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 1 medical certificate is valid.

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 Requirements for Flight Engineer Instructor License

According to ACAR Part 2.2.6 an applicant for a flight engineer instructor licenses and ratings or authorizations shall have received and logged training from an authorized instructor on the fundamentals of instructing and have passed a knowledge test on the areas of instructing mentioned in ACAR Part 2.2.6. The following applicants do not need to comply with requirements of ACAR Part 2.2.6:

- [1] The holder of an instructor license or rating issued under ACAR Part 2 who has already passed the knowledge test in the areas of instructing;
- [2] The holder of a current teacher's certificate issued by a national or local Authority that authorizes the person to teach in the areas of instructing at a secondary educational level or higher; or
- [3] A person who provides evidence of an equivalent level of experience acceptable to the ACAA.

3.9 The Skill Test

3.9.1 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 2.3.8 and IS 2.3.8.3 (g) and (h).
- 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.

3.9.2 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.

3.9.3 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.

3.9.4 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.

3.10 Flight Instructor Privileges

A flight instructor is authorised within the limitations of that person's flight instructor license, and pilot license and ratings, to give training and endorsements that are required for, and relate to one of the categories referred to in ACAR Part 2.3.8.2 (g).

3.11 Requirements for Renewal and the Renewal Process

3.11.1 Check the documents presented and confirm that the applicant meets the renewal requirements under ACAR Part 2.3.8.2 (i) and has:

- a) completed the prescribed renewal application form;
- b) provided a current Class 1 medical certificate;
- c) a current license and aircraft rating appropriate to the flight instructor license and/or rating to be renewed;
- d) completed the prescribed summary form of the flight instruction hours.

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

3.12 Renewal of a Lapsed Flight Instructor License and/or Rating

3.12.1 This subparagraph is also effective for additional category, class and type ratings.

3.12.2 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.

3.12.3 Without reference to the ACAR, the ACAA specifies that 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 (6) 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;
 - (ii) 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 and pass the skill test on the class or rating sought.
- d) More than ten (10) years, an applicant shall meet all requirements for the initial issue of the license and/or rating.

**3.13 Re-issue of a Flight Instructor License and/or Rating**

- 3.13.1 Check the documents presented and confirm that the applicant meets the reissue requirements under ACAR Part 2.3.8.2 (j), and has:
- a) completed the prescribed renewal application form;
 - b) provided a current Class 1 medical certificate;
 - c) a current license and aircraft rating appropriate to the flight instructor license and/or rating to be renewed;
 - d) proof of the refresher training;
 - e) completed the prescribed summary form of the flight instruction hours;
 - f) passed the skill test for re-issue of a Flight instructor license and/or rating or for an additional class or type licenses and/or ratings.
- 3.13.2 Make copy of the relevant log book pages for the licensing file.

3.14 Discrepancies or Ineligibility

- 3.14.1 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.
- 3.14.2 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.

3.15 Issue, Renewal or Re-Issue of the License

- 3.15.1 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.
- 3.15.2 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) Renew the license and/or rating;
 - d) Complete all blocks including allocation of the license number;
 - e) When a rating needs to be added, enter the additional rating on the license;
 - f) Make a copy of the license for the licensing file;
 - g) Provide the applicant with an endorsed license;
 - h) File all documents on the licensing file.



4 Results

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

- [1] A Flight Instructor license and/or rating;
- [2] Letter of Discontinuance; or
- [3] Notice of Disapproval.



5 Future Activities

Applicant may return for:

- [1] renewal;
- [2] additional class and rating/licenses; or
- [3] removal of any limitation placed on the Flight Instructor license and/or rating.

Appendix I

No appendices in this document.



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