



Advisory Circular

CAA-AC-PEL001D

KENYA CIVIL AVIATION AUTHORITY

August 2019

APPLICATION FOR PILOT LICENCES AND, RATINGS

1.0 PURPOSE

The Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue of licences, and authorisations for pilots; under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

- 2.1 The Civil Aviation (Personnel Licensing) Regulations;
- 2.2 All the licences and ratings' prescribed application forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 In reference to various Civil Aviation Regulations, no person may act as a crew member of an aircraft registered in Kenya, unless he is a holder of a valid prescribed licence and rating issued in accordance with the Civil Aviation (Personnel Licensing) Regulation.

3.1.2 The types of Licences issued are detailed in Regulation 4 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.3 The Ratings, Category ratings, Class ratings and aircraft type ratings are issued as prescribed in Regulation 5 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.4 Nothing in this AC is intended to conflict with the Civil Aviation Regulations or other legislation, which in case of doubt, must be regarded as over-riding.

3.1.5 The prescribed application forms, Forms for assessment of the qualifying flying experience for a licence, or rating may be obtained from the Authority's Personnel Licensing (PEL) Office and the website.

3.1.6 The requirements for grant of a licence or rating are to be fulfilled before the application is made, and the prospective applicant should ensure that the results of an examination or test will be valid by the date all the other requirements are met before the application for the licence or rating is made. The knowledge test should be passed before the practical (skill) test is conducted as provided in Regulation 28 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.7 When all the requirements have been met, the applicant should complete the appropriate prescribed application form and submit it to the Personnel Licensing (PEL) Office with the required supporting documents.

3.1.8 Licenses are issued after an applicant has undertaken the relevant training and passed the required knowledge examinations and practical (skill) tests.

3.1.9 All the knowledge examinations and the practical (skill) tests are booked at the PEL Office.

3.1.10 All applications for issue of licences must be accompanied by two copies of recent full face photographs. These should be size 25mm by 30mm from the same negative.

3.1.11 Where an applicant has failed a knowledge test, he may appeal to the Authority, if he wishes to contest the fail result, by presenting the appeal case in writing to the Authority within 14 days from the date of the test result.

3.2 Medical Requirements

3.2.1 Pilot licences and ratings will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority's designated Medical Examiner. Prospective applicants for pilot licences and ratings are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.

3.2.2 Arrangements for the medical examination are made by the applicant direct to any Authority's authorized Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the PEL office or the Authority's website. The aviation medical examiner will advise the applicant on the medical examination charges.

3.2.3 On satisfactory completion of the medical examination and on payment of the appropriate doctor's fee, the applicant will be issued with the applicable medical certificate, a copy of which should be attached to the application form for the licence or rating sought.

3.2.4 An applicant for renewal of a pilot licence whose medical examination is conducted within 45 days before the licence current expiry date will use the licence expiry date as the start date of the new validity period. Applicants whose medical examinations are not conducted within 45 days of the licence expiry date will use the date of the medical examination as the start date of the new validity period.

3.3 Submission of the Application Form

3.3.1 Before Submitting the Application Form the applicant should ensure that;

- a. He is medically fit for the licence or rating sought,
- b. He meets eligibility requirements of the licence or rating applied for concerning:

- (i) Age;
- (ii) The English language in accordance with the language proficiency requirements prescribed in Regulation 8 of the Civil Aviation (Personnel Licensing) Regulations;
- (iii) The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
- (iv) The (approved or required) flight training;
- (v) Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
- (vi) Pass in the required practical test on the areas of operation listed in the relevant Civil Aviation (Personnel Licensing) Regulation for which a licence or rating is sought;
- (vii) The prescribed knowledge and practical tests are completed and passed within the prescribed period;
- (viii) The prescribed application form is duly completed, signed and dated; and
- (ix) All the required certifications have been acquired and the supporting documents are all attached.

3.4 Evaluation of the Application Form

3.4.1 This is done to ensure that the correct prescribed forms for applying for the licence, certificate or rating are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting it to the PEL Office. For all licences and for all aircraft type rating endorsements a certified personal logbook or an acceptable flying record **MUST** be availed to the Personnel Licensing Inspector on the submission of the application form.

3.4.2 Licence or Rating application fees will not be paid until the applicant has met all the prescribed requirements.

3.5 Validity of the Examinations Results

All the knowledge and the practical test results valid as stipulated in the Civil Aviation (Personnel Licensing) Regulation 26 or for each licence.

3.6 Collection of the completed Licence.

Unless otherwise requested by the applicant, completed licences are not released by mail, but are collected from the Personnel Licensing Office, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the Personnel Licensing office, whether it is the applicant or an authorized agent, **MUST** sign for the collection by giving their full names, date, and append their official signature on documents- release- register in the Personnel Licensing Office.

4.0 APPLICATION FOR ISSUE, RENEWAL OR RE-ISSUE OF A STUDENT PLOT LICENCE (SPL)

4.1 An SPL is issued in compliance with the Civil Aviation (Personnel Licensing) Regulations.

4.2 References

4.2.1 The Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations;

4.2.2 The prescribed application forms.

4.3 The Applicant's Identity

Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form. If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

4.4 Eligibility Requirements

The applicant must meet the SPL specific eligibility requirements of Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations.

4.5 The applicant must

4.5.1 be not less than 16 years old, and

4.5.2 be holder of at least a Class 2 Medical Certificate from a Kenyan Approved Medical Examiner.

4.6 Application Requirements.

The applicant should:

4.6.1 Complete the SPL application form;

4.6.2 Submit two photographs - full face (Size-25mm by 30mm);

4.6.3 Present a photo Identification Card or Passport, and attach a copy of the same on the application form and;

4.6.4 Pay the prescribed fees after being issued with an invoice.

4.7 Renewal Requirements.

4.7.1 To renew an SPL an applicant is required to:

a) Have at least a medical certificate Class 2;

b) Complete the application form for issue or renewal of a student pilot licence;

- c) Present the original licence already held; and
- d) Pay the prescribed fees.
- e) The renewal is done by endorsing the medical date and the new validity dates on the already existing licence.

4.8 Discrepancies or Ineligibility.

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

4.9 Issue or Renewal of the licence

When all the conditions listed above have been met and have been satisfactorily certified by the Authority's Personnel Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

5.0 APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A PRIVATE PILOT LICENCE (PPL)

5.1 An applicant for issue of a PPL must have completed all the licence requirements under Regulations 41 to 46 of the Civil Aviation (Personnel Licensing) Regulations. He must have passed both the knowledge and practical tests or if the licence is to be issued on strength of a foreign licence he must have met all the requirements for conversion prescribed under Regulations 21 of the Civil Aviation (Personnel Licensing) Regulations.

5.2 References

5.2.1 Regulations 41 to 46 of the Civil Aviation (Personnel Licensing) Regulations;

5.2.2 The prescribed application forms.

5.3 The Applicant's Identity

Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

5.4 Eligibility Requirements

The applicant must meet the PPL specific eligibility requirements of Regulation 41 of the Civil Aviation (Personnel Licensing) Regulations for a specific class rating.

5.5 The applicant should:

5.5.1 Be not be less than 17 years for aeroplanes and helicopters or 16 years for a glider/balloon;

5.5.2 Have passed the knowledge test whose validity is 6 months and;

5.5.3 Have passed the practical (skill) test in the class rating sought; either single or multi-engine (a Group A or B). The practical test is conducted by an examiner authorized by the Authority; The validity of this skill test is 6 months.

5.5.4 Have met the minimum experience required for the Licence and rating sought in compliance with the requirements of Regulation 43 of the Civil Aviation (Personnel Licensing) Regulations as amended;

5.5.5 Be a holder of at least a Class 2 Medical Certificate from a designated medical examiner;

5.5.6 have met the requirements of the English language proficiency under Regulations 8 and 41 of the Civil Aviation (Personnel Licensing) Regulations; and

5.5.7 have met the requirements of Regulation 67 of the Civil Aviation (Personnel Licensing) Regulations (Class Rating) and should have demonstrated the PPL knowledge on the basis of the requirements listed for a PPL practical test, when an applicant is seeking a multi-engine rating .

5.6 Application Requirements

5.6.1 The applicant should –

- a) Complete the PPL prescribed application forms;
- b) Complete the flying experience summary form;
- c) Submit a current Class 2 Medical Certificate;
- d) submit two current photographs, full face;
- e) Submit the original log book or an acceptable record of flying experience duly certified by the instructor and examiner that the student is qualified and competent to hold a PPL either in single or multi-engine.

5.7 The Practical (Skill) Test

- a) The applicant is required to pass a practical (skill) test as outlined in Regulations 43 of the Civil Aviation (Personnel Licensing) Regulations for the category, class or aircraft type rating for which a licence or rating is sought.
- b) 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 applicant will be tested in all areas in compliance with the requirements of Regulation 43 of the Civil Aviation (Personnel Licensing) Regulation.
- c) During the practical test, an applicant will be evaluated in the English language proficiency in accordance with the English language proficiency requirements contained in the First Schedule to the Civil Aviation (Personnel Licensing) Regulations.

5.8 Requirements for Renewal

5.8.1 The applicant for renewal of a PPL must meet the specific requirements of Regulation 46 of the Civil Aviation (Personnel Licensing) Regulations.

An applicant for renewal shall be required to:

- a) Complete the renewal prescribed application form;
- b) Submit at least Class 2 Medical Certificate;
- c) Complete the flying experience summary form;

- d) Have five hours (5) pilot in command within the last twelve months preceding the date of application for renewal; and
- e) Present a certified logbook or other acceptable record to substantiate the five PIC hours required for 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 licence number, indicating what he is certifying.

5.8.2 Renewal of a PPL with the following ratings will be as per the following;

a. For the single-engine class rating

The applicant must complete 5 hours as pilot in command within the preceding 12 months in a single-engine type of aeroplane/rotorcraft.

b. For glider or lighter than air aircraft.

The applicant must complete 3 hours as pilot in command within the preceding 12 months in a glide or lighter than air aircraft.

c. For multi-engine class rating

The applicant must complete 5 hours as pilot in command within the preceding 12 months in a multi-engine type of aeroplane.

d. For renewal of a licence with an aircraft type rating

The applicant must complete 5 hours as pilot in command or a PPL practical (Skill) test within the preceding 12 months in the aircraft type.

e. In all cases the applicant should present

- i. at least a Class 2 medical certificate
- ii. a logbook or other record for the flight time required

5.9 Renewal Requirements for a PPL that has Lapsed

5.9.1 To renew a licence that has expired for –

- 1. Less than six months** and all renewal requirements were met prior to the date of expiry; there are no additional requirements and have a valid Class 2 medical certificate.;

For an applicant who does not have any flying experience during that period; he will be required to fly 5 hours as pilot in command using the privileges of A Student Pilot Licence.;

The renewal requirements are;

1. The holder of the licence must have logged the following hours as PIC on either category, class or type rating sought within the twelve months preceding the date of application for renewal—
 - i. for aeroplane and rotorcraft not less than 5 hours; and
 - ii. for glider or lighter than air not less than 3 hours;
2. A valid class 2 medical certificate

- 2. More than six (6) months but not more than three (3) years:**

- i. Pass a written examination in Air Law;

- ii. Hold at least a valid Class 2 medical certificate
- iii. Pass a type rating practical check-out on an aircraft class or type endorsed or on the type rating sought (Where applicable);
- iv. The holder of the licence must have logged the following hours as PIC on either category, class or type rating sought within the twelve months preceding the date of application for renewal—
 - a. for aeroplane and rotorcraft not less than 5 hours; and
 - b. for glider or lighter than air not less than 3 hours;

3. More than three (3) years but not more than 10 years

- i. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.
- ii. Hold at least a valid Class 2 medical certificate
- iii. Pass a PPL practical test on the class or aircraft type rating sought where applicable
- iv. Pass a PPL composite knowledge examination,
- v. The holder of the licence must have logged the following hours as PIC on either category, class or type rating sought within the twelve months preceding the date of application for renewal—
 - a. for aeroplane and rotorcraft not less than 5 hours; and
 - b. for glider or lighter than air not less than 3 hours;

4. More than ten (10) years,

- i. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.
- ii. Hold at least a valid Class 2 medical certificate
- iii. Pass a PPL practical test on the class or aircraft type rating sought where applicable;
- iv. Pass a PPL composite knowledge examination
- v. The holder of the licence must have logged the following hours as PIC on either category, class or type rating sought within the twelve months preceding the date of application for renewal—
 - a. for aeroplane and rotorcraft not less than 5 hours;
 - b. for glider or lighter than air not less than 3 hours;

5.10 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected

5.11 When all the conditions listed above have been met and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

6.0 APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A COMMERCIAL PILOT'S LICENCE (CPL)

6.1 An applicant for issue of a professional pilot licence must have completed all the Licence requirements under Regulations 47 to 52 of the Civil Aviation (Personnel Licensing) Regulations for (CPL) and must have passed both the knowledge and the practical test as applicable, or if the licence is to be issued on the strength of a foreign licence must have passed the conversion examination under Regulations 21 of the Civil Aviation (Personnel Licensing) Regulations.

6.2 References

6.2.1 Regulations 47 to 52 of the Civil Aviation (Personnel Licensing) Regulations

6.2.2 The prescribed application forms

6.3 The Applicant's Identity

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

6.4 Eligibility Requirements

6.4.1 The applicant for issue of a CPL must meet the specific eligibility requirements of Regulations 47 or 53 respectively of the Civil Aviation (Personnel Licensing) Regulations.

6.4.2 The applicant should:

- a) Be 18 years old;
- b) Have passed the knowledge test for the licence sought which are valid for eighteen months;
- c) Have passed the practical (skill) test in the category, class and type rating sought. The practical test is conducted by an examiner authorized by the Authority for the task;
- d) Have the minimum aeronautical experience required for the Licence and rating sought in compliance with the requirements of Regulations 50 of the Civil Aviation (Personnel Licensing) Regulations;
- e) Be holder of a Class 1 Medical Certificate from a designated medical examiner,

- f) Have been checked on English language proficiency under Regulations 8, 42 and 48 of the Civil aviation (Personnel Licensing) Regulations;
- g) Pass the Technical Type Rating (T.T.R) examination on a specific type of aircraft;
- h) Pass a flight check-out (Practical) on the same type of aircraft the T.T.R has been done; and
- i) For those flying aircraft with a maximum weight take off of 2300kgs, hold a valid instrument rating.

6.5 Application Requirements

6.5.1 The applicant should –

- a) Complete the CPL prescribed application form,
- b) Complete the flying experience summary form,
- c) Submit Class 1 Medical Certificate and a copy for the file;
- d) Submit two current photographs - full face
- e) Submit the original log book or an acceptable record of flying experience dully certified by the instructor and examiner that the student is qualified and competent to hold the licence sought.
- f) Attach copies of the last two pages of their logbook.

6.6 The Practical (Skill) Tests

6.6.1 The applicant is required to pass a practical (skill) test as outlined in Regulations 44 and 50 of the Civil Aviation (Personnel Licensing) Regulations for the category, class or aircraft type rating for which a licence or rating is sought.

6.6.2 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 applicant will be tested in all areas in compliance with the requirements of Regulation 49 of the Civil Aviation (Personnel Licensing) Regulations.

6.6.3 During the practical test, an applicant will be evaluated in the English language proficiency in accordance with the English language proficiency requirements contained in the First Schedule to the Civil Aviation (Personnel Licensing) Regulations.

6.7 Renewal Requirements

6.7.1 The applicant for renewal of a Kenyan CPL must meet the specific requirements of Regulations 52 of the Civil Aviation (Personnel Licensing) Regulations.

6.7.2 An applicant for renewal shall be required to –

- a) Complete the renewal prescribed application form;

- b) Submit Class 1 Medical Certificate and a copy for the file;
- c) Complete the flying experience summary form;
- d) Have six (6) hours pilot in command within the last six months preceding the date of application for renewal, including six (6) take-offs and landings;
- e) Have the log book pages showing the last six months flying experience certified by the instructor or the chief pilot, who will certify the relevant log book entries by endorsing his signature and licence number, indicating what he is certifying; and

6.8 Renewal Requirements for a CPL that has Lapsed

6.8.1 To renew a CPL that has expired for;

1. **Less than six months** and all renewal requirements were met prior to the date of expiry; there are no additional requirements;

For an applicant who does not have any flying experience during that period; he will be required to fly 6 hours including six take offs and landings as pilot in command and pass a proficiency flight check out on the aircraft rated on, using the privileges of Private Pilot Licence.;

The renewal requirements are;

1. The holder of the licence must have logged as PIC or co-pilot within the six months preceding the date of application for renewal, the following hours—
 - a. for aeroplanes and rotorcraft; not less than 6 hours and 6 take-offs and landings; and
 - b. for lighter than air; 3 hours and 3 launches and landings.
2. Hold a valid class 1 medical certificate

2. **More than six (6) months but not more than three (3) years:**

For an applicant who does not have any flying experience during that period; he will be required to:

- i. Pass a written examination in Air Law;
- ii. Hold a valid Class 1 medical certificate
- iii. Pass a type rating practical check-out on an aircraft class and type endorsed or on the type rating sought; and
- iv. The holder of the licence must have logged as PIC or co-pilot within the six months preceding the date of application for renewal, the following hours—
 - a. for aeroplanes and rotorcraft; not less than 6 hours and 6 take-offs and landings; and
 - b. for lighter than air; 3 hours and 3 launches and landings.

3. **More than three (3) years but not more than 10 years:**

For an applicant who does not have any flying experience during that period; he will be required to,

- i. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.

- ii. Pass a CPL practical test on the aircraft type rating sought;
- iii. Pass a CPL composite knowledge examination
- iv. Have a valid class 1 medical certificate and

4. More than ten (10) years, an applicant shall meet all requirements for the of initial issue of a CPL including having a valid Class 1 medical certificate.

- i. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.
- ii. Hold a valid Class 1 medical certificate
- iii. Pass a CPL practical test on the aircraft class and type rating sought;
- iv. Pass a CPL knowledge examination (all papers)

6.9 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected.

6.10 Issue or Renewal of the Licence

When all the conditions listed above have been met and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

7 APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF AN AIRLINE TRANSPORT PILOTS (ATPL) – A PROFESSIONAL LICENCE.

An applicant for issue of a professional pilot licence must have completed all the Licence requirements under Regulations 53 to 59 of the Civil Aviation (Personnel Licensing) Regulations and must have passed both the knowledge and the practical test as applicable, or if the licence is to be issued on the strength of a foreign licence must have passed the conversion examination under Regulations 21 of the Civil Aviation (Personnel Licensing) Regulations.

7.1 References

7.1.1 Regulations 53 to 59 of the Civil Aviation (Personnel Licensing) Regulations

7.1.2 The prescribed application forms

7.2 The Applicant's Identity

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

7.3 Eligibility Requirements

7.3.1 The applicant for issue of an ATPL must meet the specific eligibility requirements of Regulation 53 of the Civil Aviation (Personnel Licensing) Regulations.

7.3.2 The applicant should:

- a) Be 21 years for ATPL;
- b) Have passed the knowledge test for the licence sought which are valid for 5 years after the applicant passes all the papers;
- c) Have passed the practical (skill) test in the category, class and type rating sought. The practical test is conducted by an examiner authorized by the Authority for the task and will be valid for 6 months after the passes the test;
- d) Have the minimum experience required for the Licence and rating sought in compliance with the requirements of Regulations 56 of the Civil Aviation (Personnel Licensing) Regulations for CPL;
- e) Be holder of a Class 1 Medical Certificate from a designated medical examiner,
- f) Have been checked on English language proficiency under Regulations 8, 42 and 48 of the Civil aviation Personnel Licensing) Regulations;

- g) Pass the Technical Type Rating (T.T.R) examination on a specific type of aircraft which is valid for 6 months;
- h) Pass a flight check-out (Practical) on the same type of aircraft the T.T.R has been done; and
- i) Hold a valid Instrument Rating.

7.4 Application Requirements

7.4.1 The applicant should –

- a) Complete the ATPL prescribed application form,
- b) Complete the flying experience summary form,
- c) Submit Class 1 Medical Certificate
- d) Submit two current photographs - full face
- e) Submit the original log book or an acceptable record of flying experience dully certified by the instructor and examiner that the student is qualified and competent to hold the licence sought.
- f) Attach copies of the last 2 pages of the applicant's logbook.

7.5 The Practical (Skill) Test

7.5.1 The applicant is required to pass a practical (skill) test as outlined in Regulations 44 and 50 of the Civil Aviation (Personnel Licensing) Regulations for the category, class or aircraft type rating for which a licence or rating is sought.

7.5.2 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 applicant will be tested in all areas in compliance with the requirements of Regulation 49 or 55 (as appropriate) of the Civil Aviation (Personnel Licensing) Regulations.

7.5.3 During the practical test, an applicant will be evaluated in the English language proficiency in accordance with the English language proficiency requirements contained in the First Schedule to the Civil Aviation (Personnel Licensing) Regulations.

7.6 Renewal Requirements

7.6.1 The applicant for renewal of a Kenyan ATPL must meet the specific requirements of Regulation 59 of the Civil Aviation (Personnel Licensing) Regulations.

7.6.2 An applicant for renewal shall be required to –

- a) Complete the renewal prescribed application form;
- b) Submit Class 1 Medical Certificate;

- c) Complete the flying experience summary form;
- d) Have six hours as pilot in command within the last six months preceding the date of application for renewal, including six take-offs and landings;
- e) Have the logbook pages showing the last six months flying experience certified by the instructor or the chief pilot, who will certify the relevant log book entries by endorsing his signature and licence number, indicating what he is certifying; and
- f) Attach the last 2 pages of the logbook on the application form.

7.7 Renewal Requirements for an ATPL that has Lapsed

7.7.1 To renew a ATPL that has expired for;

1. Less than six months

- i. Holds a valid Class 1 medical certificate.
- ii. Have logged as PIC or co-pilot within the six months preceding the date of application for renewal, not less than 6 hours and 6 take-offs and landings.

2. More than six (6) months but not more than three (3) years:

For an applicant who does not have any flying experience during that period; he will be required to:

- i. Pass a written examination in Air Law;
 - ii. Pass a type rating practical check-out on an aircraft type endorsed or on the type rating sought;
 - iii. Have a valid class 1 medical certificate and
 - iv. Have a valid Instrument Rating
- Have logged as PIC or co-pilot within the six months preceding the date of application for renewal, not less than 6 hours and 6 take-offs and landings

5. More than three (3) years but not more than 10 years:

The applicant who does not have any flying experience during that period; will be required to,

- i. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.
- ii. Pass an ATPL practical test on the aircraft type rating sought;
- iii. Pass an ATPL composite knowledge examination
- iv. Have a valid Instrument Rating
- v. Have a valid class 1 medical certificate and
- vi. Meet the renewal requirement i.e. 6 hours flight time within the last 6 months

6. More than ten (10) years, an applicant shall meet the following requirements;

- i. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.
- ii. Pass an ATPL knowledge examination (all papers)
- iii. Hold a valid Class 1 medical certificate

- iv. Pass a type rating practical check-out on an aircraft class and type endorsed or on the type rating sought;
- v. Pass an Initial Instrument Rating Flight Test with a Designated Flight Examiner

7.8 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected.

7.9 Issue or Renewal of the Licence

When all the conditions listed above have been met and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

8 APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT RADIOTELEPHONY OPERATORS (RT) LICENCE

8.1 PURPOSE

The Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue or renewal of a flight radiotelephony operator licence (RT) under the Civil Aviation (Personnel Licensing) Regulations.

8.2 REFERENCES

- 8.2.1 Regulations 134 to 137 of the Civil Aviation (Personnel Licensing) Regulations.
- 8.2.2 The prescribed Application Form

8.3 GUIDANCE AND PROCEDURES

8.3.1 General Information

- 8.3.1.1 The prescribed application forms for issue or renewal of a Flight Radiotelephony Operator Licence may be obtained from the Authority's Personnel Licensing Office or the official KCAA website.

8.3.2 The Applicant's Identity

- 8.3.2.1 Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form;
- 8.3.2.2 If the identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

8.3.3 Eligibility Requirements

- 8.3.3.1 An applicant for issue of a RT licence should have completed the Licence requirements under Regulations 134 to 135 of the Civil Aviation (Personnel Licensing) Regulations.

8.3.4 The applicant must meet the following requirements:

- 8.3.4.1 **Age** – be at least 17 years of age.
- 8.3.4.2 **Knowledge**- Pass the knowledge test as required under Regulation 135 of the Civil Aviation (Personnel Licensing) Regulations.
- 8.3.4.3 **Skill** –Pass the practical test as required under Regulation 135 of the Civil Aviation (Personnel Licensing) Regulations.
- 8.3.4.4 **English Language proficiency** –the applicant must have met the English language proficiency requirements under Regulations 8 and 134 of the Civil Aviation (Personnel Licensing) Regulations.
- 8.3.4.5 **Instructor's Recommendation** - An applicant should present the Instructor's recommendation as evidence of having met the practical instruction requirements.

8.3.5 Requirements for issue of the licence:

- 8.3.5.1 Complete the prescribed Application Form;
- 8.3.5.2 Have the knowledge test report (if applicable);
- 8.3.5.3 Have an ATO graduation certificate (if applicable);
- 8.3.5.4 Have a report of the practical test;
- 8.3.5.5 Have two (2) current passport sized photographs (full face);
- 8.3.5.6 Present a photo Identification Card or Passport; and
- 8.3.5.7 Pay the prescribed fees.

8.3.6 Renewal Requirements

- 8.3.6.1 Currency of a flight crew member licence automatically covers the renewal requirements for a Flight Radiotelephony Operators Licence.
- 8.3.6.2 To renew a Flight Radiotelephony Operators Licence for non-flight crew member, applicant must:
 - 8.3.6.2.1 show prove that he has exercised the privileges of the licence in the last six months preceding the date of application for renewal.
 - 8.3.6.2.2 complete the renewal prescribed form and
 - 8.3.6.2.3 pay the prescribed fees, after which the licence will be renewed.

8.3.7 Discrepancies or Ineligibility

- 8.3.7.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been corrected.

8.3.8 Issue or Renewal of the Licence

- 8.3.8.1 When all the conditions listed above have been met, and have been satisfactorily satisfied by the Licensing Inspector of the Authority, the applicant will be advised to pay the prescribed fees, , after which the licence is issued or renewed.

8.3.9 Validity of the Licence

- 8.3.9.1 The Flight Radiotelephony Operators Licence is valid for twenty four months from the date of issue or renewal, and regardless of the age of the applicant.

9 APPLICATION FOR VALIDATION AND CONVERSION OF A FOREIGN FLIGHT CREW LICENCE

9.1 PURPOSE

- 9.1.1 The Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for validation and conversion of licences, certificates, ratings and authorizations under the Civil Aviation (Personnel Licensing) Regulations.

9.2 REFERENCES

- 9.2.1 Regulations 16 to 22 of the Civil Aviation (Personnel Licensing) Regulations
9.2.2 The prescribed application forms

9.3 GUIDANCE AND PROCEDURES

9.3.1 General Information

- 9.3.2 Under the Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may validate a foreign licence issued by another Contracting State, by issuing a certificate of validation which will be carried with the foreign licence, with limitations or restrictions imposed as appropriate. This process is referred to as validation.

- 9.3.2.1 Under Regulations 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may issue a licence based on the foreign licence, to an applicant who holds a valid licence issued by another Contracting State, with limitations and restrictions imposed as appropriate. This process is referred to as conversion.

9.3.3 Validation Information

- 9.3.3.1 A certificate of validation is issued to a holder of a foreign licence and NOT to a Kenya Licence holder. The basis for validation of a foreign flight crew licence is Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a validation certificate with PPL, CPL, ATPL or Flight Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State.

- 9.3.3.2 The Authority may grant a certificate of validation with PPL, PPL/IR, CPL, CPL/IR, ATPL or Flight Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State. A certificate of validation is a means of recognising a foreign licence and giving authority to the holder to use the foreign licence to fly Kenyan registered aircraft, for the following purposes

- 9.3.3.2.1 PPL, CPL, ATPL and Flight Engineer privileges;
9.3.3.2.2 To qualify other pilots on a new type of aircraft introduced in the country's register; and
9.3.3.2.3 For a ferry flight.

9.3.4 **Conversion Information**

9.3.4.1 The basis for conversion of a foreign flight crew licence is Regulations 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a licence to an applicant based on a valid foreign licence of an ICAO Contracting State, if the applicant meets the conversion requirement.

9.3.5 **Verification of the Foreign Licence**

9.3.5.1 The Authority will seek the authenticity of the foreign licence and certificate presented for validation or conversion to be confirmed by the state of issue

9.3.6 **Eligibility for the Certificate of Validation or Conversion**

9.3.6.1 An applicant for a certificate of validation or conversion of a licence is required to meet the specific eligibility, knowledge, competency and experience requirements for the issue of a certificate of validation or Kenya licence based on the foreign licence under Regulations 16, 21 and 22 of the Civil aviation (Personnel Licensing) Regulations.

9.3.7 **For a Certificate of Validation;**

9.3.7.1 The foreign licence must be valid;

9.3.7.2 Any limitations on the foreign licence will apply as appropriate;

9.3.7.3 The certificate of validation will authorize the applicant to fly only the aircraft types physically endorsed on the foreign licence and which are on the Kenya Aircraft Register, as specified in Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations;

9.3.7.4 The applicant must be current in flying and meet in full the experience requirements and qualifications for a Kenya licence, for which the privileges are sought;

9.3.7.5 The applicant for a certificate of validation for PPL privileges must pass a flight check-out conducted by a holder of a CPL or ATPL authorised by the Authority; and

9.3.7.6 The applicant for a certificate of validation to exercise the privileges of PPL/IR, CPL, CPL/IR, ATPL or FE for commercial operations must pass the examinations as required in Regulation 18.

9.3.8 **For Conversion;**

9.3.8.1 The foreign licence must be valid,

9.3.8.2 The applicant must have a valid medical certificate from a Kenya designated medical examiner

9.3.8.3 Any limitations on the licence will apply as appropriate.

9.3.8.4 The applicant must be current in flying and meet in full the experience requirements and qualifications for a Kenya licence, for which the privileges are sought.

9.3.8.5 The applicant for a conversion must pass the prescribed conversion examination for the licence sought.

9.3.9 **Holders of East African Partner States Pilot Licence**

9.3.9.1 Holders of pilot licences issued by Civil Aviation Authorities of East African Partner States will be required to pass only the Air Law examination. The medical date and the ratings on the licence will be transferred onto the Partner State's Licence provided they are current, and the aircraft type is on that Partner States Civil Aircraft Register. The special consideration given for the East African licences is only for the initial issue of the licence. The issued licence will be maintained and renewed as per the Civil Aviation Regulations.

9.3.10 **The Knowledge Test for the Conversion**

9.3.10.1 The theoretical knowledge test on technical subjects and air law will be conducted as per Regulations 21 (for pilots) and 22 (for Flight Engineers) of the Civil Aviation (Personnel Licensing) Regulations.

9.3.11 **The Practical (skill) tests (if required)**

9.3.12 The skill test for the licence privileges sought will be conducted by an examiner authorized by the Authority.

9.3.13 **Application Requirements:**

9.3.13.1 The applicant is to submit to the Authority the following documents attached to the application form:

9.3.13.2 A properly completed prescribed application Form;

9.3.13.3 The foreign licence to be validated or converted;

9.3.13.4 The relevant medical certificate;

9.3.13.5 A knowledge test report and/or practical test report;

9.3.13.6 Personal logbooks or other records substantiating the flight experience shown on the Application Form;

9.3.13.7 Two (2) passport size recent photographs (full face) (if applicable); and

9.3.13.8 The prescribed fees.

9.3.14 **The Applicant's Identity**

9.3.14.1 Present a photo Identity Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

9.3.15 **Discrepancies or Ineligibility**

9.3.15.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified

9.3.16 Validity of the Certificate of Validation and the Converted Licence

9.3.16.1 The validity of the certificate of validation shall be for the same period as the foreign licence being validated for PPL privileges, or for a maximum period of twelve months for the operations conducted under an Air Operator Certificate (AOC) holder. The converted licence will be valid as per the requirements of Regulations 9 and 11 of the Civil Aviation (Personnel Licensing) Regulations.

9.3.17 Issue, of a Certificate of Validation or a Converted Licence

9.3.17.1 When an applicant has satisfactorily met all requirements for the Validation or Conversion, and the prescribed application form has been completed and presented to the PEL Office, the applicant is advised to pay the prescribed fees, after which the certificate of validation or a licence is issued.

10 APPLICATION FOR ISSUE OF A PILOT LICENCE AND RATINGS BASED ON MILITARY QUALIFICATION

10.1 PURPOSE

10.2 This Advisory Circular is issued to guide applicants wishing to be issued with a pilot licence and ratings based on Kenya military qualification.

10.3 REFERENCES

10.3.1 Regulations 19 and 20 of the Civil Aviation (Personnel Licensing) Regulations;

10.3.2 The prescribed application forms

10.4 GUIDANCE AND PROCEDURES

10.4.1 General Information

10.4.2 A Kenya Military pilot may be issued a pilot licence on the basis of military qualification if the applicant meets the requirements of Regulation 19 of the Civil Aviation (Personnel Licensing) Regulations;

10.4.3 Aircraft category, class, type, instructor or instrument rating for which the military pilot is qualified, may be added to a new or existing pilot licence issued under the Civil Aviation (Personnel Licensing) Regulations.

10.4.4 The holder of the Kenya military qualification may apply for a Private Pilot or for a Commercial Pilot Licence depending on the qualifications held.

10.4.5 An aircraft type rating may be issued to a Kenya Military applicant provided that the applicant:

10.4.6 Holds a category and type rating for that type of aircraft at the Commercial Pilot's level and the aircraft type is on the Civil Aircraft Register;

10.4.7 Has Passed a Kenya military pilot check and instrument proficiency check in that type of aircraft as PIC during the 12 calendar months preceding the date of application.

10.4.8 The prescribed application forms, forms for assessment of the qualifying flying experience for a licence or rating may be obtained from the Authority's Personnel Licensing (PEL) Office.

10.5 Eligibility Requirements

10.5.1 The applicant must meet the specific eligibility requirements of the Civil Aviation (Personnel Licensing) Regulations for the licence or rating sought.

10.5.2 In addition, an applicant for a PPL or CPL should:

10.5.2.1 have been in active flying status within the last 12 months;

10.5.2.2 pass a knowledge test in accordance with Regulation 20 of the Civil Aviation (Personnel Licensing) Regulations;

10.5.2.3 hold a Kenya Military aircraft category, class and type rating;

10.5.2.4 hold a master green instrument rating, if instrument rating is required;

10.5.2.5 hold Kenya Military Categories A, B, C or D;

10.5.2.6 present documentation (e.g. military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category, class and type rating, within the last 12 months preceding the date of application.

10.5.3 The applicant for an aircraft category, class, type and/or instrument rating should –

- 10.5.3.1 hold a Kenya Military aircraft category, class and type rating;
- 10.5.3.2 hold a Master Green instrument rating, if instrument rating is required;
- 10.5.3.3 hold a Kenya Military Categories A, B, C or D;
- 10.5.3.4 present documentation (e.g. military personal logbook) of having passed a relevant military pilot check and have 10 hours of PIC time in that category, class and type rating, within the last 12 months preceding the date of application.

10.5.4 The applicant for a type rating on a CPL should –

- 10.5.4.1 hold a Kenya Military category class and type rating for that type of aircraft at the CPL level; and
- 10.5.4.2 have passed a Kenya military pilot check and instrument proficiency check in that type of aircraft as PIC within the last 12 months preceding the date of application.
- 10.5.4.3 The military logbook or acceptable flight records are required as evidence of the applicant's pilot-in-command (PIC) experience. An applicant's flight time as a co-pilot or other flight crewmember is not acceptable to establish qualifications as PIC.
- 10.5.4.4 Acceptable records for issuing licences and ratings are listed in Regulation 31 of the Civil Aviation (Personnel Licensing) Regulations.

10.5.5 Documents to be submitted by the Applicant

- 10.5.5.1 A properly completed prescribed application Form;
- 10.5.5.2 An official identification card issued to the pilot by the Military to demonstrate membership in the armed Forces;
- 10.5.5.3 An original certificate of discharge or release from the Kenya Military and the following:
 - 10.5.5.3.1 An Order from the Military of Kenya on his status as a military pilot; and
 - 10.5.5.3.2 A Military logbook showing pilot status.
 - 10.5.5.3.3 An Order showing that the applicant graduated from a Kenya military pilot school and received a rating as a military pilot;
 - 10.5.5.3.4 The relevant valid medical certificate;
 - 10.5.5.3.5 Two (2) recent passport size photographs (full face);
 - 10.5.5.3.6 A photo Identification Card or Passport; and
 - 10.5.5.3.7 The military flight records certified by the service commander; and
 - 10.5.5.3.8 The prescribed fees.

10.5.5.4 The Applicant's Identity

- 10.5.5.4.1 Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

10.5.5.5 Instrument Rating Eligibility:

- 10.5.5.5.1 An instrument rating may be issued on the basis of valid Kenya military Master Green instrument rating qualification records, provided that the military rating does not bear any limitation that restricts any of the instrument rating privileges and the applicant meets the

requirements prescribed in Regulations 75 to 78 of the Civil Aviation (Personnel Licensing) Regulations.

10.5.5.6 Knowledge and Practical (Skill) Tests

10.5.5.6.1 An applicant for the issue of a PPL or CPL pilot licence on the basis of military qualification, who has been on duty as military pilot within the preceding 12 months, shall be required to pass the knowledge test prescribed in Regulations 26 and 42 or 48 respectively of the Civil Aviation (Personnel Licensing) Regulations.

10.5.5.6.2 For issue of a PPL or CPL based on military qualification, an applicant who has been in active flying as a military pilot within the preceding 12 months shall be required to meet the practical (skill) requirements of Regulation 27 of the Civil Aviation (Personnel Licensing) Regulations.

10.5.5.7 Discrepancies or Ineligibility

10.5.5.7.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

10.5.5.8 Issue of the Licence and Rating

10.5.5.8.1 When an applicant has satisfactorily met all the requirements for the issue of a licence or rating and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees and the licence or rating will be issued.

11 APPLICATION FOR INCLUSION OF AN AIRCRAFT TYPE RATING ON A PRIVATE AND ON A PROFESSIONAL PILOT'S LICENCE.

11.1 General Information

- 11.2 A holder of a PPL, CPL or ATPL issued by the Authority may be issued an aircraft type rating in accordance with Regulation 68 of the Civil Aviation (Personnel Licensing) Regulations
- 11.3 A CPL or ATPL is not issued unless it is endorsed with an aircraft type rating either as pilot in command or co-pilot of the aircraft ratings as applicable.
- 11.4 For CPL – an applicant will have endorsements as pilot in command (PIC) in his licence only the aeroplane types with a maximum certificated take-off mass of 5,700 kg or less. Any aeroplane type over 5700 Kg will be endorsed as co-pilot.
- 11.5 For ATPL – an applicant will have endorsements as pilot in command or co-pilot on any aircraft type he qualifies to operate as either PIC or Co-pilot despite its weight.
- 11.6 A licence will only be endorsed with a rating of the type of aircraft that is on the Civil Aircraft Register.
- 11.7 An applicant is required to fly each type of aircraft endorsed on the Licence as pilot in command or co-pilot within a period of twelve months to maintain the rating currency, outside of which the pilot is considered not current on type.
- 11.8 To regain the currency of a type rating a pilot is required to complete a full type rating flight check-out with a CAA authorised check-out pilot, covering both day and night sections, after a recurrency training on type. No type Rating (T.T.R) knowledge test is required for recurrency on the type.
- 11.9 On renewal or re-issue of a licence, a type rating that an applicant is not current on, shall be removed from the licence until recurrency on type is established.
- 11.10 All the aircraft types of 2,300kgs and above will require an applicant to have an Instrument Rating whether the endorsement is for PIC or Co-pilot.
- 11.11 For PPL Group `C` the endorsement, is for a specific type of aircraft and the procedures are the same as for PIC or Co-pilot on a professional licence.

NOTE: There is no co-pilot endorsement on a PPL.

11.12 Requirement for Type Endorsement

- 11.12.1 Pass the Technical Type Rating (T.T.R). examination on the specific type of aircraft;
- 11.12.2 Complete flight training on the same type of aircraft in preparation for the type rating flight check-out;
- 11.12.3 The type rating instructor must endorse the log book of the applicant by endorsing his name and licence number, indicating that the applicant has been instructed and is competent to operate the aircraft commercially;
- 11.12.4 Pass a flight check-out on the same aircraft type with the CAA authorised check-out pilot, who will certify completion of the check-out in the applicants log book, by signing and endorsing his name and licence number;
- 11.12.5 The T.T.R knowledge test and the flight check-out (practical test) must be passed within the six months preceding the date of endorsement of the aircraft type on the licence; The T.T.R tests results are valid for a period of six months. If an applicant did not endorse his licence within this period, then he shall have to re- sit the T.T.R. examination again prior to endorsement

11.12.6 Submit the valid original licence to be endorsed with the aircraft type rating.

11.12.7 When all the conditions listed above have been met, the applicant will be advised to pay the prescribed fees after which the aircraft type rating will be endorsed on the applicant's licence.



Civil Aviation Authority