Order
CAA-O- PEL003A
July 2008

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 a commercial pilot licence including the class and/or type rating(s) or of an additional rating to the Commercial Pilot Licence (CPL) under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Part V, VII and regulations 41 to 46 of the Civil Aviation Regulations;
2.2 The prescribed Application Forms
2.3 Letter of Discontinuance;
2.4 Notice of Disapproval; and
2.5 A CPL Licence and a Renewal Certificate.

3.0 GUIDANCE AND PROCEDURES

3.1 Category, Class and Type Ratings

3.1.1 Category ratings – A category rating, specified hereunder, must be placed on the commercial pilot licence. A separate licence must be issued for each category.

a) Aeroplane;
b) Rotorcraft;
c) Glider; or
d) Lighter than air.
3.1.2 Class ratings – The following class ratings are issued or added to commercial 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

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 valid PPL for the initial issue of a CPL;
b) a commercial pilot licence (if for an additional, class or type rating or for a proficiency check);
c) a Class 1 medical certificate;
d) a knowledge test report (if applicable);
e) an ATO graduation certificate (if applicable);
f) personal logbooks or other records substantiating the flight experience shown on the Application Form;
g) two (2) recent passport size photographs (full face);
h) A photo Identification Card or Passport and
i) 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 and 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, and competency and experience requirements for licensing as a commercial pilot specified in Regulations 41 to 44 of the Civil Aviation (Personnel Licensing) Regulations.

3.6.2 The following list expounds on the basic requirements:

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

(ii) **Knowledge**: Request and evaluate the knowledge test report to confirm that the knowledge test is passed.

(iii) **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 30 and 44 requirements of the Civil Aviation (Personnel Licensing) Regulations.

(iv) **Instructors Recommendation**: An applicant should present the Instructor’s recommendation 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.

(v) **For a type rating** – check if the applicant has obtained the necessary instruction in an ATO (if applicable);

(vi) **Skill**: Check and evaluate the prescribed application form to determine if the applicant has passed the commercial pilot practical (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.

(vii) **Language proficiency**: Check whether the pilot has been checked on English language proficiency under the Regulations 6 and 41 of the Civil Aviation Personnel Licensing) Regulations.

(viii) **Medical fitness**: Ensure that a Class 1 medical certificate is valid.

(ix) **Graduate of an integrated approved course from an ATO** – An applicant that presents an appropriate graduation certificate of an integrated approved course from an approved ATO, is considered to have met the Aeronautical experience required for the issue of a CPL under Regulation 43 (1) (a) of the Civil Aviation (Personnel Licensing ) Regulations.

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.
3.7.2 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 Aircraft Type Rating Currency

3.8.1 To maintain the aircraft type rating currency an applicant is required to have not less that 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.

3.8.2 For the type rating re-currency 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 on the specified type of aircraft; and
   b) Pass the required flight check-out on the type specified in (a) above.
   c) The applicant must present proof of the refresher training as endorsed in the personal logbook.

3.9 The Skill (practical) 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, 41 and 44 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

3.10.1 Check the documents presented and confirm that the applicant has:-

a) Completed the prescribed renewal application form;

b) Provided a valid Class 1 medical certificate;

c) completed the prescribed summary of the flying experience form;

d) logged the renewal hours required under Regulation 46 of the Civil Aviation (Personnel Licensing) Regulations;

e) the log book pages showing the last six months flying experience certified by the instructor or the chief pilot, who will certify the relevant log book entries by endorsing his signature and licence number.
3.10.2 Make copy of the relevant log book pages for the licensing file.

3.10.3 Applicants whose medical examinations are 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.

3.11 Renewal of a Lapsed Commercial 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 or Regulations;
   
   (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 CPL practical test on the aircraft type rating sought;
   
   (iii) pass a CPL composite knowledge examination and

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

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 how the applicant may correct the discrepancies.

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 explain how the applicant may obtain the licence and/or rating.

3.13 Issue, Renew or Re-Issue of the Licence

3.13.1 When an applicant has satisfactorily met all requirements for the licence and/or rating sought, and the prescribed application forms has been completed, the licence and/or rating may be issued.
a) Ensure that the prescribed fees is paid;
b) Prepare the licence or renewal certificate;
c) When a rating needs to be added, enter the additional rating on the existing licence;
d) Make copy of the licence for the licensing file;
e) Provide applicant with completed licence or renewal certificate;
f) File all documents on licensing file

4.0 RESULTS

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

4.1.1 A Commercial Pilot Licence or renewal certificate
4.1.2 An additional rating;
4.1.3 Letter of Discontinuance or
4.1.4 Notice of Disapproval

5.0 FUTURE ACTIVITIES

Applicant may return for:-

5.1.1 an additional aircraft class and type rating;
5.1.2 renewal of the licence; or
5.1.3 an upgraded licence.

Civil Aviation Authority