ISSUE AND RENEWAL OF AN INSTRUMENT RATING

1.0 PURPOSE
This Order is issued to provide guidance in determining if an applicant meets the requirements for the issue of an instrument rating under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 63 to 68 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed Application Forms

2.3 Letter of Discontinuance

2.4 Notice of Disapproval

3.0 GUIDANCE AND PROCEDURES

3.1 Types of Instrument Ratings

3.1.1 Instrument rating (A) for Aeroplane and (H) for Helicopter –

a) An instrument rating (A) is issued to an applicant who qualifies for an instrument rating in an aeroplane;

b) An instrument rating (H) is issued to an applicant who qualifies for an instrument rating in a helicopter;

c) The holder of an instrument rating who applies for an instrument rating in either category of an aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument knowledge examination and skill test.
3.1.2 Instrument rating in a multi-engine aircraft - If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorized flight instructor.

3.2 Application Requirements

3.2.1 Advice the applicant to bring the following documents attached to the licence application form on applying for the licence:

a) A properly completed prescribed Application Form;

b) A private, commercial or Airline Transport Pilot Licence;

c) A Class 1 medical certificate;

d) A knowledge test report;

e) Personal logbooks or other records substantiating the flight experience shown on the prescribed application form;

f) A photo Identification Card or a Passport for identification.

3.3 Applicant Arrives to apply for the Rating - Collect and review the documents and records listed above.

3.4 Review Application

3.4.1 Check the application for accuracy, using the instructions attached to the form.

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 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 Establishing Eligibility for Issue of the Rating
3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for an Instrument Rating under Regulations 63 to 66 of the Civil Aviation (Personnel Licensing) Regulations.

3.6.2 The following list expounds on the basic requirements and should be checked:

(i) **Theoretical knowledge:** An applicant must present the knowledge test report as evidence of meeting the theoretical knowledge requirements in compliance with Regulation 64 of the Civil Aviation (Personnel Licensing) Regulations;

(ii) **Experience:** Check the record of flight time to determine if the applicant has the minimum experience required for the rating. Use an acceptable logbook or other reliable record in compliance with Regulations 65 and 66 of the Civil Aviation (Personnel Licensing) Regulation;

(iii) **Skill:** Check and evaluate the prescribed application form to determine if the applicant has passed the required practical test. The practical tests will be conducted by either an inspector of the Authority or an examiner authorized and designated by the Authority;

(iv) **Medical fitness:** Ensure that a Class 1 medical certificate is valid. Applicants who hold a PPL shall have established the hearing acuity on compliance with the hearing requirements for the issue of a Class 1 Medical Certificate;

(v) Check if the applicant has obtained the necessary instruction in an ATO (if applicable);

(vi) **Instructor’s recommendation:** An applicant must present the Instructor’s recommendation as evidence of meeting the requirements for issue or renewal of an Instrument Rating. For providing the Instructor’s recommendation several methods can be used:

(i) The endorsement can be provided in the relevant block of the prescribed application form, or;

(ii) in an endorsement in the personal flying logbook or training record, in writing a letter to the Authority.

(vii) **ATO graduation:** Flight instruction for an instrument rating must be performed in an ATO under the Civil Aviation (Aviation Training Organisation) Regulations. The relevant block on the prescribed application Form must be completed.

3.7 The Practical (Skill) Test

3.7.1 After determining the applicant is eligible and meets all prerequisites for the instrument rating, the inspector or examiner conducts the skill test.

a) The examiner shall, use the procedures and manoeuvres outlined in Regulations 65 and 66 of the Civil Aviation (Personnel Licensing) Regulations, for the type of aircraft for which the instrument rating 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, 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;

3.7.2 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;

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

3.7.3 Satisfactory Performance – When the applicant has satisfactorily met all requirements for the instrument rating sought, 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) An inspector or examiner should remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

c) If an instrument rating skill test is done using a single-engine aircraft, the instrument rating shall be limited to single-engine operations only.
d) Complete the inspector or examiner section and sign off.

e) Return all submitted documents not forwarded to the PEL office to the applicant.

3.8 Renewal Requirements and the Renewal Process

3.8.1 Ensure that the applicant meets the renewal requirements under Regulation 68 of the Civil Aviation (Personnel Licensing) Regulations;

3.8.2 The applicant has completed the prescribed renewal application form;

3.8.3 He holds a current licence and type rating;

3.8.4 He holds an instrument rating;

3.8.5 He has passed the renewal practical test with an Authority Inspector or designated examiner and the test report has been received in the licensing office, from the examiner;

3.8.6 He has valid Class 1 medical certificate.

3.9 Requirements for renewal of an instrument rating that has lapsed for:

3.9.1 Two years – the applicant shall have received refresher training from an instrument rated authorised Instrument Rating instructor with the relevant category and aircraft type rating. The applicant shall have an endorsement on his personal log book that he is prepared for the renewal practical test; then pass the required renewal practical test.

3.9.2 Five years or more – the applicant is required to meet the requirements specified in (a) above and pass an initial instrument rating flight test.

3.9.3 The applicant must present proof of the refresher training.

3.9.4 Ensure that a Class 1 medical certificate is valid.

3.10 Discrepancies or Ineligibility

3.10.1 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 rating cannot be issued and explain how the applicant may correct the discrepancies.

3.10.2 If the applicant is not eligible for the rating, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the rating.
3.11 Issue or Renewal of the Instrument Rating

3.11.1 When applicant has satisfactorily met all requirements for the instrument rating, and the prescribed application Form has been completed, the instrument rating will be issued or renewed.

3.11.2 Ensure the prescribed fees for the rating is paid;

3.11.3 Enter the instrument rating date on the existing licence;

3.11.4 Provide the applicant with licence endorsed with the instrument rating.

4.0 RESULTS

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

4.1.1 An Instrument Rating;

4.1.2 Letter of Discontinuance; or

4.1.3 Notice of Disapproval.

5.0 FUTURE ACTIVITIES

5.1 An applicant may return for:

5.1.1 A multi-engine instrument rating, if a single-engine instrument rating has been provided

5.1.2 Renewal of the rating

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Civil Aviation Authority