ISSUE OF A PILOT LICENCE AND/OR RATING BASED ON MILITARY QUALIFICATIONS

1.0 PURPOSE

This Order is issued in order to guide the Personnel Licensing Officers in determining if an applicant is eligible for a pilot licence and/or rating based on military qualification.

2.0 REFERENCES

2.1 Regulations 14 and 15 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 Licence card

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 A State Military pilot may be issued a pilot licence on the basis of military qualification if the applicant meets the requirements of Regulations 14 and 15 of the Civil Aviation (Personnel Licensing) Regulations.
3.1.2 Aircraft category, class, type, instructor or instrument rating for which the military pilot is qualified, may be added to a new or existing pilot licence issued under the Civil Aviation (Personnel Licensing) Regulations.
3.1.3 The holder of the State Military qualification may apply for a Private Pilot or for a Commercial Pilot Licence depending on the qualifications held.
3.1.4 An aircraft type rating may be issued to a State Military applicant provided that the applicant:
   a) Holds a category and type rating for that type of aircraft at the Commercial Pilot’s level and the aircraft type is on the Civil Aircraft Register;
   b) Has Passed a State Military pilot check and instrument proficiency check in that type of aircraft as PIC during the 12 calendar months preceding the date of application.

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) Military flight records including records of the preceding months if possible
c) Military identification;
d) The relevant valid medical certificate;
e) A knowledge test report (if applicable);
f) Two (2) recent passport size photographs (full face);
g) A photo Identification Card or Passport; and
h) 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 military flight records are certified by the base commander.

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 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 requirements for of the Civil Aviation (Personnel Licensing) Regulations for the relevant licences.

3.6.2 The following list expounds on the basic requirements.

a) **Age**: Ensure that the applicant is at least 17 years for a PPL and 18 years for a CPL;
b) **Knowledge**: Request and evaluate the knowledge test report to confirm that the knowledge test is passed;

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 30 and 44 requirements of the Civil Aviation (Personnel Licensing) Regulations; For a type rating, check if the applicant qualifies under Regulation 15 (6) of the Civil Aviation (Personnel Licensing) Regulations;

d) **Language proficiency**: Check whether the pilot has been checked on English language proficiency under Regulations 6 and 15 of the Civil Aviation Personnel Licensing) Regulation;

e) **Medical fitness**: Ensure that the relevant medical certificate is current;

f) in addition an applicant for a PPL or CPL should:

(i) Have been in active flying status within the last 12 months;

(ii) Pass a knowledge test in accordance with Regulation 15 of the Civil Aviation (Personnel Licensing) Regulations;

(iii) Hold a State Military aircraft category, class and type rating;

(iv) Hold a master green instrument rating, if instrument rating is required;

(v) Hold a State Military Categories A, B, C or D; and

(vi) Present documentation (e.g. military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category, class and type rating, within the last 12 months preceding the date of application.

g) The applicant for an aircraft category, class, type and/or instrument rating must –

(i) Hold a State Military aircraft category, class and type rating;

(ii) Hold a master green instrument rating, if instrument rating is required;

(iii) Hold a State Military Categories A, B, C or D;

(iv) Present documentation (e.g. military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category, class and type rating, within the last 12 months preceding the date of application.

h) The applicant for an aircraft type rating on a CPL should:
(i) Hold a State Military category class and type rating for that type of aircraft at the CPL level
(ii) have passed a State military pilot check and instrument proficiency check in that type of aircraft as PIC within the last 12 months preceding the date of application.

i) The military flight records are required as evidence of the applicant’s pilot-in-command (PIC) experience. An applicant’s flight time as a co-pilot or other flight crewmember is not acceptable to establish qualifications as PIC.

j) Acceptable records for issuing licences and ratings are listed in Regulation 15 of the Civil Aviation (Personnel Licensing) Regulations.

k) The following documents can be satisfactory evidence for the purposes indicated:

(i) An official identification card issued to the pilot by an armed force to demonstrate membership in the armed forces.

(ii) An original certificate of discharge or release from the State Military;

(iii) At least one of the following:

(aa) An order of an armed force of State to flight status as a military pilot;

(bb) An armed force form or logbook showing military pilot status; or

(cc) An order showing that the applicant graduated from a State military pilot school and received a rating as a military pilot.

l) Instrument Rating Eligibility

An instrument rating may be issued on the basis of valid State military master green instrument rating qualification records provided that the military rating does not bear any limitation that restricts any of the instrument rating privileges.

m) Knowledge and practical (Skill) Tests

(i) An applicant for the issue of a private or commercial pilot licence on the basis of military qualification, who has been on duty as military pilot within the preceding 12 months, shall be required to pass the knowledge test on the appropriate parts of the Civil Aviation (Personnel Licensing) Regulations. A knowledge test is not required in order to add a rating on the basis of military qualification to an existing pilot licence.

(ii) For issue of a Private or Commercial Pilot Licence on the basis of military qualification, an applicant who has been in active flying as a military pilot within the preceding 12 months and who meets the requirements of the relevant Civil Aviation (Personnel Licensing) Regulations is not required to take a skill test.

3.7 Discrepancies or Ineligibility

3.7.1 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.
3.7.2 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.

3.8 Issue of the Licence and/or Rating

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

a) Ensure the applicable fees is paid;
b) Prepare the licence;
c) When a rating needs to be added, enter additional rating on existing the licence;
d) Make copy of licence for the licensing file;
e) Provide applicant with the completed licence; and
f) File all documents on licensing file.

4.0 RESULTS

Completion of this task results in the issuance of a pilot licence and/or rating.

5.0 FUTURE ACTIVITIES

5.1 An Applicant may return for,
5.1.1 additional category, class or type rating.
5.1.2 Additional privileges or limitations
5.1.2 renewal of the licence.
5.1.3 an upgraded licence.

Civil Aviation Authority