ISSUE AND RENEWAL OF A NIGHT RATING

1.0 PURPOSE

This Order is issued to guide the Personnel Licensing Officer in determining if the applicant meets the requirements for the issue of a night rating under the Civil Aviation (Personnel Licensing) Regulations. A Night Rating is only endorsed on a Private Pilot licence.

2.0 REFERENCES

2.1 Regulations 59 to 62 of the Civil Aviation (Personnel Licensing) Regulations;

2.2 The prescribed Forms

3.0 GUIDANCE AND PROCEDURES

3.1 Application Requirements

3.1.1 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 private pilot licence;

c) a personal logbook or other records substantiating the flight experience or training shown on the Application Form.
3.2 **Applicant Arrives to apply for the rating** – Collect and evaluate the documents and records listed above.

3.3 **Review The Application**

3.3.1 Check the Application Form for accuracy, using the instructions attached to the form.

3.3.2 Ensure that the flight instructor has provided the required endorsements.

3.4 **Verify Applicant’s Identity**

3.4.1 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. If the applicant’s identity can be verified, proceed with the task.

3.4.2 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.

3.4.3 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.

3.5 **Establish Eligibility for Issue of the Rating**

3.5.1 Determine if the applicant meets the specific eligibility, competency and experience requirements for a night rating under Regulations 59 and 60 of the Civil Aviation (Personnel Licensing) Regulations.

3.5.2 The following list expounds on the basic requirements.

a) The applicant must be a holder of a Private Pilot Licence issued by the Authority and must have logged a total of at least 50 hours as pilot of aeroplanes. Before starting an approved course of night flying conducted by an approved training organisation certificated under the Civil Aviation (Approved Training Organisations) Regulations, an applicant must have at least 20 hours a PIC of which 10 hours must have been gained after obtaining a PPL;

b) **Experience**: Check the record of flight time to determine if the applicant has the minimum experience required for the rating, under Regulation 60 of the Civil Aviation (Personnel Licensing) Regulations. Use an acceptable logbook or other reliable record;

c) **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.

3.6 **Training Requirements**
3.6.1 Satisfactory completion of the course of at least 5 hours dual instruction night flying conducted by a qualified flying instructor to a syllabus recognised by the Authority. This shall consist of:

a) at least 5 hours dual instruction including at least one (1) hour night navigation.
b) five (5) solo flights including 5 take-offs and 5 landings as PIC at night. In at least one instance take-off and landing should be separated by complete departure from, and rejoining of, the aerodrome traffic pattern.

3.6.2 The flights as PIC must have been obtained within the six months immediately preceding the date of qualifying for the Night Rating. A holder of a flying instructors rating must certify, on the prescribed application form, that this requirement has been fulfilled. TOUCH and GO take-offs and landings are not acceptable, each flight must terminate in a full stop landing.

3.7 Renewal Requirements and the Renewal Process
3.7.1 The applicant should:

a) Complete the prescribed renewal application form;
b) Provide a current PPL;
c) Complete the prescribed summary of the flying experience form;
d) Present a certified logbook or other flight record to substantiate the requirement of Regulation 62 the Civil Aviation (Personnel Licensing) Regulations. Make copy of the relevant log book pages for the licensing file.

3.8 Renewal Requirements for a Night Rating That Has Lapsed
3.8.1 The applicant shall have received refresher training from a Licensed Instructor, in compliance with Regulation 60 of the Civil Aviation (Personnel Licensing) Regulations. The applicant shall have an endorsement on his personal log book from the instructor, as proof that he is proficient in night VFR operations.

3.8.2 The applicant shall have a current PPL.

3.9 Discrepancies or Ineligibility
3.9.1 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.

3.9.2 If the applicant is not eligible for the rating, inform the applicant of the reasons for ineligibility and explain how the applicant may re-apply for the rating.

3.10 Issue or Renew of the Night Rating
3.10.1 When an applicant has satisfactorily met all requirements for the Night Rating, and the prescribed application Form has been completed, the Night Rating will be issued or renewed. The Licensing Officer shall:

a) Ensure the prescribed fees for the rating is paid, if applicable;
b) Prepare and enter the rating on the PPL;
c) Make copy of the endorsed licence for the licensing file;
d) Provide applicant with endorsed licence;
e) File all documents on the Pilot's licensing file.

4.0 RESULTS

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

4.1.1 A Night Rating or

5.0 FUTURE ACTIVITIES

5.1 Applicant may return for:

5.1.1 A multi-engine Night Rating, if a single-engine Night Rating has been provided

5.1.2 Renewal of the rating

Civil Aviation Authority