ISSUE, RENEWAL AND RE-ISSUE OF A PRIVATE PILOT LICENCE INCLUDING ADDITIONAL CATEGORY, AIRCRAFT TYPE AND CLASS RATING

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 private pilot licence (PPL) or of an additional rating under Civil Aviation (Personnel Licensing) Regulations as amended.

2.0 REFERENCES

2.1 Part V, VII and regulations 35 to 40 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed Application Forms

2.3 Letter of Discontinuance;

2.4 Notice of Disapproval; and

2.5 A PPL Licence card and a Renewal Certificate.

3.0 GUIDANCE AND PROCEDURES

3.1 Categories, Types and Classes

3.1.1 Category ratings – The following category rating must be placed on the private pilot licence. A separate licence must be issued for each category

a) Aeroplane
b) Rotorcraft
c) Glider
d) Lighter than air

3.1.2 Class ratings – The following class ratings are originally issued or added to private pilot licences:

a) Single-engine land
b) Single-engine sea
c) Multi-engine land
d) Multi-engine sea
3.1.3 **Type ratings** – The following type ratings may be placed on the private pilot licence:

a) Each type of helicopter;
b) Any type of aeroplane above 5700 Kg;
c) Any aircraft type considered necessary by the Authority.

*NOTE.* When an applicant is seeking a multi-engine rating on the PPL, the Applicant is required to meet the requirements of Regulation 54 of the Civil Aviation (Personnel Licensing) Regulations (Class Rating) and should have demonstrated in a test, the PPL knowledge on the basis of the requirements listed for a PPL practical (skill) test.

3.2 **Application Requirements**

3.2.1 Advice 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 SPL for an initial issue of a PPL

b) a private pilot licence (for an additional category or class rating);
c) a Class 2 medical certificate;
d) a knowledge test report (if applicable);
e) a practical test report;
f) an ATO graduation certificate (if applicable);
g) two (2) recent passport size photographs (full face);
h) a photo Identification Card or Passport;
i) personal logbook or other records substantiating the flight experience or training shown on the Application Form; and

j) the prescribed fees.

3.3 **Applicant Arrives to apply for the Licence** – Collect and evaluate the documents and records listed above.

3.4 **Review the Application**

3.4.1 Check the Application Form 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.
3.5 Verify Applicant’s Identity

3.5.1 Inspect the acceptable form 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 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, competency and experience requirements for licensing as a private pilot as per the Civil Aviation (Personnel Licensing) Regulations.

3.6.2 The following list expounds on the basic requirements:

   a) **Age**: Ensure that applicant is at least 17 years of age.

   b) **Knowledge**: Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test requirements under Regulation 36 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 under Regulation 37 of the Civil Aviation (Personnel Licensing) Regulations requirements. Use an acceptable logbook or other reliable record.

   d) **Instructors Recommendation**: An applicant must 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:

      (ii) the endorsement can be provided in the relevant prescribed application Form or

      (iii) in a letter to the Authority.

   e) **Skill**: Check the application form to determine if the applicant has passed the private pilot practical test. The practical test is conducted by either an inspector of the Authority or an examiner authorized and designated by the Authority.

   f) Check and confirm that the applicant has obtained the necessary instruction in an ATO under Civil Aviation (Approved Training Organisation) Regulations

   g) **Medical fitness**: Ensure that a Class 2 medical certificate is valid.
h) **Language proficiency**: Check whether the applicant has been checked on English language proficiency as required by Regulations 6 and 35 of the Civil Aviation Personnel Licensing Regulation.

### 3.7 Requirements for Additional Category, Class and Aircraft Type Rating

The eligibility requirements are the same as in paragraph 3.6 above. Check the documents presented and confirm that the applicant has met the eligibility requirements.

### 3.8 The Skill (practical) Test

**3.8.1** 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;

**3.8.2 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

3.8.3 Satisfactory Performance – When the applicant has satisfactorily met all requirements for the skill test or proficiency check, 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.

iv) Enter the correct limitations (when appropriate) in the space provided for.

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

vi) Complete the examiner section and sign the form.

vii) Forward the completed form to the PEL Office.

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

3.9 Requirements for Renewal and the Renewal Process

3.9.1 Check the documents presented and confirm that the applicant meets the renewal requirements under Regulation 40 of the Civil Aviation (Personnel Licensing) Regulations and has:-

a) completed the prescribed renewal application form;

b) provided a current Class 2 medical certificate;

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

d) presented a certified logbook or other flight record to substantiate the five PIC hours required for renewal. The logbook is to certified by the instructor or the chief pilot, who will certify the relevant log book entries by endorsing his signature and licence number, indicating what he is certifying.

3.9.2 Make copy of the relevant log book pages for the licensing file.

3.9.3 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.

3.9.4 For a Licence With the following Ratings - Check whether the applicant complies with the following:
a) **For the renewal of a licence with single-engine class rating**

The applicant has completed 5 hours as pilot in command within the preceding 12 months in a single-engine type of aeroplane.

b) **For the renewal of a licence with multi-engine class rating**

The applicant has completed 5 hours as pilot in command within the preceding 12 months in a multi-engine type of aeroplane.

c) **For renewal of a licence with an aircraft type rating**

The applicant has completed 5 hours as pilot in command or a PPL Skill test within the preceding 12 months in the aircraft type.

d) The applicant must present at least a Class 2 medical certificate.

e) The applicant must present the logbook or other acceptable.

f) Record for the flight time required.

### 3.10 Renewal of a Lapsed Private Pilot Licence

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

3.10.2 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 PPL practical test on the class or aircraft type rating sought;
   (iii) pass a PPL composite knowledge examination and

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

### 3.11 Discrepancies and Ineligibility
3.11.1 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 for ineligibility and explain how the applicant may correct the discrepancies.

3.11.2 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.

3.12 Issue, Renewal or Re-issue of the Licence or Additional Rating

3.12.1 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 or renewed.

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

4.0 RESULTS

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

4.1.1 A PPL Licence or renewal certificate
4.1.2 Letter of Discontinuance;
4.1.3 Notice of Disapproval

5.0 FUTURE ACTIVITIES.

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 An upgraded licence.

________________________________________

Civil Aviation Authority