ORDER CAA-O-PEL004B

June 2013

ISSUE, RENEWAL AND RE-ISSUE OF AN AIRLINE TRANSPORT PILOT LICENCE INCLUDING CATEGORY, CLASS AND TYPE RATING.

1.0 PURPOSE

This Order is issued to guide Personnel Licensing Officers in determining if the applicant meets the requirements for the issue, renewal or re-issue of an Airline transport pilot licence (ATPL) including category, class and type rating under Civil Aviation (Personnel Licensing) Regulations as amended.

2.0 REFERENCES

2.1 Part V, VII and regulations 47 to 53 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed application forms

3.0 GUIDANCE AND PROCEDURES

3.1 Category, Class and Type Ratings

3.1.1 Category ratings – An Aeroplane or Rotorcraft category rating must be placed on an ATPL. A separate must be issued for each category.

a) Aeroplane;

b) Rotorcraft;

3.1.2 Class ratings – The following class ratings are issued or added to Airline Transport pilot licences:

a) Single-engine land;

b) Single-engine sea;

c) Multi-engine land;

d) Multi-engine sea;

e) A class rating may be issued for Gyroplane operations.

3.1.3 Type ratings – A type rating shall be required for each aircraft operated on a commercial pilot licence.
3.2 **Application Requirements** – Advise the applicant to bring the following documents attached to the application form:

3.2.1 A properly completed prescribed Application Form;

3.2.2 A valid Commercial Pilot Licence for the initial issue of an ATPL;

3.2.3 An Airline Transport pilot licence for an additional type rating;

3.2.4 A class 1 medical certificate;

3.2.5 A knowledge test report (if applicable);

3.2.6 An ATO graduation certificate (if applicable);

3.2.7 Personal logbooks or other records substantiating the flight experience shown on the Application Form;

3.2.8 Two recent passport size photographs (full face);

3.2.9 A photo Identification Card or Passport; and

3.2.10 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; and

3.4.2 Ensure that the flight instructor and/or the ATO 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 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 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, competency and experience requirements for an ATPL as prescribed in Regulations 47 to 51 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 21 years of age.

b) **Knowledge**: Request and evaluate the knowledge test report and confirm it is acceptable evidence of having passed the knowledge test as per the requirements of Regulation 48 of the Civil Aviation (Personnel Licensing) Regulations.

c) **Experience**: Check the record of flight time to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook or other reliable record that conforms to Regulations 27 and 50 of the Civil Aviation (Personnel Licensing) Regulations.

d) **Flight Instruction**: Check whether the applicant has obtained the necessary flight instruction. Has the CPL(A) and the multi-engine instrument rating (A) for the ATPL(A) or the CPL(H) for the ATPL(H), and that the applicant meets the requirements of Regulations 49 and 50 of the Civil Aviation (Personnel Licensing) Regulation.

e) **Instructor’s endorsement** – An applicant must present the Instructor’s recommendation Form as evidence of having met the practical instruction requirements. 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.

f) **For a type rating Check** – if the applicant has obtained the necessary instruction in an ATO.

g) **Skill**: Check the Form to determine if the applicant has passed the ATPL skill test. The skill tests and the proficiency checks will be conducted by either an inspector of the Authority or an examiner authorized and designated by the Authority.

h) **Language proficiency**: Check whether the applicant has been checked on language proficiency during the skill test as per Regulations 6 and 47 of the Civil Aviation (Personnel Licensing) Regulations.

i) **Medical fitness**: Ensure that a class I medical certificate is current.

3.7 **Requirements for Category, Class and Type Rating**

3.7.1 **Category rating** – Check if the applicant has obtained the necessary instruction and has passed the necessary knowledge test.

   **Additional class or type rating in the same category** – Determine if the applicant has the minimum experience required for the class and type rating sought and that the applicant has obtained the necessary instructions in an ATO (if applicable).

3.8 **Requirements for the Type Rating Currency**

3.8.1 To maintain the type rating currency an applicant is required to have not less than 3 hours PIC within the preceding twelve months, short of which the type rating is considered expired. An Applicant must present the logbook or other record to show the flight time required.

3.8.2 **For the lapsed type rating** – the applicant shall:

   a) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the flight check-out;

   b) Pass the required flight check-out; and
c) The applicant must present proof of the refresher training as endorsed and satisfied in the personal logbook.

3.9 The Practical (Skill) Test

3.9.1 After determining the applicant is eligible and meets all prerequisites required, the Licensing Officer will book the applicant for the skill test and the inspector or an examiner will conduct the skill test.

a) The examiner will use the procedures and manoeuvres outlined in Regulations 22, 23, 24, and 47 of the Civil Aviation (Personnel Licensing) Regulations for the category and type of aircraft for which a licence or rating is sought. 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. If the previous test was conducted more than 60 days before the retest, the inspector or examiner must test the applicant in all areas. Refer to Regulation 23 of the Civil Aviation (Personnel Licensing) Regulations.

b) If the skill test is not completed for reasons other than proficiency such as due to weather delays, mechanical problems, pilot 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 licence 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

3.9.3 Satisfactory Performance – When the applicant has satisfactorily met all requirements for the skill test, the examiner shall:
   a) Prepare the 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 for;

c) Remove the limitations when the applicant presents satisfactory evidence that he has met the pertinent regulatory requirements;

d) Complete the examiner section and sign the form;

e) Forward the completed form to the PEL Office;

f) Return all submitted documents not forwarded to the PEL Office to the applicant.

3.10 Requirements for Renewal and the Renewal Process – Check the documents presented and confirm that the applicant has:

3.10.1 Completed the prescribed renewal application form;

3.10.2 Provided a valid Class I medical certificate;

3.10.3 Completed the prescribed summary of the flying experience form;

3.10.4 Logged the renewal hours required under Regulation 53 of the Civil Aviation (Personnel Licensing) Regulations

3.10.5 Presented a certified logbook or other flight record to substantiate the required hours (Make copy of the relevant log book pages for the licensing file).

3.10.6 Applicants whose medical examination is conducted within 45 days before the pilot’s licence current expiry date will use the licence expiry date as the start date of the new validity period. Applicants whose medical examinations conducted after the current expiry date or earlier than 45 days before licence expiry date will use the date of the medical examination as the start date of the new validity period.

3.10.7 A holder of an ATPL who has attained the age of 65 years shall operate only under the privileges of a PPL. Refer to regulation 13 (5) of the Civil Aviation (Personnel Licensing) regulations.

3.11 Renewal of a Lapsed Airline Transport Pilot Licence

3.11.1 Where a licence has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

3.11.2 To ensure the validity of the lapsed licence; the licence holder shall meet the requirements subject to the lapsed periods as follows:

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

b) More than six (6) months but not more than three (3) years:

(i) pass a written examination in Air Law;
(ii) pass a type rating practical check-out on an aircraft type endorsed or on the type rating sought; and
(iii) meet the renewal requirements
c) **More than three (3) years but not more than 10 years:**

   (i) undertake a refresher course in an ATO in preparation for the practical and knowledge tests which should include ten (10) hours as PIC.
   (ii) pass a ATPL practical test on the aircraft type rating sought;
   (iii) pass a ATPL composite knowledge examination and

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

3.12 **Discrepancies or Ineligibility**

3.12.1 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.

3.12.2 If the applicant is not eligible for the licence and/or rating sought, inform the applicant of the reasons for ineligibility and how the applicant may correct the discrepancies. Explain how the applicant may obtain the licence and/or rating.

3.13 **Issue, Renew or Re-Issue of the Licence or Additional Rating**

3.13.1 When applicant has satisfactorily met all requirements for the licence and/or rating sought, and the prescribed application form has been completed, the licence and/or rating will be issued.

   a) Ensure the prescribed fees is paid;
   b) Prepare a licence or renewal certificate
   c) Complete all blocks including a licence number;
   d) When a rating needs to be added, enter additional rating on the licence;
   e) Provide applicant with completed licence or renewal certificate
   f) Make copy of licence or certificate; and
   g) File all documents on Pilots file

4.0 **RESULTS**

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

4.1.1 An Airline Transport Pilot Licence or renewal certificate

4.1.2 An additional rating;

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 An additional category, class or aircraft type rating;

5.1.2 Renewal of the licence

5.1.3 Additional privileges or limitations

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Civil Aviation Authority