



Islamic Republic of Afghanistan
Civil Aviation Authority

ISSUE, RENEWAL OR RE-ISSUE OF A FLIGHT ENGINEER LICENSE

AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE
(ACAD)

ACAD-PEL-010.0

Personnel Licensing

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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
FEL	Flight Engineer License
PEL	Personnel Licensing



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 Engineers License (FEL) and type rating(s) or of an additional type rating to the Flight Engineers License under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of a Flight Engineers License or denial of the application.



2 References

- 2.1 ACAR Version 2.6 November 2011, Part 2.2.1.2, 2.4. and ACAR-IS Version 2.6 November 2011, Part 2.2.1, 2.2.8.
- 2.2 Forms: Form O-PEL-010A, Form O-PEL-010B.
- 2.3 Checklists: CL: O-PEL-010C.
- 2.4 A Flight Engineer License card and a renewal certificate.
- 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 Engineer License in compliance with ACAR Part 2.

3.1 Class and Type Ratings

3.1.1 Class Ratings

The following class ratings are issued or added to the Flight Engineer License:

- a) Reciprocating Engine Powered;
- b) Turbo Propeller Powered;
- c) Turbo Jet Powered.

3.1.2 Type Ratings

The following type ratings may be placed on the Flight Engineer License:

- a) Each type of helicopter;
- b) Any type of aeroplane above 5,700 kg;
- c) Any aircraft type considered necessary by the authority.

3.1.3 A class and type rating must be placed on the Flight Engineer License.

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 Flight Engineer License (for an additional, class or type rating or for a proficiency check or for renewal);
- [5] A knowledge test report;
- [6] An ATO graduation certificate;
- [7] A skill test report;
- [8] Personal logbooks or other records substantiating the flight experience shown on the application form;
- [9] A Class 1 medical certificate; and
- [10] 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

- 3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for a Flight Engineer License 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 18 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 2.4.4.1 (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 2.4.4.1 (e). Use an acceptable logbook or other reliable record.
 - d) Skill:



Check the application form to determine if the applicant has passed the Flight Engineer License skill test required for the license and rating sought under ACAR Part 2.4.4.1 (f). The skill test as well as the proficiency checks shall be conducted as prescribed in [3.9.2](#) 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 Aeronautical Experience

3.7.1 According to [3.6.2c](#)) the applicant shall have completed all the requirements of ACAR Part 2.4.4.1 (e).

3.7.2 The applicant shall have completed, under the supervision of a person authorized by the authority for that purpose, not less than 100 hours of flight time in the performance of the duties of a flight engineer. A maximum of 50 hours of flight engineer time in a flight simulator, approved by the authority, may be acceptable as part of the total flight time of 100 hours.

3.7.3 The applicant must present the instructor's report confirming that the applicant has the operational experience in the performance of the duties of a flight engineer, under the supervision of a flight engineer authorised by the authority for that purpose in at least the following areas:-

a) Normal procedures

- (i) pre-flight inspections;
- (ii) fuelling procedures, fuel management;
- (iii) Inspection of maintenance documents;
- (iv) Normal flight deck procedures during all phases of flight;
- (v) Crew co-ordination and procedures in case of crew incapacitation;
- (vi) Defect reporting.

b) Abnormal and alternate (standby) procedures

- (i) Recognition of abnormal functioning of aircraft systems.



- (ii) Use of abnormal emergency procedures.
- c) Emergency Procedures
 - (i) Recognition of emergency conditions.
 - (ii) Use of appropriate emergency procedures.

3.7.4 An applicant, who presents an appropriate graduation certificate of an approved course from a certificated ATO, is considered to meet the experience requirements of ACAR Part 2.4.4.1 (c), (d), (e) and (f).

3.8 Additional Class Rating

To be eligible for an additional class rating, an applicant shall:

- a) Successfully complete an approved flight engineer training course that is appropriate to the additional class rating sought;
- b) Pass the knowledge test that is appropriate to the class for which an additional rating is sought;
- c) Pass the skill test that is appropriate to the class for which an additional rating is sought;

3.9 Recent Experience Requirements

3.9.1 No person holding a flight engineer certificate in class rating shall exercise the privileges of the flight engineer certificate unless she/he has completed within the past six calendar months:

- a) At least 50 hours of flight time as a flight engineer
- b) Completed proficiency check
- c) Present the logbook or other record to show the flight time required.

3.9.2 For the the flight engineer license and class rating re-currency an applicant shall:

- a) have received refresher training from an authorized instructor with an endorsement that the person is prepared for the flight check-out on the specified type of aircraft; and
- b) pass the required flight check-out on the type specified above; and
- c) the applicant must present proof of the refresher training as endorsed and certified in the personal logbook.

3.10 The Skill Test

3.10.1 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 outlined in ACAR Part 2.4.4.1 (f) and IS 2.4.4.4.
- 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.

3.10.2 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.

3.10.3 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.

3.10.4 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.

3.11 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 2.4.4.1 (i) 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.

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

3.11.3 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.

3.12 Renewal of a Lapsed Flight Engineer License

3.12.1 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.

3.12.2 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) completed a refresher course with an authorized instructor; and
 - (iii) meet the renewal requirements.



3.13 Discrepancies or Ineligibility

- 3.13.1 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.
- 3.13.2 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.

3.14 Issue, Renewal or Re-Issue of the License

- 3.14.1 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.
- 3.14.2 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) Renew the license
 - 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 a completed license or renewal certificate;
 - h) File all documents on the flight engineer's licensing file.



4 Results

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

- [1] A Flight Engineer License or renewal certificate;
- [2] An additional aircraft type rating to the license;
- [3] Letter of Discontinuance; or
- [4] Notice of Disapproval.



5 Future Activities

Applicant may return for:

[1] the renewal of the license; or

[2] an additional type rating.



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Appendix I

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