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## ISSUE, RENEWAL AND RE-ISSUE OF A STUDENT PILOT LICENCE

### 1.0 PURPOSE

- 1.1 This Order is issued to guide Personnel Licensing Officers in determining an applicant's eligibility for a Student Pilot Licence (SPL) the Civil Aviation (Personnel Licensing) Regulations. Successful Completion of this task results in the issue or denial of a Student Pilot Licence.

### 2.0 REFERENCES

- 2.1 Regulations 36 to 40 of the Civil Aviation (Personnel Licensing) Regulations.
- 2.2 The prescribed application Forms
- 2.3 Student Pilot Licence Card; and
- 2.4 A Notice of Denial.

### 3.0 GUIDANCE AND PROCEDURES

- 3.1 Application Requirements.
- 3.1.1 Advise the applicant to bring the following documents attached to the application form on applying for the licence:
- 3.1.1.1 A properly completed prescribed application form.
  - 3.1.1.2 A photo identification card or passport.
  - 3.1.1.3 Two recent passport size photographs (full face).
  - 3.1.1.4 A Class 2 medical certificate from a designated medical examiner.

### **3.1.2 Applicant Arrives to Apply for the Licence**

3.1.2.1 Collect the documents and records listed above in 3.1..

**3.1.3 Reviewing the Application** – Check the Application Form for accuracy, using the instructions attached to the form.

### **3.1.4 Verify the Applicant’s Identity**

3.1.4.1 Compare information on the applicant’s identification with the personal information provided on the prescribed application form.

3.1.4.2 Determine if the applicant’s physical presence agrees with the photo-identification submitted. Return the applicant’s identification, after making and certifying the photocopy.

3.1.4.3 If the applicant’s identity can be verified, proceed to issue the Licence.

3.1.4.4 If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

3.1.4.5 If the applicant’s identification appears to be different from the information supplied on the prescribed application form or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the Head of the Personnel Licensing Office for further action.

**3.1.5 Establish eligibility for issue of the licence** – Determine if the applicant meets the eligibility requirements under Regulation 36 of the Civil Aviation (Personnel Licensing) Regulations regarding –

3.1.5.1 Age: Ensure that the applicant is at least 17 years of age;

3.1.5.2 Medical fitness: Ensure that a Class 2 medical certificate is valid.

**3.1.6 Aircraft Category** - Confirm aircraft category and class the applicant intends to fly as required by Regulation 5 of the Civil Aviation (Personnel Licensing) Regulations.

**3.1.7 Issue and re-issue of the Licence** – If the applicant meets all of the requirements for a student pilot licence –

3.1.7.1 Ensure the prescribed fees for the licence has been paid.

3.1.7.2 Prepare the licence, allocate a number in sequence and record in the register for the issued licences.

- 3.1.7.3 Enter the operating limitations (when appropriate) on the space provided on the student pilot licence;
- 3.1.7.4 Make a copy of the licence for the file;
- 3.1.7.5 Alert the applicant of the expiry dates of the licence, as entered on the licence;
- 3.1.7.6 Release the original Licence to the applicant;
- 3.1.7.7 Forward the file to the flight crew records office;

### **3.1.8 Renewal requirements and the renewal process**

Upon expiration of a Student Pilot licence, the applicant may apply for renewal.

- 3.1.8.1 The renewal process is the same as for the initial issue of the licence.
- 3.1.8.2 Ensure that the applicant has:-
  1. Completed the renewal prescribed form;
  2. The original licence bearing any endorsements that remain valid and a valid Class 2 medical certificate; and
  3. Paid the prescribed fees for the licence;
  4. The allotted space for renewal and if it is full issue a second Student Pilot Licence following the same procedure as for initial issue.

### **3.1.9 Discrepancies and Ineligibility**

- 3.1.9.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.
- 3.1.9.2 If the applicant is not eligible for the licence inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence.

#### 4.0 RESULTS

- 4.1 Completion of this task results in one of the following:
  - 4.1.1 Issue or renewal of a Student Pilot Licence;
  - 4.1.2 Notice of denial.

#### 5.0 FUTURE ACTIVITIES

- 5.1 A SPL holder may return for:-
  - 5.1.1 A Private Pilot Licence or
  - 5.1.2 Renewal or re-issue of the licence



Civil Aviation Authority

Appendix I – Checklist for evaluation of an SPL application.



# CHECKLIST

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**CHECKLIST FOR ISSUE, RE-ISSUE OR RENEWAL OF STUDENT PILOT'S LICENCE**

Name of Applicant:		<input type="checkbox"/> SPL Issue	<input type="checkbox"/> HQ
		<input type="checkbox"/> SPL Renewal	<input type="checkbox"/> WAP
		<input type="checkbox"/> SPL Re-issue	
<b>Check the application before the appropriate box</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>General Eligibility:</b>			<b>REMARKS</b>
1. Is the application form filled in its entirety?			
2. Is the applicant's name written in the order in which they appear on the ID/Passport?			
3. Has the applicant attached a copy of his ID/Passport?			
4. Has the applicant reached the required age of 16 years?			
<b>Medical requirements</b>			
5. Does the applicant hold a class 2 medical certificate?			
6. Date of medical certificate:	Date:		
7. Is the medical certificate valid?			
8. Has the applicant attached a copy of the medical certificate?			
<b>Technical experience:</b>			
9. Does the applicant hold any other licence?			
10. Has the applicant brought two passport sized photos? (Size: 2cm by 2.5cm)			
11. Has the applicant paid the prescribed fee?			
12. Has the applicant attached the original SPL, if the application is for renewal?			
<b>For renewal of SPL:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Medical date:			
14. Expiry date:			
15. Issue date:			
<b>PEL Inspector's Remarks:</b>			
PEL Inspector's Name:		Signature:	
Date:			

Note: YES – Satisfactory NO – Unsatisfactory N/A – Not Applicable