



Advisory Circular

CAA-AC-PEL 004D

KENYA CIVIL AVIATION AUTHORITY

August 2019

INSTRUCTOR AND EXAMINER AUTHORIZATIONS

1. AUTHORIZATION OF FLIGHT TEST EXAMINER – AEROPLANE

1.1. PURPOSE

- 1.1.1. This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the authorization as a Flight Test Examiner.

1.2. REFERENCES

- 1.2.1. Regulations 7, 91 and 92 of the Civil Aviation (Personnel Licensing) Regulations;
- 1.2.2. The prescribed Forms.

1.3. GUIDANCE AND PROCEDURES

1.3.1. General Information

1.3.1.1. The prescribed application forms and the information regarding the authorization of a flight test examiner may be obtained from the Authority's Personnel Licensing (PEL) Office.

1.3.1.2. An applicant for a Flight Test Examiner authorization shall –

1. Hold a licence and rating at least equal to the licence or rating for which the authorization is sought, unless specified otherwise, the privilege to instruct for this licence or rating;
2. Pass an examiner authorization test prescribed by the Authority and supervised by a Flight Test Examiner specifically authorized for the purpose in the role of an examiner for which authorization is sought, including –
 - i. Briefing;
 - ii. Conduct of the practical (skill) test check;
 - iii. Assessment of the applicant to whom the skill test is given; and

iv. De-briefing and recording or documentation.

1.3.1.3. A check pilot of an air operator or Aviation Training Organization who has undergone the full training programme of the air operator or Aviation Training Organization may not be required to be assessed under paragraph 3.1.2(b) above.

1.3.1.4. A Flight Test Examiner shall comply with appropriate standardization procedures for examiners, approved by the Authority.

1.3.1.5. A Flight Test Examiner may be re-authorized at the discretion of the Authority.

1.4. Private Pilot's License Practical (skill) Test Examiner

1.4.1.1. This is an examiner to conduct practical test for issue, re-issue, validation and conversion of private pilots' licenses for either single-engine or multi-engine class rating.

1.4.1.2. The applicant is required to meet the following requirements –

1. Should be a person of integrity;
2. Should be a holder of a valid Commercial Pilots License (CPL) or Airline Transport Pilot License (ATPL) and Flight Instructor Rating and shall have the aircraft type rating on which the test is to be conducted endorsed as a pilot in command (PIC) in his license.
3. Shall have –

1.4.1.2.1. For single-engine class rating

1. Total flight time of 1000 hours, and
2. Not less than 200 hours as an instructor.

1.4.1.2.2. For multi-engine class rating

1. A multi-engine rating
2. A minimum of 1000 hours total flight time
3. Not less than 200 hours as an instructor out of which 100 hours shall be on multi-engine
4. Not less than 200 hours on multi-engine aeroplanes.

1.4.1.2.3. For night rating

1. A single-engine or multi-engine rating
2. A minimum of 1000 hours total flight time, and
3. Not less than 200 hours as an instructor
4. Not less than 30-night hours

1.5. Commercial (CPL) and Airline Transport Pilot Licence Practical (Skill) Test Examiner

1.5.1. This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of Commercial Pilot Licence (CPL) and Airline Transport pilot licences (ATPL) including initial multi-engine rating.

1.5.2. The applicant is required to meet the following requirements –

1. Should be a person of integrity;
2. Should be a holder of a valid CPL/ATPL as appropriate and Flight Instructor Rating;
3. Shall have the aircraft type rating on which the test is to be conducted endorsed as PIC in his licence and
4. Shall have, for a CPL single-engine rating:
 - i. a minimum of 2000 hours total flight time; and
 - ii. not less than 250 hours as an instructor.
5. Shall have, for an ATPL:
 - i. a minimum of 3000 hours total flight time and
 - ii. not less than 500 hours flight time as an instructor

1.6. Initial Multi-Engine Examiner

1.6.1. This is an examiner to conduct practical (skill) test for issue, re-issue validation and conversion of CPL initial multi-engine rating.

1.6.2. The applicant is required to meet the following requirements –

1. Should be a person of integrity;
2. Should be a holder of a valid ATPL and Flight Instructor Rating;
3. A minimum of 2000 hours flight time out of which 500 hours are as an instructor;

4. Shall have a minimum of 1500 hours on Multi- engine aircraft, including 500 hours as PIC;
5. Shall have the aircraft type rating on which the test is to be conducted endorsed as PIC in his licence.

1.7. Instructor Rating Examiner

1.7.1. This is an examiner to conduct practical (skill) tests for the issuance of a Flight Instructor Rating.

1.7.2. The applicant is required to meet the following requirements –

1. Should be a person of integrity,
2. Should be a holder of a valid CPL/ATPL and Flight Instructor Rating
3. Shall have the aircraft rating on which the test is to be conducted endorsed as PIC in his licence, and
4. Shall have:
 - i. a minimum of 2000 hours total time, and
 - ii. not less than 100 hours flight time instructing applicants for issue of a Flight Instructor Rating.

1.8. Authority to Instruct Applicants for Issue of a Flight Instructor Rating

1.8.1. This is an instructor who is to conduct training for the issuance of a flight instructor rating.

1.8.2. The applicant is required to meet the following requirements –

1. Should be a person of integrity;
2. Should be a holder of a valid CPL/ATPL as appropriate and a Flight Instructor Rating;
3. Shall have;
 - i. The aircraft type rating on which the test is to be conducted endorsed as PIC in his licence,
 - ii. Multi-engine rating,
 - iii. A minimum of 2000 hours total flight time; and
 - iv. Not less than 500 hours flight time as an instructor

1.9. Instrument Rating Examiner

- 1.9.1. This is an examiner to conduct practical (skill) tests for the issue and/or renewal of an Instrument Rating.
- 1.9.2. The applicant is required to meet the following requirements –
 1. Should be a person of integrity,
 2. Should be a holder of a valid ATPL and a valid Instrument Rating as appropriate
 3. Shall have –
 - i. a minimum of 5000 hours total flight time
 - ii. not less than 1500 hours under IFR

1.10. Authorization Procedures

- 1.10.1. A Flight Test Examiner shall be notified in writing by the Authority, of his responsibilities and privileges;
- 1.10.2. The Authority shall notify each approved Aviation Training Organization and air operators of the Flight Test Examiners who have been authorised to conduct skill test for the issue of pilot licences, certificates and ratings;
- 1.10.3. A Flight Test Examiner shall, as far as practicable, not test an applicant to whom he has given flight instruction for that licence, certificate or rating except with the approval in writing of the Authority;
- 1.10.4. Whether out of personal interest or on recommendation an interested person shall apply to the Authority for authorization to carry out tests in his field of expertise;
- 1.10.5. A person may be recommended by an examiner or employer;
- 1.10.6. Upon receipt of an application and where the applicant is accepted as a qualified person for the authorisation, the Authority shall advise the applicant in writing of the training requirements specified in Regulation 92 of the Civil Aviation (Personnel Licensing) Regulations.
- 1.10.7. The Authorised Instructor will conduct training on the applicant and present the report of training and recommendations to the Authority.
- 1.10.8. The applicant is then booked for the relevant tests;
- 1.10.9. The Authorised Examiner will conduct the test and present the result of the test to the Authority.
- 1.10.10. When all the conditions have been satisfactorily met, the applicant will be issued with a letter of authorization.

1.10.11. The Examiner shall be notified in writing by the Authority, of his reference number, responsibilities and privileges.

1.11. Flight Test Examiner Privileges and Limitations

1.11.1. Flight Test Examiner may, when his licence, ratings and authorisation permits, conduct –

1. Practical test for the issue of Type Ratings;
2. Proficiency checks for revalidation or renewal of multi-pilot type and Instrument Ratings;
3. Practical test for the initial issue and proficiency checks for the revalidation or renewal of Instrument Ratings;
4. Aircraft Type and Instrument Rating proficiency checks on multi-pilot aircraft in a flight simulator;

1.11.2. A Flight Test Examiner shall not test an applicant to whom he has given flight instruction for that licence or rating except with the express consent in writing of the Authority.

1.12. Examining Requirements and Procedures

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

1.12.2. An examiner is expected to honour appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a skill test if the postponement is at the examiner's request.

1.12.3. If an examiner cancels a skill test without rescheduling, the examiner shall instruct the applicant to contact the PEL office of the Authority. The PEL office will make arrangements to provide another examiner.

1.12.4. The examiner must conduct the oral portion of the skill test in an area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private and may be conducted in the presence of the flight instructor.

1.12.5. An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.

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

1.12.7. 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 flight examiner, a flight check of that examiner may be required by an authorised examiner.

1.13. Annual Meeting.

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

1.14. Additional Authorizations

- 1.14.1. Where a Flight Test Examiner meets the licence qualification, authorization and experience requirements set out in the regulation for each role undertaken, he may exercise a number of roles as Type Rating Examiner, Instrument Rating Examiner or Simulator Flight Test Examiner.

1.15. Re-Authorization

- 1.15.1. Examiners should apply for re-authorization at least 21 days before the authorization expires. If the 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. The examiner must submit to the Authority a completed prescribed application form for re-authorization along with a list of activities and tests done within the previous 12 months preceding the application.
- 1.15.2. The examiner should have conducted at least four skill tests within the validity period of the authorisation, and that the services of the examiner are still required.

1.16. Flight Examiner's Records.

- 1.16.1. An Examiner shall: -
1. Sign the logbook or any other acceptable record keeping document of each person to whom the examiner has tested;
 2. Maintain a record in a logbook or a separate document that contains the name of each person the examiner has examined, and a record of the kind of test, the date, and the results
 3. Retain the records required by Regulation 85 of the Civil Aviation (Personnel Licensing) Regulation for at least three years from the date of conducting the test.

1.17. Discrepancies or Ineligibility

- 1.17.1. 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.

1.18. Issue of the Authorization

- 1.18.1. Applicants who meet all criteria and requirements for authorization will be issued a Flight Examiner Authorization in the form of a designation letter indicating the type, and expiration date of the authorization given

1.19. Non-Renewal or Termination of the Authorisation.

1.19.1. The examiner services could be terminated by not renewing the authorization, rather than by cancellation of the authorization during its validity period.

1.19.2. 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.

2. FLIGHT ENGINEER (FE) INSTRUCTOR AUTHORISATION

2.1. PURPOSE

2.2.

- 2.2.1. This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue of a flight engineer instructor authorization under the Civil Aviation (Personnel Licensing) Regulations.

2.3. REFERENCES

- 2.3.1. Regulations 7 and 99 of the Civil Aviation (Personnel Licensing) Regulations;
- 2.3.2. The prescribed forms.

2.4. GUIDANCE AND PROCEDURES

2.5. General Information

- 2.5.1. The prescribed application forms for the issue of a flight engineer instructor authorisation may be obtained from the Authority's Personnel Licensing (PEL) Office.

2.6. The Applicant's Identity

- 2.6.1. 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.

2.7. Eligibility Requirements for the Instructor Authorization

- 2.7.1. **Experience** – The applicant for a flight engineer instructor Authorization shall be a holder of a current flight engineer licence and type rating for which the instructor authorisation is sought.
- 2.7.2. **Instructors Recommendation** – An applicant should present the Instructor's report as evidence of having received flight instruction from an authorised instructor in the areas of, flight instructional techniques including demonstration, student performance, student practices, recognition and correction of common student errors;
- 2.7.3. **Skill** – The applicant shall have demonstrated in a practical test, in the category and type of aircraft for which instructor authorisation privileges are sought, the ability to instruct in those areas in which ground instruction is to be given.
- 2.7.4. Have practised instructional techniques in those flight manoeuvres and procedures in the areas of intended flight instruction.

2.8. Documents to be submitted with the Application

- 2.8.1. A properly completed prescribed Application Form;
- 2.8.2. A certified report from an Authorised Instructor showing evidence of experience and accomplishment of training as shown on the Application Form;
- 2.8.3. A valid flight engineer licence and aircraft type rating;

2.9. Requirements for the Authorisation

- 2.9.1. An applicant for a flight engineer instructor Authorization shall have received and logged training from an authorized instructor on the fundamentals of instructing and have passed a knowledge test on the following areas of instructing:
 - 1. techniques of applied instruction;
 - 2. assessment of student performance in those subjects in which ground instruction is given;
 - 3. the learning process;
 - 4. elements of effective teaching;
 - 5. student evaluation and testing, training philosophies;
 - 6. training programme development;
 - 7. lesson planning;
 - 8. classroom instructional techniques;
 - 9. use of training aids, including flight simulation training devices as appropriate;
 - 10. analysis and correction of student errors;
 - 11. human performance relevant to flight instruction;
 - 12. hazards involved in simulating system failures and malfunctions in the aircraft; and
 - 13. principles of threat and error management.
- 2.9.2. The following applicants do not need to comply with paragraph 3.5.1 above
 - 1. The holder of a flight instructor rating issued under the Civil Aviation (Personnel Licensing) Regulations who has already passed the knowledge test in the areas of instructing;
 - 2. The holder of a current teacher's certificate issued by a national or local authority that authorises the person to teach at a secondary educational level or higher; or
 - 3. A person who provides evidence of an equivalent level of experience acceptable to the Authority.

2.10. Responsibilities of a Flight Engineer Instructor

- 2.10.1. To give ground training in the aeronautical knowledge and flight instruction areas required for the issuance of a Flight Engineer Licence under Regulations 82 to 89 of the Civil Aviation (Personnel Licensing) Regulations in the relevant category and aircraft type;
- 2.10.2. To give recommendation for the knowledge test required for the issuance of a Flight Engineer Licence in accordance with the Civil Aviation (Personnel Licensing) Regulations; and

- 2.10.3. To give ground training in the aeronautical knowledge and flight instruction areas required for the Flight Engineer operations on the specific aircraft type.
- 2.10.4. To endorse the logbook or other acceptable training records of a person to whom the Flight Engineer Instructor has provided the training or recommendation specified in the Civil Aviation (Personnel Licensing) Regulations.

2.11. The FE Instructor Records

- 2.11.1. A holder of a Flight Engineer Instructor Authorization shall:
 1. Sign the logbook or any other approved record keeping document of each person to whom the Instructor has given flight or ground training;
 2. Maintain a record in a logbook or a separate document that contains the following:
 3. The name of each person whose logbook the Instructor has endorsed, and the date of the endorsement; and
 4. The name of each person the Instructor has endorsed for an aeronautical knowledge or practical (skill) test, and the date of the endorsement
 5. Retain the records required by Regulation 85 of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of giving the flight training or ground training.

2.12. The Privileges

- 2.12.1. The privileges of a flight engineer instructor authorisation is to give flight and ground instruction to flight engineer licence applicants and to endorse those applicants for a knowledge or practical test as applicable under Regulations 96 and 98 of the Civil Aviation (Personnel Licensing) Regulations.

2.13. Requirements for Renewal and the Renewal Process

- 2.13.1. For renewal of a flight engineer instructor authorisation the applicant shall:
 1. Complete the prescribed renewal Application Form;
 2. Have conducted at least one of the following requirements of an approved course for a flight engineer licence or rating:
 3. One simulator session of at least 4 hours; or
 4. One instructional flight of at least 1 hour; or
 5. Presented proof of having exercised the privileges of the authorization in the last six months preceding the date of renewal application;
 6. Have a valid Flight Engineer Licence;

2.14. Requirement for a flight engineer instructor authorisation that has lapsed.

- 2.14.1. A flight engineer instructor authorisation that has expired may be renewed if the applicant has received refresher training acceptable to the Authority and passed a Flight Engineer Instructors practical test on the areas of operation.

2.15. Discrepancies or Ineligibility

- 2.15.1. 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.

2.16. Instructor Authorization for Synthetic Flight Training

- 2.16.1. Former holders of flight engineer licences, having instructional experience may apply for an authorization to provide flight instruction in a flight simulation training device, provided the applicant has at least 2 years experience as an instructor in flight simulation training devices.

2.17. Issue and Renewal of the Flight Engineer Instructor Authorisation

- 2.17.1. When an applicant has satisfactorily met the requirements for the issue of the Authorization, 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 an Authorisation is issued or renewed.

3. CABIN CREW MEMBER INSTRUCTOR AUTHORIZATION

3.1. PURPOSE

- 3.1.1. This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue of a Cabin Crew Member Instructor Authorization.

3.2. REFERENCES

- 3.2.1. Regulations 7 and 142 of the Civil Aviation (Personnel Licensing) Regulations
- 3.2.2. The prescribed forms.

3.3. GUIDANCE AND PROCEDURES

3.3.1. General Information

- 3.3.2. The prescribed application forms for issue or renewal of a Cabin Crew Member Instructor Authorization may be obtained from the Authority's Personnel Licensing (PEL) Office.

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.

3.4. Eligibility Requirements for the Instructor Authorization

- 3.4.1. The applicant shall meet the competency and experience requirements for the authorization as a cabin crew member instructor.

- 3.4.1.1. **Experience** – The applicant for a Cabin Crew member Instructor Authorization shall be a holder of a valid cabin crewmember certificate rated on the aircraft type for which the instructor authorization is sought.

- 3.4.1.2. **Instructors Recommendation** – An applicant should present the Instructor's report as evidence of having received instruction from an authorised instructor and certifying that the applicant has the experience required for the authorization;

3.5. Application Requirements for the Instructor Authorization

- 3.5.1. The applicant is required to submit the following documents attached to the application form on applying for the authorization –

1. A duly completed prescribed Application Form;
2. A certified report from the employer to prove competence and experience shown on the Application Form

3. A valid cabin crew member certificate.

3.6. Privileges of a Cabin Crew member Instructor

- 3.6.1. To give ground Training in the aeronautical knowledge areas required for the issuance of a Cabin Crew member Certificate under Regulations 140 and 141 of the Civil Aviation (Personnel Licensing) Regulations in the relevant aircraft category;
- 3.6.2. To give recommendation for a knowledge test required for the issuance of a Cabin Crew member Certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations;
- 3.6.3. To give ground Training in the aeronautical knowledge areas required for the cabin crew member operations on the specific Aircraft Type;
- 3.6.4. To endorse the training record of a person to whom the Cabin Crewmember Instructor has provided the training or recommendation for certification as a cabin crew member under Regulations 140 and 141 of the Civil Aviation (Personnel Licensing) Regulations.

3.7. The Cabin Crew Member Instructor Records

- 3.7.1. The holder of a cabin crew instructor authorization shall sign the acceptable record keeping document of each person to whom the Instructor has given flight training or ground training;
- 3.7.2. The holder of a cabin crew instructor authorization shall Maintain a record in a document that contains the following:
 1. The name of each person whose record the Instructor has endorsed, and the date of the endorsement; and
 2. The name of each person the Instructor has endorsed for an knowledge test, and the date of the endorsement;
- 3.7.3. The holder shall retain the records required by Regulation 85 of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of giving the flight training or ground training.

3.8. Requirements for Renewal and the Renewal Process

- 3.8.1. The applicant should –
 1. Complete the prescribed renewal application form;
 2. Submit the original Cabin Crew Member Certificate;
 3. Submit a valid class 2 medical certificate; and
 4. Submit proof of having exercised the privileges of the authorization in the last six months preceding the date of renewal application.


3.8.2. A cabin crew member instructor authorization that has lapsed may be renewed if the applicant has a valid cabin crew member certificate and has received the applicable Cabin Crew Member Instructor training acceptable to the Authority.

3.9. Discrepancies or Ineligibility

3.9.1. 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.

3.10. Issue or Renewal of the Authorization

3.10.1. When an applicant has satisfactorily met all requirements for the authorization, and the prescribed application form has been completed, the authorization may be issued.



Civil Aviation Authority