



**Islamic Republic of Afghanistan  
Civil Aviation Authority**

# **ISSUE, RENEWAL AND RE-ISSUE OF A DESIGNATED PILOT EXAMINER AUTHORIZATION**

**AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE  
(ACAD)**

**ACAD-PEL-021.0**

**Personnel Licensing**

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**Revision 0**

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

Approved: \_\_\_\_\_



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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
ATPE .....	Airline Transport Pilot Examiner
ATPL .....	Air Transport Pilots License
CE .....	Commercial Pilot Examiner
CIRE .....	Commercial and Instrument Rating Pilot Examiner
CPL .....	Commercial Pilots License
DPE .....	Designated Pilot Examiner
FIE .....	Flight Instructor Examiner
IFR .....	Instrument Flight Rules
PIC .....	Pilot-In-Command
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**

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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 Designated Pilot Examiner (DPE) Authorization under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the issuance of a Designated Pilot Examiner (DPE) Authorization or denial of the application.



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## 2 References

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- 2.1 ACAR Version 2.6 November 2011, Part 2.1.3, 2.3.9.1, 2.3.9.2 and ACAR-IS Part 2.2.1, 2.2.8 and 2.3.9.2.
- 2.2 Forms: [none].
- 2.3 Checklists: [none].
- 2.4 A Designated Pilot 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.



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## 3 Guidance and Procedures

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The Personnel Licensing Officers shall obey the following instructions in the application process to issue the Designated Pilot Examiner Authorization in compliance with ACAR Part 2.

### 3.1 Authorizations

3.1.1 The following Authorizations are issued:

- [1] Private Pilot Examiner (PPE – according to ACAR Part 2.3.9.3);
- [2] Commercial and Instrument Rating Pilot Examiner (CIRE – according to ACAR Part 2.3.9.4);
- [3] Commercial Pilot Examiner (CE – according to ACAR Part 2.3.9.5);
- [4] Airline Transport Pilot Examiner (ATPE – according to ACAR Part 2.3.9.6);
- [5] Flight Instructor Examiner (FIE – according to ACAR Part 2.3.9.7).

3.1.2 The Authorization is issued correspondingly to the categories described in ACAR Part 2.3.9.

### 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, CPL or ATPL with the relevant additional, class, instrument or type rating;
- [5] A pre-designation knowledge test report;
- [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

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 License

- 3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for a DPE Authorization 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 21 years of age.
  - b) General Eligibility:  
Ensure that the meets the requirements of ACAR Part 2.3.9.1 (c).
  - c) Knowledge:  
Check and confirm that the applicant has passed the pre-designation knowledge test as per the requirements under ACAR Part 2.3.9.1 (d).
  - d) Experience:  
Check whether the applicant has the required 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 2.3.9.3, 2.3.9.4, 2.3.9.5 or 2.3.9.6 (depending on the category rating). Use an acceptable logbook or other reliable record.
  - e) Skill:  
Check the application form to determine if the applicant has passed the skill test required under ACAR Part 2.3.9.1 (e) and IS 2.3.9.2.
  - f) Medical fitness:  
Ensure that a Class 1 medical certificate is valid.



- 3.6.3 Upon receipt of an application under ACAR Part 2.3.9.1 and where the applicant is certified as a suitably qualified person of integrity to conduct flight crew member tests on behalf of the Authority, the Authority shall advise the applicant in writing of the training required as specified in ACAR Part IS 2.3.9.2. The Instructor will then present the report of training with the recommendations to the licensing office.
- 3.6.4 The applicant is then booked for the relevant test.
- 3.6.5 The Examiner will present the report of the skill test with relevant limitation and recommendations to the licensing office.
- 3.6.6 When all the conditions have been satisfactorily met, the applicant will be issued with a letter of authorization.

### **3.7 Requirements for Additional Authorizations**

- 3.7.1 An additional authorization may be issued to a Designated Pilot Examiner who complies with the requirements of ACAR Part 2.3.9.1 and IS 2.3.9.2. The eligibility requirements are the same as in [3.6](#) above. Check the documents presented and confirm that the applicant has met the eligibility requirements. Determine if the applicant has obtained the necessary instruction and has passed the necessary knowledge test and skill test. Determine if the applicant has the minimum experience required for the rating sought.
- 3.7.2 Where a Designated Pilot Examiner meets the license qualification, authorization and experience requirements set out in the regulations for each role undertaken, he may exercise a number of roles as type rating examiner, instrument rating examiner or simulator flight test examiner.

### **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. The skill test shall be supervised by an inspector of the Authority or by a Designated Pilot Examiner specifically authorized by the Authority for the purpose.
  - b) The applicant shall be tested purpose in the role of an examiner for which authorization is sought, including
    - [1] Briefing;
    - [2] Conduct of the skill test check;
    - [3] Assessment of the applicant to whom the skill test is given; and
    - [4] De-briefing and recording or documentation.
  - c) A check pilot of an air operator or aviation training organization who has undergone the full training program of the air operator or aviation training organization may not be required to be assessed under [3.8.1 b\)](#) above.



- d) The skill test shall be conducted as outlined in ACAR Part IS 2.3.9.2.
- e) 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 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.

### **3.9 Authorization Procedures**

3.9.1 A Designated Pilot Examiner (DPE) shall be notified in writing by the Authority of his responsibilities and privileges. The examiner shall be notified in writing by the Authority of his reference number.

3.9.2 The Authority shall notify each approved aviation training organization and air operators of the Designated Pilot Examiner (DPE) who have been designated to conduct skill test for the issue of flight crew licenses, certificates and ratings.

### **3.10 Authorization Numbering**

A system of authorization numbering shall be used to identify authorized Designated Pilot Examiners.

### **3.11 Privileges and Duties**

3.11.1 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.

3.11.2 Designated Flight Test Examiners may, when the license, ratings and authorization permits, conduct:

- a) Skill test for the issue of type ratings;
- b) Proficiency checks for aircraft type ratings;
- c) Skill test for the initial issue and renewal of instrument ratings;
- d) Aircraft type and instrument rating proficiency checks on multi-pilot aircraft in a flight simulator.

### **3.12 Examining Requirements and Procedures**

3.12.1 A Designated Flight Test Examiner must conduct all skill tests and proficiency checks according to the applicable requirements and procedures for examiners, approved by the Authority.

3.12.2 A Designated Flight Test Examiner is expected to honor 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.



- 3.12.3 If a Designated Flight Test Examiner cancels a skill test without rescheduling, the Designated Flight Test Examiner shall instruct the applicant to contact the PEL office of the Authority. The PEL office will make arrangements to provide another examiner. The Designated Flight Test Examiner must conduct the oral portion of the skill test in a private area free from distractions.
- 3.12.4 A Designated Pilot Examiner shall, as far as practicable, not test an applicant to whom he has given flight instruction for that license, certificate or rating.
- 3.12.5 The Designated Flight Test 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's flight instructor is present.
- 3.12.6 A Designated Flight Test Examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.
- 3.12.7 A Designated Flight Test 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.
- 3.12.8 If the performance of a pilot 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 a Designated Flight Test Examiner, a flight check of that Designated Flight Test Examiner may be required by an Authority inspector or an Designated Flight Test Examiner authorized by the Authority for the purpose.

### 3.13 Designated Pilot Examiner's Records

- 3.13.1 A Designated Pilot Examiner shall:
- a) Sign the logbook or any other approved record keeping document of each person to whom the examiner has tested;
  - b) Maintain a record in a logbook or a separate document that contains the following -
    - (i) The name of each person whose logbook the examiner has endorsed and the date of the endorsement; and
    - (ii) The name of each person the examiner has endorsed for an aeronautical knowledge test or skill test check, and a record of the kind of test, the date, and the results;
  - c) Retain all records mentioned above for at least ten years from the date of conducting the test.

### 3.14 Re-Authorization

- 3.14.1 Designated Pilot Examiners should apply for re-authorization at least 21 days before the authorization expires. If the Designated Pilot Examiner has not applied within 21



days before the expiration date it could be understood that the examiners does not desire to renew the authorization.

- 3.14.2 The Designated Pilot Examiner must submit to the Authority a completed the prescribed application form for re-authorization along with a list of activities and tests done within the previous 12 months preceding the application. The Designated Pilot Examiner should have conducted at least four skill tests within the period and that the services of the examiner are still required.

**3.15 Discrepancies or Ineligibility**

- 3.15.1 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.
- 3.15.2 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.

**3.16 Non-Renewal or Termination of the Authorization**

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

**3.17 Issue, Renewal or Re-Issue of the License**

- 3.17.1 When an applicant has satisfactorily met all requirements for the authorization 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.
- 3.17.2 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) When a rating needs to be added, enter the additional rating on the license;
  - e) Make a copy of the license for the licensing file;
  - f) Provide the applicant with a completed license or renewal certificate;
  - 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] An Designated Pilot Examiner Authorization or a renewal certificate;
- [2] An additional rating;
- [3] Letter of Discontinuance; or
- [4] Notice of Disapproval.



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## **5 Future Activities**

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The Designated Pilot Examiner may return to re-apply or to renew the authorization.



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## **Appendix I**

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