



Islamic Republic of Afghanistan  
Civil Aviation Authority

# **ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT ENGINEER INSTRUCTOR LICENSE OR AUTHORIZATION**

AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE  
(ACAD)

ACAD-PEL-011.0

Personnel Licensing

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



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## 0 Administration and Control

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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
FE .....	Flight Engineer
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**

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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 Engineer (FE) instructor license including additional class ratings or an Instructor Authorization for Flight Simulation Training under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of a Flight Engineer (FE) instructor license or Instructor Authorization or denial of the application.



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## 2 Reference

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- 2.1 ACAR Version 2.6 November 2011, Part 2.2.6, 2.4.5 and ACAR-IS Version 2.6 November 2001, Part 2.2.1, 2.2.8.
- 2.2 Forms: [none].
- 2.3 Checklists: [none].
- 2.4 A Flight Engineer License (FEL) 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 Procedure

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

#### 3.1 General Information

The applicant must be a holder of a current Flight Engineer License (FEL) issued by the Authority and be rated on the class of aircraft to instruct on.

#### 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 current and valid flight engineer license and class rating for which the instructor license is sought, issued by the Authority;
- [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 2 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 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 Instructor License**
- 3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for a FE instructor license specified in Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.6.2 An applicant for a FE instructor license shall hold a current Flight Engineer License and class rating for which the instructor license is sought.
- 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 2.4.5.1 (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 2.4.5.1 (e) (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 CPL skill test required for the license and rating sought under ACAR Part 2.4.5.1 or 2.4.5.2 (depending on the category rating). Requirements for the skill test are given at IS 2.4.4.2. The skill test as well as the proficiency checks shall be conducted as prescribed in 3.8 below. Additionally, the applicant shall have practiced instructional techniques in areas of intended flight instruction.
  - e) Instructors Recommendation:  
An applicant must present the instructor's recommendation as evidence of having received flight instruction from an authorized instructor in the areas of flight instructional techniques including demonstration, student performance, student practices, recognition and correction of common student errors. 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.

### **3.7 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 the ACAA.

### **3.8 The Skill Test**

- 3.8.1 After determining the applicant is eligible and meets all prerequisites for the flight engineer instructor license or any additional rating, the inspector or examiner conducts the skill test.

The examiner shall conduct the skill test based on the requirements outlined in ACAR Part IS 2.3.8.3 and IS 2.4.4.2, for the class of aircraft for which the instructor license is sought. An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill, 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

- a) If the skill test is not completed for reasons other than proficiency such as due to weather delays, mechanical problems, illness etc. the examiner shall:
  - (i) Issue the applicant a Letter of Discontinuance.
  - (ii) Return the application form and all submitted documents to the applicant with the original of the Letter of Discontinuance.



(iii) Explain how the applicant may complete the test at a later date and reschedule the test.

(iv) Forward a copy of the letter of discontinuance to the PEL office;

### 3.8.2 Unsatisfactory Performance

If the skill test is not satisfactory the examiner will terminate the skill test and inform the applicant 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; and
- 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

### 3.8.3 Satisfactory Performance

When the applicant has satisfactorily met all requirements for the instructor license, the examiner shall:

- a) Prepare the skill test report form in triplicate -
  - (i) Original for the PEL office;
  - (ii) Copy for the applicant; and
  - (iii) Copy for the examiner
- b) Enter the correct limitations (when appropriate) in the space provided. An inspector or examiner should remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.
- c) Complete the inspector or examiner section and sign off.
- d) Return all submitted documents not forwarded to the PEL office to the applicant.

### 3.9 Flight Engineer Instructor Records

A holder of a FE instructor license shall:

- [1] Sign the logbook or any other approved record keeping document of each person to whom that FE instructor has given flight training or ground training;





- [2] Maintain a record in a logbook or a separate document that contains the name of each person that FE instructor has endorsed for an aeronautical knowledge test or skill test check, and a record of the kind of test, the date, and the results;
- [3] Retain the records required by ACAR Part 2.3.8.2 (l) (1) for at least three years from the date of giving the flight training or ground training.

### **3.10 Privileges**

The privileges of a flight engineer instructor license is to give flight and ground instruction to Flight Engineer License applicants and to endorse those applicants for a knowledge or skill test as applicable under ACAR Part 2.4.4.1 (g).

### **3.11 Responsibilities of a Flight Engineer Instructor**

#### **3.11.1 The responsibilities of a Flight Engineer Instructor are:**

- [1] To give training in the aeronautical knowledge areas required for the issuance of a Flight Engineer License under ACAR Part 2.4.4.1 (c) in the relevant aircraft class;
- [2] To give recommendation for the knowledge test required for the issuance of a Flight Engineer License in accordance with Part 2 of the ACARs; and
- [3] To give training in the aeronautical knowledge areas required for the FE operations on the additional aircraft class.

#### **3.11.2 A Flight Engineer Instructor is required to endorse the log book or other training record of a person to whom the Flight Engineer Instructor has provided the training or recommendation specified in ACAR Part 2.4.4.1 (c) and (d).**

### **3.12 Instructor Authorization for Synthetic Flight Training**

Current or former holders of flight engineer licenses, having instructional experience may apply for an authorization to provide flight instruction in a flight simulation training device, provide the applicant has at least 2 years experience as an instructor in flight simulation training devices.

### **3.13 Validity**

The validity period of the flight engineer instructor license and of the instructor authorization for synthetic flight training is 2 years.

### **3.14 Requirements for Renewal and the Renewal Process**

#### **3.14.1 Check the documents presented and confirm that the applicant meets the renewal requirements under ACAR Part 2.4.5.1 (h) and has:**

- a) completed the prescribed renewal application form;
- b) provided a current Class 2 medical certificate;
- c) provided a current Flight Engineer 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;



- e) conducted at least one of the following requirements of an approved course for a flight engineer license or rating:
  - (i) one simulator session of at least 4 hours; or
  - (ii) one instructional flight of at least 1 hour including at least
  - (iii) presented proof of having exercised the privileges of the license in the last six months preceding the date of renewal application;

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

3.14.3 A flight engineer instructor license that has lapsed may be renewed if the applicant has received refresher training acceptable to the Authority and Passed a Flight Engineer skill test on the areas of operation.

### 3.15 **Renewal of a Lapsed Flight Engineer Instructor License/Authorization**

3.15.1 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.

3.15.1 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, an applicant shall meet all requirements for the initial issue of a Flight Engineer Instructor License or Authorization.

### 3.16 **Discrepancies or Ineligibility**

3.16.1 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 why the license cannot be issued and explain how the applicant may correct the discrepancies.

3.16.2 If the applicant is not eligible for the license, inform the applicant of the reasons for ineligibility and explain how the applicant may re-apply.



**3.17 Issue or Renewal of the Flight Engineer Instructor License/Authorization**

- 3.17.1 When an applicant has satisfactorily met the requirements for the license/authorization, and the prescribed application form, has been completed, the license/authorization will be issued keeping to ACAR-IS Part 2.2.8.
- 3.17.2 Complete the following tasks.
- a) Ensure the prescribed fees for the license/authorization is paid, if applicable;
  - b) Prepare the license/authorization;
  - c) Renew the license/authorization;
  - d) When a rating needs to be added, enter additional rating on the license/authorization;
  - e) Make a copy of the license/authorization for the licensing file;
  - f) Provide applicant with the original license/authorization letter;
  - g) File all documents on the licensing file.



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## 4 Results

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

- [1] a FE instructor license/authorization.
- [2] an additional aircraft class rating to the license/authorization.
- [3] letter of discontinuance.
- [4] notice of disapproval.



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## **5 Future Activities**

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Applicant may return for:

- [1] the renewal of the license/authorization; or
- [2] an additional aircraft class rating to the license/authorization.



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## **Appendix I**

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