



KENYA CIVIL AVIATION AUTHORITY

Advisory Circular

CAA-AC-PEL002D

August 2019

LICENCES, CERTIFICATES, RATINGS AND AUTHORISATIONS FOR PERSONNEL OTHER THAN FLIGHT CREW MEMBERS

1. CABIN CREW MEMBER CERTIFICATE

1.1. PURPOSE

- 1.1.1.** This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Cabin Crew member Certificate.

1.2. REFERENCES

- 1.2.1.** Regulations 138 to 143 of the Civil Aviation (Personnel Licensing) Regulations
- 1.2.2.** The prescribed Application Forms

1.3. GUIDANCE AND PROCEDURES

1.3.1. General Information

- 1.3.1.1. The prescribed application forms for issue, renewal and re-issue of a Cabin Crew member Certificate may be obtained from the Authority's Personnel Licensing (PEL) Offices.

1.3.2. The Applicant's Identity

- 1.3.2.1. 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; 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.

1.3.3. Eligibility Requirements

- 1.3.3.1. An applicant for issue of a Cabin Crew member Certificate must meet the specific eligibility, knowledge, skill and experience requirements for a CMC under Regulations 138 to 143 of the Civil Aviation (Personnel Licensing) Regulations and must be an employee of a Kenya Air Operator Certificate (AOC) holder.
- 1.3.3.2. The applicant should: –
1. Be at least 18 years old;
 2. Have passed all the knowledge and practical test as approved by the Authority;
 3. Be able to read, speak and understand the English language sufficiently to adequately carry out the responsibilities of a cabin crewmember;
 4. Have a current Class 2 medical certificate;
 5. Present an instructor's report or recommendation as evidence of having met the requirements for the issue of a certificate. For providing the Instructor's recommendation one of the following methods shall be used:
 - a. The endorsement can be provided in the relevant prescribed application Form, or;
 - b. In a letter to the Authority.

1.3.4. Application Requirements

- 1.3.4.1. The applicant is required to bring the following documents attached to the application form on applying for the certificate:
1. A properly completed prescribed Application Form;
 2. A Class 2 medical certificate;
 3. Knowledge and practical tests reports;
 4. A certificate from an approved course of training;
 5. Copies of the competency book;
 6. Copies of the first aid certificate;
 7. Two (2) recent passport size photographs (full face); and
 8. A copy of the photo Identification Card or Passport

1.3.5. Requirements for Renewal

- 1.3.5.1. A cabin crew member certificate shall be renewed if the applicant meets the renewal requirements under Regulation 143 of the Civil Aviation (Personnel Licensing) Regulations.

1.3.6. The Renewal Process

1. The applicant should complete the prescribed renewal application form;

2. The applicant should present a valid Class 2 medical certificate from an authorized medical examiner;
3. The applicant should present proof of the required SEPT under Regulation 143 of the Civil Aviation (Personnel Licensing) Regulations.
4. The original Cabin crew member Certificate should be presented for the endorsement of the new validity dates;

1.3.7. Application for an additional type rating;

1.3.7.1. Category and Aircraft Type Ratings

1.3.7.1.1. A specific aircraft type must be placed on the CMC.

1.3.7.1.2. Type ratings are issued in the following aircraft:

- a. All aircraft with a seating capacity of 20 or more passengers; or
- b. Any aircraft considered necessary by the Authority

1.3.8. Requirements for the Aircraft Type Rating Currency

1.3.8.1. The applicant must have received annual safety and emergency procedures training (SEPT) from an authorized instructor and present proof of the SEPT training as endorsed in the personal training record.

1.3.9. Application Requirements

1.3.9.1. The applicant is required to bring the following documents attached to the application form on applying for the certificate:

1. A properly completed prescribed Application Form;
2. A CMC for additional of an aircraft type rating;
3. Copies of the first four pages of their competency book.
4. Payment of the renewal fees.

1.4. Discrepancies or Ineligibility

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

1.5. Issue or Renewal of the Certificate or Additional Rating

1.5.1. When an applicant has satisfactorily met the requirements for the issue of the certificate, and the prescribed Application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the certificate is issued or renewed.

2. FLIGHT OPERATIONS OFFICER LICENCE

2.1. PURPOSE

- 2.1.1.** This section of the Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue or conversion of a Flight Operations Officer Licence under the Civil Aviation (Personnel Licensing) Regulations

2.2. REFERENCES AND FORMS

- 2.2.1.** Regulations 117 to 122 of the Civil Aviation (Personnel Licensing) Regulations,
- 2.2.2.** The prescribed Application Forms.

2.3. GUIDANCE AND PROCEDURES

2.3.1. General Information

- 2.3.1.1.** Flight Operations Officers are employed by AOC holders for the dispatch and monitoring functions and flight supervision. A person wishing to obtain a Flight Operations Officer Licence must demonstrate to the Authority that he has successfully completed an approved course of training resulting in either: -

1. A Flight Operations Officer Certificate of completion from an Approved Training Organization approved under the Civil Aviation (Approved Training Organization) Regulations;
2. A certificate of competency from an Air Operator certificated by the Authority as evidence of having completed an approved Flight Operations Officer training program; or
3. A Flight Operations Officer licence issued by an ICAO contracting State.

- 2.3.1.2.** Regulation 170 of the Civil Aviation {Operation of Aircraft} Regulations requires a licensed Flight Operations Officer not to release a scheduled passenger carrying commercial air transport operation aircraft unless he is qualified by an AOC holder for the operations and type of aircraft used.

- 2.3.1.3.** The prescribed application forms, for issue, renewal, re-issue, or conversion of a Flight Operations Officer Licence may be obtained online or from the Authority's Personnel Licensing Office.

2.3.2. The Applicant's Identity

- 2.3.2.1.** 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; 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.

2.3.3. Eligibility Requirements

- 2.3.3.1. The applicant must meet the specific eligibility requirements for the issue of a Flight Operations Officers Licence under Regulation 117 of the Civil Aviation (Personnel Licensing) Regulations.

2.3.4. Documents to be Submitted by an Applicant

1. A properly completed prescribed Application Form.
2. A competency Certificate from an Air Operator certificated by the Authority certifying attendance at an approved course and successful completion of all the modules;
3. Certification from an Air Operator certificated by the Authority that the applicant has operated under the supervision of a Flight Operations Officer for at least ninety working days within the six months immediately preceding the date of application;
4. A knowledge test results slip whose validity is eighteen months;
5. Two (2) current passport size photographs (full face);
6. An ATO Certificate certifying that the applicant has satisfactorily completed a course of approved training;
7. A copy of the ID or Passport.

2.4. Requirements for Renewal and the Renewal Process

1. The applicant should complete the renewal prescribed application form;
2. The applicant should show that he has satisfactorily met the professional competence requirements required under Regulation 122 of the Civil Aviation (Personnel Licensing) Regulations.
3. The applicant should present a certified record by an Air Operator certificated by the Authority to substantiate the required experience; and
4. The applicant should pay the renewal prescribed fees.

2.5. Discrepancies or Ineligibility

- 2.5.1. 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.

2.6. Issue of the Licence

- 2.6.1. When an applicant has satisfactorily met all the requirements for the issue of a licence and the prescribed application Form has been completed and presented in the Personnel Licensing Office, the applicant will be advised to pay the prescribed fees, after which the licence is issued.

3. AIR TRAFFIC CONTROLLER LICENCE

3.1. PURPOSE

- 3.1.1.** This section of the Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue, renewal or re-issue of an Air traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller's licence.

3.2. REFERENCES

- 3.2.1.** Regulations 101 to 112 of the Civil Aviation (Personnel Licensing) Regulations;
- 3.2.2.** The prescribed application forms.

3.3. GUIDANCE AND PROCEDURES

3.3.1. General Information

- 3.3.1.1.** The prescribed application forms for the issue, renewal or re-issue of an Air Traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller's licence may be obtained online or from the Authority's Personnel Licensing Office.

3.3.2. Medical Requirements

- 3.3.2.1.** Air Traffic Controller licences and ratings will not be issued unless the applicant holds a valid Class 3 medical certificate, issued by a Medical Examiner authorised by the Authority. Prospective applicants for Air Traffic Controller 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.
- 3.3.2.2.** Arrangements for the medical examination are made by the applicant direct to any Authorised Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the Personnel Licensing Office. The approved Medical Examiner will advise the applicant on the examination charges.
- 3.3.2.3.** 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.

3.3.3. The Applicant's Identity

- 3.3.3.1.** 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.

3.3.4. Licence and Ratings Issued

3.3.4.1. To be eligible for a licence and a rating the applicant must:

1. Satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating(s); This will be done by the applicant being checked on the desk by the training officer;
2. Pass a Mock Board exam organized at the station level;
3. Pass the knowledge test covering the subjects appropriate to the licence and rating sought done through a rating board;

3.3.5. Ratings

3.3.5.1. The following ratings are issued –

1. Aerodrome Control Rating;
2. Approach Procedural Control Rating;
3. Approach Radar Control Rating;
4. Area Procedural Control Rating; and
5. Area Radar Control.

3.3.6. Eligibility Requirements for Issue of the Licence

3.3.6.1. The applicant is required to meet the specific eligibility, knowledge, competency and experience requirements for licensing as an air traffic controller under Regulations 102 to 106 of the Civil Aviation (Personnel Licensing) Regulations.

3.3.6.2. The following list expands on the basic requirements. The applicant must:

1. Be at least 21 years of age;
2. Have a current Class 3 medical certificate; and
3. Shall have received and passed an approved training course in air traffic control conducted at an Approved Training Organisation as per requirements of Regulation 103 of the Civil Aviation (Personnel Licensing) Regulations.
4. Have operational experience in the performance of the duties of an air traffic controller, under the supervision of an appropriately licensed and rated air traffic controller and acquired experience for all areas as specified in Regulation 105 of the Civil Aviation (Personnel Licensing) Regulations;
5. Present an Instructor's recommendation or report as evidence of having met the practical instruction requirements for the practical test. The Instructor's recommendation that the applicant is ready to sit the knowledge test through the Rating Board shall be done through a letter to the Authority.
6. Have passed the knowledge test under Regulations 103 and 104 of the Civil Aviation (Personnel Licensing) Regulation;

7. Have passed the air traffic controller practical test as specified in Regulation 104 of the Civil Aviation (Personnel Licensing) Regulations;
8. Have been checked on English language proficiency under Regulations 8 and 102 of the Civil aviation (Personnel Licensing) Regulations;

3.3.7. Application Requirements

- 3.3.7.1. The applicant is required to submit the following documents attached to the application form on applying for the Licence or additional rating:
 1. A properly completed prescribed Application Form;
 2. A current Class 3 medical certificate;
 3. A knowledge test report from a Rating Board;
 4. An ATO Certificate certifying that the applicant has received and passed an approved training course in air traffic control;
 5. Two current passport size photographs (full face);
 6. A photo identification card or Passport;

3.3.8. Additional Ratings and Station Validation Endorsements

1. The applicant must satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating sought;
2. The applicant must pass the knowledge and practical tests covering the subjects appropriate to the rating sought;
3. For Station Validation, the applicant must pass the station validation board before this endorsement is done.

3.3.9. Endorsement Application Requirements

- 3.3.9.1. The applicant is required to submit the following documents attached to the application form on applying for the Licence or additional rating:
 1. A properly completed prescribed Application Form;
 2. A current Class 3 medical certificate;
 3. A knowledge test report from a Rating Board for an additional rating;
 4. Station validation results report for such an endorsement;
 5. The original ATC licence on which the endorsement will be done.

3.3.10. Requirements for The Rating Currency

3.3.10.1. An air traffic controller rating becomes invalid when the holder of the licence has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the holder's ability to exercise the privileges of the rating has been re-established as specified in Regulation 108 of the Civil Aviation (Personnel Licensing Regulation).

3.3.11. Requirements for renewal: -

3.3.11.1. For the renewal of the licence and the validity of the rating(s) the applicant has to comply with the requirements of Regulations 112 and 108 of the Civil Aviation (Personnel Licensing) Regulations.

3.3.11.2. The applicant shall:

1. Complete the prescribed renewal application form;
2. Provide a valid Class 3 medical certificate;
3. Present a report from an Air Traffic Controller authorised for the purpose , to substantiate the requirements of Regulations 108 and 112 of the Civil Aviation (Personnel Licensing) Regulations;

3.3.12. Requirements for renewing a lapsed ATC licence.

3.3.12.1. A holder of Air Traffic Controller Licence who has not exercised the privileges of a rating on his licence at least for 40 hrs (or at least 3 shifts) in a period of six months shall be required to regain competency in the following manner. When the lapsed period, from the last date of exercising the privileges of that rating, is;

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

3.3.12.3. **More than six (6) months but not more two (2) years:**

1. Undertake a refresher course in an ATO
2. Undertake OJT in category of rating sought
3. Pass a Station Validation Board
4. Hold a class 3 medical certificate

3.3.12.4. **More than two (2) years but not more than 10 years:**

1. Undertake a refresher course in an ATO
2. Undertake OJT in category of rating sought
3. Pass a rating board for the rating sought
4. Pass a Station Validation Board
5. Hold a class 3 medical certificate

3.3.12.5. **More than ten (10) years**, an applicant shall meet all requirements for the initial issue of an ATC licence.

3.3.13. Discrepancies or Ineligibility

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

3.3.14. Licence issuance;

3.3.14.1. When an applicant has satisfactorily met the requirements for the issue of the licence and/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, after which the licence or rating is issued or renewed.

4. FLIGHT ENGINEER LICENCE

4.1. PURPOSE

- 4.1.1.** This provides guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Flight Engineer Licence under the Civil Aviation (Personnel Licensing) Regulations.

4.2. REFERENCES

- 4.2.1.** Regulations 93 to 100 of the Civil Aviation (Personnel Licensing) Regulations;

- 4.2.2.** The prescribed forms

4.3. GUIDANCE AND PROCEDURES

4.3.1. General Information

- 4.3.2.** The prescribed application forms for issue, renewal and re-issue of a Flight Engineer Licence, may be obtained from the Authority's Personnel Licensing (PEL) Office.

4.3.3. The Applicant's Identity

- 4.3.3.1.** 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.

4.3.4. Eligibility Requirements

- 4.3.4.1.** An applicant for issue of a Flight Engineer licence should have completed the Licence requirements under Regulations 93 to 100 of the Civil Aviation (Personnel Licensing) Regulations or if the licence is to be issued on strength of a foreign licence must have passed the conversion examination under Regulation 22 of the Civil Aviation (Personnel Licensing) Regulations

- 4.3.4.2.** The applicant should –

1. Be 18 years old;
2. Have passed the knowledge test;
3. Have passed the practical test in the category and class rating sought. The practical test is conducted by an examiner authorized by the Authority;
4. Have the minimum aeronautical experience required for the Licence and rating sought in compliance with the requirements of Regulation 97 of the Civil Aviation (Personnel Licensing) Regulations;

5. Be holder of a valid Class 1 Medical Certificate from the Authority designated medical examiner;
6. Have been checked on English language proficiency under Regulations 8 and 94 of the Civil Aviation (Personnel Licensing) Regulations;
7. Pass the Technical Type Rating (T.T.R) examination on a specific aircraft type including a flight check-out on the same type of aircraft the T.T.R has been done,

4.3.5. Instructional Requirements

- 4.3.5.1. The applicant must present the Instructor's report confirming that the applicant has the operational experience in the performance of the duties of a flight engineer, under the supervision of a flight engineer authorized by the Authority for that purpose in at least the following areas:

4.3.5.1.1. Normal Procedures

1. Pre-flight inspections;
2. Fuelling procedures, fuel management;
3. Inspection of maintenance documents;
4. Normal flight deck procedures during all phases of flight;
5. Crew co-ordination and procedures in case of crew incapacitation; and
6. Defect reporting.

4.3.5.1.2. Abnormal and Alternate (standby) Procedures

1. Recognition of abnormal functioning of aircraft systems; and
2. Use of abnormal emergency procedures.

4.3.5.1.3. Emergency Procedures

1. Recognition of emergency conditions; and
2. Application of appropriate emergency procedures.

4.3.6. Application Requirements

4.3.6.1. The applicant must:

1. Complete the prescribed Application Form;
2. Avail the flight engineer licence (if for an additional category, aircraft type rating is sought);
3. Have a valid Class 1 medical certificate issued by the Authority Aviation Medical Examiner;
4. An ATO graduation certificate;
5. Personal logbooks or other acceptable flight records substantiating the flight experience shown on the Application Form;
6. Two (2) recent passport size photographs (full face); and
7. A photo Identification Card or Passport.

4.3.7. Category and Aircraft Type Rating

4.3.7.1. A category and aircraft type rating must be placed on the Flight Engineer licence and the applicant must:

1. Pass the written examination covering the subjects appropriate to the category and the aircraft type rating sought (TTR);
2. Pass a flight test in the category and type of aircraft for which the rating is sought;
3. Have the flight instruction for a type rating conducted in a Training Organization certificated under the Civil Aviation (Approved Training Organization) Regulations.

4.3.8. Requirements for Additional Category and Type Rating

4.3.8.1. The applicant shall meet the requirements of Regulation 95 of the Civil Aviation (Personnel Licensing) Regulations and shall:

1. Meet the aeronautical knowledge, experience and training requirements for the category and type rating sought;
2. Pass the knowledge test covering the subjects appropriate to the category and aircraft type rating sought; and
3. Pass a practical test in the category and type of aircraft or which the rating is sought.

4.3.9. Requirements for the Type Rating Currency

- 4.3.9.1. To maintain the type rating currency an applicant is required to have not less than 3 hours as a flight engineer within the preceding twelve months, short of which the type rating is considered expired.
- 4.3.9.2. An Applicant must present the logbook or other acceptable flight record to show the flight time required.
- 4.3.9.3. For the re-currency of an aircraft type rating the applicant shall:
 1. Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the flight check-out on the aircraft type; and
 2. Pass the flight check-out on the duties of a flight engineer in the type of aircraft for which a rating is sought.
- 4.3.9.4. An Applicant should present the logbook or other acceptable flight time record to show completion of the refresher training

4.3.10. The Practical (Skill) Test

- 4.3.10.1. After an applicant is eligible and meets all prerequisites required, the Licensing Inspector will book the applicant for the skill test and an authorised examiner will conduct the skill test.
- 4.3.10.2. The applicant will be tested on the requirements outlined in Regulations 27, 95 and 98 of the Civil Aviation (Personnel Licensing) Regulations on the category and type of aircraft for which a licence or rating is sought.
- 4.3.10.3. 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.
- 4.3.10.4. If the previous test was conducted more than 60 days before the retest, the examiner must test the applicant in all areas as prescribed by Regulation 30 of the Civil Aviation (Personnel Licensing) Regulations.
- 4.3.10.5. The examiner will evaluate the language proficiency of the applicant during the skill test.

4.3.11. Unsatisfactory Performance – If the skill test is not completed for reasons other than proficiency, the examiner will:

- 4.3.11.1. Fill in the practical test report form and return all submitted documents to the applicant;
- 4.3.11.2. Terminate the skill test, and inform the applicant the reasons for the termination;

4.3.11.3. List the areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, they will be recorded on the form; and credit given for areas of operation that were satisfactorily completed;

4.3.11.4. Indicate the number of skill test failures by the applicant on the form;

4.3.11.5. Give the applicant a copy of the practical test report form and retain the original for the Licensing Office file;

4.3.11.6. Explain how the applicant may complete the test at a later date and the applicant may request the examiner to reschedule the test; and

4.3.11.7. Return all submitted documents not forwarded to the PEL Office, to the applicant.

4.3.12. Satisfactory Performance – When the applicant has satisfactorily met all requirements for the skill test, the examiner shall:

4.3.12.1. Prepare the practical test report on the prescribed form, and advice on the limitations as appropriate;

4.3.12.2. Remove the limitations when the applicant presents satisfactory evidence that he has met the pertinent regulatory requirements; and

4.3.12.3. Return all submitted documents not forwarded to the Personnel Licensing Office to the applicant.

4.3.13. Application for an aircraft type rating endorsement requirement - The applicant must:

1. Complete the prescribed Application Form;

2. Avail the flight engineer licence (if for an additional category, aircraft type rating is sought);

3. Have a valid Class 1 medical certificate issued by the Authority Aviation Medical Examiner;

4. An ATO graduation certificate;

5. Personal logbook

6. ATO training records substantiating

4.3.14. Renewal of the Flight Engineer's Licence:

4.3.14.1. The applicant for renewal of a Flight engineer licence must meet the specific requirements of Regulation 100 of the Civil Aviation (Personnel Licensing) Regulations.

4.3.15. Renewal requirements

An applicant for renewal shall be required to –

1. Complete the renewal prescribed Application Form;
2. Submit Class I Medical Certificate;
3. Complete the flying experience summary form;
4. Have six hours as flight engineer within the last six months preceding the date of application for renewal.
5. Have log book pages showing the last six months flying experience or the refresher training certified by the instructor or the chief pilot, who will certify the relevant log book entries by signature and licence number, indicating what he is certifying.

4.3.16. Renewal of a lapsed licence:

4.3.16.1. **Not more than six months** and all renewal requirements were met prior to the date of expiry; there are no additional requirements;

4.3.16.2. The renewal requirements are:

1. The Flight Engineer must have logged not less than six hours as Flight Engineer within the six months preceding the date of application for renewal.
2. Hold a valid Class 1 medical certificate

4.3.16.3. **More than six (6) months but not more than two (2) years;**

An applicant who does not have the required six hours, for renewal of the licence, within the preceding 6 months will be required to:

1. Pass a written examination in Air Law
2. Pass a type rating practical check-out on an aircraft type endorsed or on the type rating sought;
3. The Flight Engineer must have logged not less than six hours as Flight Engineer within the six months preceding the date of application for renewal.
4. Hold a valid Class 1 medical certificate

4.3.16.4. **More than two (2) years and less than 10 years;**

1. Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the practical test.;
2. Pass the practical test on the duties of a flight engineer in the type of aircraft for which a rating is sought.

3. The Flight Engineer must have logged not less than six hours as Flight Engineer within the six months preceding the date of application for renewal.
4. Hold a valid Class 1 medical certificate.

4.3.16.5. **More than 10 years;**

An applicant shall meet the following requirements:

1. Undertake a refresher course in an ATO in preparation for the practical and knowledge tests;
2. Pass all the Knowledge examinations;
3. A valid Class 1 medical certificate;
4. Pass a type rating practical check-out on an aircraft class and type endorsed or on the type rating sought;
5. The Flight Engineer must have logged not less than six hours as Flight Engineer within the six months preceding the date of application for renewal.

4.4. Discrepancies or Ineligibility

- 4.4.1. 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

4.5. Payment of service fees:

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

5. GROUND INSTRUCTOR LICENCE

5.1. PURPOSE

- 5.1.1.** This is to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue of a Ground Instructor Licence

5.2. REFERENCES

- 5.2.1.** Regulations 113 to 116 of the Civil Aviation (Personnel Licensing) Regulations;
- 5.2.2.** The prescribed forms

5.3. GUIDANCE AND PROCEDURES

5.3.1. General Information

- 5.3.1.1. The prescribed application forms, for issue, renewal, and re-issue of a Ground Instructor Licence, may be obtained from the Authority's Personnel Licensing (PEL) Office.

5.3.2. The Applicant's Identity

- 5.3.2.1. 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; 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.

5.3.3. Ratings Issued

- 5.3.3.1. A ground instructor's licence shall be issued with either of one of the following ratings:
1. Basic;
 2. Advanced; Or
 3. Instrument; or
 4. A combination of
 - i. Basic and Instrument or
 - ii. Advanced and Instrument.

5.3.4. Eligibility Requirements

- 5.3.4.1. An applicant for issue of a Ground Instructor Licence must have completed the Licence requirements under Regulations 113 and 115 of the Civil Aviation (Personnel Licensing) Regulations.

5.3.5. The applicant should –

1. Be 18 years old;
2. Have been checked on English language proficiency under Regulations 8 and 113 of the Civil Aviation (Personnel Licensing) Regulations;
3. Have passed all the knowledge tests for the relevant rating sought as specified in Regulations 113 and 115 of the Civil Aviation (Personnel Licensing) Regulations;

Note: The knowledge test results for a ground instructor licence shall be valid for eighteen months after passing the examination.

4. An applicant for a ground instructor licence is required to hold or have held a Commercial Pilot Licence or Airline Transport Pilot Licence as appropriate or pass the following—

Requirements for ratings:

- i. Basic ground instructor rating: aeronautical knowledge requirements for Commercial Pilot Licence as prescribed in Regulation 49;
- ii. Advanced ground instructor rating;
- iii. Aeronautical knowledge requirements for Airline Transport Pilot Licence as prescribed in regulation 55;
- iv. Instrument ground instructor rating—
- v. Meet the requirements of either (1) or (2) above and in addition, the Instrument Rating knowledge requirements as prescribed in regulation 77; and
- vi. Be a holder of a valid instrument rating.

Note: The knowledge test on the fundamentals of instructing is not required if the applicant holds a flight instructor rating issued by the Authority.

5.3.6. Application Requirements

The applicant should bring the following documents attached to the application form on applying for the licence:

1. A properly completed prescribed application Form;
2. A graduation certificate from an approved course of training;
3. records substantiating the training shown on the Application form;
4. Two (2) recent passport size photographs (full face);
5. A photo Identification Card or Passport.

5.3.7. Requirements for an Additional Rating

An applicant should obtain the necessary additional training and pass the relevant knowledge test for the rating sought.

5.3.8. Requirements for renewal

5.3.8.1. The applicant should:

1. Meet the specific requirements under Regulation 116 of the Civil Aviation (Personnel Licensing) Regulations;
2. Complete the renewal prescribed application form;

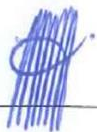
3. Present a certified record to substantiate the required experience;
4. Pay the prescribed renewal fees.

5.4. Discrepancies or Ineligibility

- 5.4.1.** 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

5.5. Issue and Renewal of the Licence.

- 5.5.1.** When an applicant has satisfactorily met the requirements for the issue of the 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, after which the licence is issued or renewed.



Civil Aviation Authority