Order
CAA-O- PEL011A
July 2008

ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT ENGINEER (FE) INSTRUCTOR AUTHORIZATION INCLUDING ADDITIONAL TYPE RATINGS

1.0 PURPOSE

This Order is issued to provide guidance in determining if an applicant meets the requirements for the issue, renewal and re-issue of a Flight Engineer (FE) Instructor Authorization including additional type ratings under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 5 and 87 of the Civil Aviation (Personnel Licensing) Regulations;
2.2 The prescribed Application Forms
2.3 A Flight Engineer Licence card and a Renewal Certificate
2.4 Letter of Discontinuance
2.5 Notice of Disapproval

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

The applicant must be a holder of a current Flight Engineer Licence issued by the Authority and be rated on the type of aircraft to instruct on.

3.2 Responsibilities of a FE Instructor
3.2.1 To give training in the aeronautical knowledge areas required for the issuance of a Flight Engineer Licence under regulations 83 and 84 of the Civil Aviation (Personnel Licensing) Regulations in the relevant aircraft type;

3.2.2 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

3.2.3 To give training in the aeronautical knowledge areas required for the FE operations on the additional Aircraft Type

3.2.4 A Flight Engineer Instructor is required to endorse the Log book or other training record of a person to whom the Flight Engineer Instructor has provided the training or recommendation specified in regulations 81 to 86 of the Civil Aviation (Personnel Licensing) Regulations.

3.3 Application Requirements
3.3.1 Advise the applicant to bring the following documents attached to the application form on applying for the Authorisation:

a) A properly completed prescribed Application Form;

b) A certified report to demonstrate adequate competence to substantiate the experience and training shown on the Application Form;

c) A current Flight Engineer licence issued by the Authority;

d) A valid class 1 medical certificate.

3.4 Applicant arrives to Apply for the Authorisation – Collect the documents and records listed above.

3.5 Review Application
3.5.1 Check the Application Form for accuracy, using the instructions attached to the form;

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

3.6 Verify applicant’s identity
3.6.1 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.

3.6.2 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.

3.6.3 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

3.7 Establish Eligibility for Issue of the Instructor Authorisation

3.7.1 Determine if the applicant meets the competency and experience requirements for the authorisation as a FE instructor

3.7.2 The following list expounds on the basic requirements

a) **Experience:** The applicant for a flight engineer instructor Authorization shall hold a current flight engineer licence and type rating for which the instructor authorization is sought.

b) **Instructors Recommendation**

An applicant must present the Instructor’s recommendation 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;

c) **Skill.** The applicant shall have demonstrated in a skill test, in the 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.

d) Have practiced instructional techniques in areas of intended flight instruction.

3.8 Requirements for Flight Engineer Instructor Authorization

3.8.1 An applicant for a flight engineer instructor licence shall have received and logged training from an authorised instructor on the fundamentals of instructing and have passed a knowledge test on the following areas of instructing:

a) techniques of applied instruction;

b) assessment of student performance in those subjects in which ground instruction is given;

c) the learning process;

d) elements of effective teaching;

e) student evaluation and testing, training philosophies;

f) training programme development;
g) lesson planning

h) classroom instructional techniques;

i) use of training aids, including flight simulation training devices as appropriate;

j) analysis and correction of student errors;

k) human performance relevant to flight instruction;

l) hazards involved in simulating system failures and malfunctions in the aircraft; and

m) principles of threat and error management.

3.8.2 The following applicants do not need to comply with paragraph 3.8.1 above

a) The holder of an instructor licence or Rating issued under the Civil Aviation (Personnel Licensing) Regulations who has already passed the knowledge test in the areas of instructing;

b) 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

c) A person who provides evidence of an equivalent level of experience acceptable to the Authority.

3.9 The Practical (Skill) Test

3.9.1 After determining the applicant is eligible and meets all prerequisites for the flight engineer instructor authorisation or any additional rating, the inspector or examiner conducts the skill test.

a) The examiner shall conduct the skill test based on the requirements outlined in regulation 71 and 72 of the Civil Aviation (Personnel Licensing) Regulations, for the type of aircraft for which the instructor authorisation is sought. An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill, 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 inspector or examiner must test the applicant in all areas.

b) If the skill test is not completed for reasons other than proficiency such as due to weather delays, mechanical problems, illness etc. the examiner shall:

   i) Issue the applicant a Letter of Discontinuance.

   ii) Return the Application Form and all submitted documents to the applicant with the original of the Letter of Discontinuance.
iii) Explain how the applicant may complete the test at a later date and reschedule the test.

iv) forward a copy of the letter of discontinuance to the PEL office;

3.9.2 Unsatisfactory Performance – If the skill test is not satisfactory the examiner will terminate the skill test and inform the applicant the reason for termination. Also the examiner shall:

a) Prepare a Notice of Disapproval;

b) List all areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;

c) Indicate the number of skill test failures by the applicant for this authorisation or rating on the form

d) Sign, date and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the Licensing Office file;

e) forward the test report to the PEL office; and

f) explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office;

g) return all submitted documents not forwarded to the PEL Office, to the applicant

3.6.3 Satisfactory Performance – When the applicant has satisfactorily met all requirements for the instructor authorisation, the examiner shall:

a) Prepare the practical (skill) test report form in triplicate –

   (i) Original for the PEL Office;

   (ii) copy for the applicant; and

   (iii) copy for the examiner

b) Enter the correct limitations (when appropriate) in the space provided. An inspector or examiner should remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

c) Complete the inspector or examiner section and sign off.

d) Return all submitted documents not forwarded to the PEL office to the applicant.
3.10 Flight Engineer Instructor Records – A holder of a Flight Engineer Instructor authorization shall:

3.10.1 Sign the logbook or any other approved record keeping document of each person to whom that Flight Engineer Instructor has given flight training or ground training;

3.10.2 Maintain a record in a logbook or a separate document that contains the name of each person that Flight Engineer Instructor has endorsed for an aeronautical knowledge test or skill test check, and a record of the kind of test, the date, and the results;

3.10.3 Retain the records required by regulation 73 of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of giving the flight training or ground training.

3.11 Privileges

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 skill test as applicable under regulation 87 of the Civil Aviation (Personnel Licensing) Regulations.

3.12 Requirements for Renewal and the Renewal Process

3.12.1 A flight engineer instructor authorisation that has not expired may be renewed if the applicant has:

a) Completed the prescribed renewal application form

b) Conducted at least one of the following requirements of an approved course for a flight engineer licence or rating:

   (i) One simulator session of at least 4 hours; or
   (ii) One instructional flight of at least 1 hour including at least
   (iii) presented proof of having exercised the privileges of the authorization in the last six months preceding the date of renewal application

c) a valid Flight Engineer Licence

d) A flight engineer instructor authorisation that has lapsed may be renewed if the applicant has received refresher training acceptable to the Authority and Passed a Flight Engineer skill test on the areas of operation.

3.13 Discrepancies or Ineligibility

3.13.1 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 authorization cannot be issued and explain how the applicant may correct the discrepancies.
3.13.2 If the applicant is not eligible for the authorization, inform the applicant of the reasons for ineligibility and explain how the applicant may re-apply.

3.14 Instructor Authorization For Synthetic Flight Training

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

3.15 Validity

The validity period of the flight engineer instructor authorisation will be as specified in the letter of authorisation.

3.16 Issue or Renew of the FE Instructor Authorization

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

a) Ensure the prescribed fees for the authorization is paid, if applicable;

b) Prepare the authorization;

c) Renew the authorization;

d) When a rating needs to be added, enter additional rating on the authorization;

e) Make a copy of the authorization for the licensing file;

f) Provide applicant with the original authorization letter;

g) File all documents on the licensing file.

4.0 RESULTS

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

4.1.1 A flight engineer instructor authorization;

4.1.2 An additional aircraft type rating to the authorization.

4.1.3 Letter of Discontinuance
4.1.4 Notice of Disapproval

5.0 FUTURE ACTIVITIES

5.1 Applicant may return for:

5.1.1 the renewal of the authorization; or

5.1.2 an additional aircraft type rating to the authorization

Civil Aviation Authority