



Islamic Republic of Afghanistan
Civil Aviation Authority

ISSUE AND RENEWAL OF A DESIGNATED FLIGHT ENGINEER EXAMINER AUTHORIZATION

AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE
(ACAD)

ACAD-PEL-012.0

Personnel Licensing

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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
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

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 Designated Flight Engineer Examiner Authorization including additional class ratings under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of a Designated Flight Engineer Examiner Authorization or denial of the application.



2 References

- 2.1 ACAR Version 2.6 November 2011, Part 2.4.6. and
 ACAR-IS Version 2.6 November 2011, Part 2.2.1, 2.2.8.
- 2.2 Forms: [none].
- 2.3 Checklists: [none].
- 2.4 A Flight Engineer Examiner Authorization 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 Designated Flight Engineer Examiner Authorization in compliance with ACAR Part 2.

3.1 Designated Flight Engineer Examiner

3.1.1 An authorised examiner is a representative of the ACAA who is authorized and designated to conduct license, rating and/or authorization skill tests and proficiency checks in accordance with ACAR Part 2.

3.1.2 Designation takes place when the demand for skill test and proficiency checks determines that the designation of an examiner is justified.

3.1.3 Types of Authorization

A Designated Flight Engineer Examiner is authorized and designated for specific testing functions. An examiner may perform only the functions for which he is authorized and designated. The examiner shall hold a valid Flight Engineer License (FEL), the rating and authorization for which he is authorized to conduct the skill tests and shall hold the privilege to instruct for the license, rating and authorization.

3.2 Application Requirements

3.2.1 Applicants shall send a completed prescribed form to the authority. The authority accepts and evaluates applications from persons applying for the initial authorization. The authority will advise the applicant by letter whether or not the applicant meets the criteria for the authorization sought. If the applicant does not meet the applicable criteria, the authority will advise the applicant how the deficiency may be corrected.

3.2.2 Advise the applicant to bring the following documents attached to the application form:

- [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 Instructor License;
- [5] A pre-designation knowledge test report;
- [6] A skill test report;
- [7] Personal logbook or other records substantiating the flight experience or training shown on the application form;
- [8] A Class 2 medical certificate for initial authorization and otherwise 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.

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 Authorization

3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for a Designated Flight Engineer Examiner Authorization specified in Part 2 of the Afghanistan Civil Aviation Regulations.

3.6.2 The applicant shall hold a valid license and rating for which authorization to conduct skill tests is sought. If applicable, the applicant also needs to hold the privilege to instruct for the license or rating. An applicant for a Designated Flight Engineer Examiners Authorization must

[1] be qualified technically and must hold a type rating for each aircraft for which authorization is sought;

[2] be current and qualified to act as flight engineer of each aircraft for which authorized throughout the duration of the authorization.

3.6.3 The following list expounds the basic requirements.

a) Age:

Ensure that the applicant is at least 21 years of age.

b) Knowledge:

Check and confirm that the applicant has obtained the necessary instruction and passed the pre-designation knowledge test report as per the requirements under ACAR Part 2.4.6.1 (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 2.4.6.1 (c) and (f) (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 skill test required for the authorization sought under ACAR Part 2.3.6.1 (e) and IS 2.4.6.2 (depending on the category rating).
 - e) Language proficiency:
Check whether the applicant has been checked on english language proficiency as required by ACAR Part 2.2.2.
 - f) Medical fitness:
Ensure that a Class 2 (for initial designation) or Class 1 (for maintaining the designation) medical certificate is valid.
 - g) Personality:
Ensure that the applicant is a person of integrity as required under ACAR Part 2.4.6.1 (c) (4).
- 3.6.4 The ground, flight and simulator training for Designated Flight Engineer Examiners shall be in compliance with the provisions for Designated Pilot Examiners under ACAR Part 2.3.9.
- 3.6.5 Each applicant selected for authorization by the authority must pass a practical evaluation by an authority inspector or by an examiner authorized for the purpose by the authority before an initial authorization is issued. The practical evaluation assists the authority to determine if the applicant is competent to apply current skill test requirements and procedures in the aircraft for which authorization is sought. The authority schedules the practical evaluation upon selecting an applicant for authorization and designation.
- 3.6.6 The applicant for an examiner authorization shall have conducted at least one skill test in the role of an examiner for which authorization is sought, including briefing, conduct of the skill test, assessment of the applicant to whom the skill test is given, debriefing, recording and documentation. This skill test shall be supervised by an authority inspector or by an examiner specifically authorized by the authority for the purpose.
- 3.6.7 After the skill test, the authority inspector or by an examiner specifically authorized by the authority for the purpose of testing applicants for an examiner authorization will present a report with relevant limitation and recommendations to the licensing office.



3.6.8 When all the conditions have been satisfactorily met, the applicant for a Designated Flight Engineer Examiner Authorization will be issued with a letter of authorization.

3.7 Authorization as a Designated Flight Engineer Examiner

3.7.1 The examiner shall be notified in writing by the ACAA of his responsibilities and privileges.

3.7.2 The authority shall notify each approved training organization of the Designated Flight Engineer Examiners who have been authorised to conduct skill test for the issue of flight engineer license and ratings.

3.8 Privileges and Duties of a Designated Flight Engineer Examiner

3.8.1 An Designated Flight Engineer Examiner is authorized to perform the following:

- a) Accept applications and conduct skill tests leading to the issuance of a flight engineer license, ratings and/or authorizations in the type of aircraft appropriate to the license and letters of authority held by the examiner.
- b) Issue a Notice of Disapproval, to applicants whose performance, during a skill tests or proficiency check conducted by that examiner, did not meet the applicable requirements for a license or rating.
- c) Issue Letters of Discontinuance, when the skill test or proficiency check is terminated because of situations such as un-forecast weather, the applicant or examiner becomes physically incapacitated; the aircraft has mechanical difficulties after the test has begun, or other unanticipated situations.

3.8.2 An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for demonstrating aviation safety at all times.

3.8.3 If the performance of a flight engineer who has successfully passed a skill test, is found unsatisfactory due to an accident, incident, or other significant event, or if other evidence reveals a deficient performance by an examiner, a flight check of that examiner may be required by an authority inspector or a Flight Engineer authorised by the authority for the purpose.

3.9 Authorization Numbering

3.9.1 A system of authorization numbering shall be used to identify the examiner's authorization.

3.9.2 The examiner shall be notified in writing by the authority, of his reference number, responsibilities and privileges.

3.10 Examining Requirements and Procedures

An examiner must conduct all skill tests and proficiency checks according to the applicable requirements and procedures:



- [1] The examiner shall not test an applicant to whom he has given flight instruction for that license.
- [2] An examiner is expected to honour appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a skill test if the postponement is at the examiner's request.
- [3] If an examiner cancels a skill test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the PEL office of the Authority. The PEL office should provide the names of other examiners, or may arrange to conduct the skill test at the applicant's request
- [4] The examiner must conduct the oral portion of the skill test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.
- [5] An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.
- [6] After the skill test, the examiner will present the report with relevant limitation and recommendations to the licensing office.

3.11 Regular Consulting Meetings

The authority shall hold at least three examiner meetings every year to review problem areas, examiner performance, requirements and procedures and all examiners are required to attend. Attendance at this meeting shall be recorded in the examiner's file.

3.12 Additional Authorizations

An additional authorization may be issued to a Designated Flight Engineer Examiner who complies with the requirements of ACAR Part 2.4.6. An examiner shall hold a valid license and rating for which he is authorized to conduct skill tests and shall hold the privilege to instruct for the license or rating.

3.13 Re-Authorization

- 3.13.1 For the re-authorization the authority shall consider that at least a certain amount of skill tests have been performed by the Designated Flight Engineer Examiner.
- 3.13.2 As a guidance to this, the authority shall consider if the Designated Flight Engineer Examiner has conducted during the preceding 12 months:
 - a) three (3) license or ratings skill tests or checks for a Flight Engineer in aeroplane or
 - b) two (2) license or rating tests or checks in helicopters.

3.14 Requirements for Renewal and the Renewal Procedures

Designated Flight Engineer Examiners should apply for renewal of the Designated Flight Engineer Examiner Authorization at least 21 days before the authorization



expires. If the Designated Flight Engineer Examiner has not reapplied within 21 days before the expiration date it could be understood that the Designated Flight Engineer Examiner does not desire to renew the authorisation. The Designated Flight Engineer Examiner must submit to the authority a completed prescribed application form for re-authorisation along with a list of activities and tests done within the previous 12 months preceding the application.

3.15 Records on Designated Flight Engineer Examiners

3.15.1 The authority shall keep a file on each Designated Flight Engineer Examiner. The file may contain photocopies of the information documents, or may be an electronic file from which data is easily retrieved. The Designated Flight Engineer Examiner's file will be reviewed annually.

3.15.2 The following may be maintained in an electronic file:

- [1] records of satisfactory completion (or failure to accomplish satisfactory completion) of initial and recurrent Flight Engineer examiner job function standardization courses; record of attendance at the annual examiner meeting;
- [2] records of surveillance/inspection; and
- [3] testing activity log, including at least the applicant's name, aircraft type, registration number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the Authority.

3.15.3 Photocopies of the following must be retained:

- [1] the initial prescribed application form;
- [2] the valid flight engineer license and medical certificate;
- [3] the field of designation;
- [4] the most recent authorization letter and all correspondence from the public concerning the examiner.

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 for ineligibility and explain how the applicant may correct the discrepancies.

3.16.2 If the applicant is not eligible for the authorization sought, inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies and obtain the authorization.

3.17 Issue of the Authorization

Applicants who meet all criteria and requirements for authorization will be issued a Flight Engineer Examiner authorization by form of a designation letter indicating the type and details of the authorization given keeping to ACAR-IS Part 2.2.8.



3.18 Non-Renewal or Termination of the Authorization

- 3.18.1 The examiner services could be terminated by not renewing the authorization or designation, rather than by cancellation of the authorization or designation during its validity period.
- 3.18.2 Where there is no longer a need for the examiner services the designation will be terminated either for the whole designation or for part of the designation of the examiner.



4 Results

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

- [1] Letter of authorization; or
- [2] Notice of Disapproval.



5 Future Activities

The examiner may return to re-apply or renew the authorization



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Appendix I

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