Order
CAA-O- PEL014A
July 2008

ISSUE, RENEWAL OR RE-ISSUE OF A GROUND INSTRUCTOR LICENCE

1.0 PURPOSE

This order is issued to guide the Personnel Licensing Officers in determining if the applicant meets the requirements for the issue, renewal or re-issue of a Ground Instructor Licence (GIL) under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 101 to 104 of the Civil Aviation (Personnel Licensing) Regulations;
2.2 The prescribed Application Forms
2.3 A Ground Instructor Licence card and a Renewal Certificate.

3.0 GUIDANCE AND PROCEDURES

3.1 Ratings Issued

3.1.1 An applicant for a ground instructor licence is required to have met the rating requirements of regulations 101 to 103 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.2 The licence will be issued with either one of the following ratings as applicable

a) basic;
b) advanced; or
c) instrument;

OR

(d) A combination of (a) and (c) or (b) and (c)

3.2 Application Requirements
3.2.1 Advise the applicant to bring the following documents attached to the application form on applying for the licence:

a) A properly completed prescribed Application Form;

b) A knowledge test report;

c) A graduation certificate from an approved course of training;

d) records substantiating the training shown on the Application Form;

e) Two (2) recent passport size photographs (full face);

f) A photo Identification Card or Passport; and

g) The prescribed fees.

3.3 **Applicant arrives to Apply for the Licence** – Collect the documents and records listed above.

3.4 **Review Application:**

3.4.1 Check the Application Form for accuracy, using the instructions attached to the form;

3.4.2 Ensure that the instructor has provided the required endorsements and reports.

3.5 **Verify applicant’s identity**

3.5.1 Inspect acceptable forms of identification to establish the applicant’s identity. Compare the identification with the personal information provided on the prescribed application Form. If the applicant’s identity can be verified, proceed with the task.

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

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

3.6 **Establish eligibility for Issue of the Licence**

3.6.1 Determine if the applicant meets the specific eligibility, knowledge, requirements for licensing as a Ground Instructor under regulations 101 to 103 of the Civil Aviation (Personnel Licensing) Regulations.
3.6.2 The following list expounds on the basic requirements:

a) **Age**: Ensure that the applicant is at least 18 years of age.

b) **Knowledge**: Ensure that the knowledge test is passed, as required under regulation 101(1)(c) of the Civil aviation (Personnel Licensing) Regulations.

c) **Instructors Recommendation**: An applicant should present the Instructor’s recommendation as evidence of having met the requirements for the issue of the licence. For providing the Instructor’s recommendation one of the following methods shall be used:

   (i) The endorsement can be provided in the relevant prescribed application Form or
   
   (ii) in a letter to the Authority.

d) For an initial rating check if the applicant has obtained the necessary instruction and qualification for the rating sought.

e) **Graduate of an approved course**: An applicant that presents an appropriate graduation certificate of an approved course or an ATO, is considered to have met the Aeronautical experience required for the issue of a GIL.

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

3.7 **Requirements for an Additional Rating**

Check if the applicant has obtained the necessary extra training and has passed the relevant knowledge test.

3.8 **Requirements for Renewal and the Renewal process**

3.8.1 The applicant must:

a) complete the renewal prescribed application form;

b) meet the specific requirements under Regulation 104 of the Civil Aviation (Personnel Licensing) Regulations;

3.9 **Discrepancies or Ineligibility**

3.9.1 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 why the licence and/or rating cannot be issued and explain how the applicant may correct the discrepancies.

3.9.2 If the applicant is not eligible for the licence or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence or rating.

3.10 **Issue, Renewal or Re-Issue of the Licence**

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

a) Ensure the prescribed fees for the licence is paid.
b) Prepare the licence or renewal certificate.

c) Complete all blocks including a licence number

d) Make copy of the licence or renewal certificate for the licensing file

e) Provide applicant with completed licence or renewal certificate

f) File all documents on ground instructors licensing file

4.0 RESULTS

4.1 Completion of this task results in the issue of one of the following:

4.1.1 A ground instructors licence or renewal certificate

4.1.2 An additional rating

5.0 FUTURE ACTIVITIES

5.1 Applicant may return for:-

5.1.1 renewal of the licence; or

5.1.2 additional rating.

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Civil Aviation Authority