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**Civil Aviation Authority, Bangladesh**

# **Personnel Licensing Handbook**

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**CAAB HQ, Kurmitola, Dhaka-1229  
Bangladesh**

## Foreword

As a signatory to the 1948 Chicago Convention on International Civil Aviation Bangladesh is obliged to comply with the Standards and Recommended Practices (SARPs) contained in the nineteen Annexes to the Convention. Implementation of the SARPs by Contracting States ensures uniformity in the conduct of international civil aviation business. It further provides suitable grounds to Contracting States to understand appreciate and honor each other's standards and requirements, which also enables harmonization of systems.

Annex 1, which specifies the SARPs on Personnel Licensing has been implemented in Bangladesh in terms of the Civil Aviation Rules. The necessary Regulations are provided in the Air Navigation Orders (ANO) as amended from time to time. The associated requirements and procedures necessary for the purpose of implementing the International Civil Aviation Organization (ICAO) Annexes and Air Navigation Orders (ANOs) are published by the Chairman of Civil Aviation Authority, Bangladesh as implementing requirements and procedures of Personnel Licensing and also by the issue of Advisory Circulars for those requirements introduced a new.

The above legal framework provides the necessary authority and basis to conduct civil aviation regulatory functions and industry affairs. The Personnel Licensing system, which is one of the regulatory functions too functions under the above legal framework.

The purpose of the Personnel Licensing Handbook is to provide necessary administrative guidelines based on the legal provisions, to personnel involved in issuance, renewal and revalidation of Bangladeshi Personnel Licenses and certificates. It further addresses important routine licensing matters.

In cases where the Implementation Procedures of the Regulations or the contents herein are not clear, require interpretation or the case in hand is not covered, please seek clarification from the immediate Supervisor. For this purpose, the Head of Personnel Licensing Section of Civil Aviation Authority is considered as the supervisor at the highest level.

Therefore, this Handbook is considered to be the official document of procedures those shall be adopted necessarily by the personnel licensing staff which clearly guides to queries such as Why, When, Where and What license would be issued or renewed, revoked or cancelled or withdrawn completely.

Nothing in this publication is intended to conflict with Air Navigation Orders which are current at the time off first publication of this Handbook or other regulation which, in case of doubt, must be regarded as overriding.

This is a living document providing freedom for change, in the form of amendments corresponding with the introduction of new regulations by Civil Aviation Authority.

Right to change any part of this Handbook or portion of a procedure is reserved.



**Chy M Ziaul Kabir**  
Wing Commander  
Director  
Flight Safety & Regulations Division  
Civil Aviation Authority, Bangladesh

## Amendments

## Record of Amendments

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## GLOSSARY

### Abbreviations and Acronyms

AFIS	Aerodrome flight information service
AIC	Aeronautical information circular
AIP	Aeronautical information publication
AOC	Air operator certificate
ATC	Air traffic control
ATO	Approved training organization
ATPL	Airline transport pilot licence
ATS	Air traffic services
CAA	Civil Aviation Authority
CCQ	Cross-crew qualification
CMO	Chief medical officer
COSCAP	Cooperative development of operational safety and continuing airworthiness programme
CPL	Commercial pilot licence
CPL/IR	Commercial pilot licence with instrument rating
CRM	Crew resource management
EASA	European Aviation Safety Agency
EFOD	Electronic filing of differences
FAA	Federal Aviation Administration
FCL	Flight crew licensing
FE	Flight engineer
FSB	Flight Standardization Board
FSTD	Flight simulation training device
HF	High frequency
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ISD	Instructional systems design
JAR	Joint Aviation Requirements
LOFT	Line oriented flight training
MCTOM	Maximum certificated take-off mass
MFF	Mixed-fleet flying
MPL	Multi-crew pilot licence
NCMC	National continuous monitoring coordinator
OEB	Operations Evaluation Board
PEL	Personnel licensing
PIC	Pilot-in-command
PIC/US	Pilot-in-command under supervision
PPL	Private pilot licence
PPL/IR	Private pilot licence with instrument rating
QA	Quality assurance

QC	Quality control
RAeS	Royal Aeronautical Society
RSOO	Regional safety oversight organization
RTF	Radiotelephony
SARPs	Standards and Recommended Practices
SMS	Safety management system
SOLI	State of licence issue
SOPs	Standard operating procedures
TCDS	Type certificate data sheets
TEM	Threat and error management
USOAP	Universal Safety Oversight Audit Programme

## EXPLANATION OF TERMS

When the following terms are used in this manual, they have the following meanings:

**Ab initio.** Literally “from the beginning”. Refers to trainees with no prior knowledge of, or exposure to, the subject or activity being taught.

**Accredited medical conclusion.** The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

**Approved training.** Training conducted under special curricula and supervision approved by a Contracting State.

Note 1.— Annex 1 requires that approved training of flight crew members and air traffic controllers for the purpose of obtaining a licence or rating is conducted within an approved training organization. Annex 1 also requires that competency-based approved training for aircraft maintenance personnel is conducted within an approved training organization.

Note 2.— Although not falling under the criteria of training specifically for the issue of a licence or a rating, flight crew members undergoing approved training for the maintenance of competency or for gaining an operational qualification that does not fall under the training criteria outlined in Annex 6 Operation of Aircraft, Part I International Commercial Air Transport Aeroplanes, Chapter 9, 9.3, or Part III International Operations Helicopters, Section II, Chapter 7, 7.3, should receive such training from an approved training organization.

**Approved training organization (ATO).** An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

**Aeroplane.** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**Aircraft avionics.** A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

**Aircraft — category.** Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

**Aircraft certificated for single-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

**Aircraft required to be operated with a co-pilot.** A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

**Aircraft — type of.** All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

**Airmanship.** The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

**Airship.** A power-driven lighter-than-air aircraft.

**Approved maintenance organization.** An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

**ATS surveillance service.** A term used to indicate a service provided directly by means of an ATS surveillance system.

**ATS surveillance system.** A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note.— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopoles SSR.

**Balloon.** A non-power-driven lighter-than-air aircraft.

**Certify as airworthy (to).** To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

**Commercial air transport operation.** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

**Competency.** A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

**Competency element.** An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

**Competency unit.** A discrete function consisting of a number of competency elements.

**Co-pilot.** A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

**Credit.** Recognition of alternative means or prior qualifications.

**Cross-country.** A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

**Cross-crew qualification.** A type rating qualification using a type rating transition course, for which a pilot receives training credit for the technical similarities and common operational and handling procedures of another aircraft type for which he or she is qualified.

Note.— The training credit allows an approved reduction in the type rating course, compared with the type rating course used to qualify those pilots who do not receive such a credit.

**Director.** The senior official who is the head of a State's aviation administration and Licensing Authority.

**Dual instruction time.** Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

**Error.** An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

**Error management.** The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

**Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

**Flight plan.** Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

**Flight procedures trainer.** See Flight simulation training device.

**Flight simulation training device.** Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

A basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

**Flight time — aeroplanes.** The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note.— Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.

**Flight time — helicopters.** The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

**Glider.** A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Glider flight time.** The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

**Helicopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.



**Human performance.** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

**Instrument flight time.** Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

**Instrument ground time.** Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing Authority.

**Instrument time.** Instrument flight time or instrument ground time

**Licensing Authority.** The Authority designated by a Contracting State as responsible for the licensing of personnel.

**Licensing Authority.** The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note. — Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:

- a) Assessment of an applicant's qualifications to hold a licence or rating;
- b) Issue and endorsement of licences and ratings;
- c) Designation and authorization of approved persons;
- d) Approval of training courses;
- e) Approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
- f) Validation of licences issued by other Contracting States.

**Likely.** In the context of the medical provisions in Chapter 6, **likely** means with a probability of occurring that is unacceptable to the medical assessor.

**Maintenance.** The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

**Medical Assessment.** The evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness.

**Medical assessor.** A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1.— Medical assessors evaluate medical reports submitted to the Licensing Authority by medical examiners.

Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.

**Medical examiner.** A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

**Mixed-fleet flying (MFF) operations.** Operations in which the operator assigns qualified pilots to operate as flight crew members on more than one aircraft type or variant, in accordance with procedures and conditions acceptable to the State of the Operator.

**Night.** The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

Note.— Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

**PEL Office.** The office within the Civil Aviation Authority responsible for personnel licensing functions and processes.

**Pilot (to).** To manipulate the flight controls of an aircraft during flight time.

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

**Pilot-in-command under supervision (PIC/US).** Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority

. **Performance criteria.** Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved

**Powered-lift.** A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low-speed flight, which depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

**Problematic use of substances.** The use of one or more psychoactive substances by aviation personnel in a way that:

- a) Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or

- b) Causes or worsens an occupational, social, mental or physical problem or disorder.

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psych stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

**Quality.** The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

**Quality system.** Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

**Quality assurance (QA).** All the planned and systematic actions necessary to provide adequate confidence that all activities satisfy given standards and requirements, including the ones specified by the approved training organization in relevant manuals.

**Quality audit.** A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

**Quality control (QC).** A system for verifying and maintaining a desired level of quality in a product, service or process through the effective implementation of documented inspection and testing procedures.

**Quality management.** A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

**Rated air traffic controller.** An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

**Rating.** An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

**Rendering (a licence) valid.** The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

**Sign a maintenance release (to).** To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Annex 6.

**Significant.** In the context of the medical provisions in Chapter 6, **significant** means to a degree or of a nature that is likely to jeopardize flight safety.

**Solo flight time.** Flight time during which a student pilot is the sole occupant of an aircraft.

**State safety programme (SSP).** An integrated set of regulations and activities aimed at improving safety.

**State of licence issue (SOLI).** The State that issues a licence according to Annex 1.

**Threat.** Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.

**Threat management.** The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

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## **Chapter 1**

### **Handbook Administration**

#### **1.1 Primary user Handbook for Personnel Licensing**

- A. This Handbook is a primary user Handbook regarding—
  - 1) Licensing of aviation personnel;
  - 2) Evaluations of training and flight simulation training devices;
  - 3) Demonstration of knowledge and skill; and
  - 4) Certification of approved training organizations.
- B. The guidance in this Handbook has precedence over any other Personnel licensing (PEL) documentation for the evaluation and licensing of Bangladesh aviation personnel and training organizations.
- C. These policies shall be followed by the Flight Safety Standards personnel in the performance of their assigned personnel licensing job duties and responsibilities.

#### **1.2 Availability of this Handbook**

- A. The latest version of this Handbook will be available to Personnel Licensing Inspectorate staff and other technical personnel in hard copy and Intranet links.
- B. A printed copy will also be maintained in the Technical Library / Personnel licensing Section (PEL).

#### **1.3 Compliance with this Handbook**

- A. Each assigned user must comply with policies and procedures provided in this Handbook.
- B. Should the user identify any policy or procedure that might not be consistent with CAR 84 requirements, that information should immediately be communicated to their assigned supervisor/Personnel.

#### **1.4 Maintenance and ownership of Handbook**

- A. The Personnel Licensing Handbook must be maintained in current status by the assigned user in accordance with the policies and procedures specified in this Chapter.
- B. This Handbook is considered the property of CAAB PEL section, and must be relinquished to the Head of PEL Section in the event of the user's retirement, termination, transfer or contract termination.
- C. The content of this Handbook is managed and updated by the Head of PEL

Section and is the express property the government.

## **1.5 Inserting revisions to this Handbook**

### **A. Types of Revision**

The method of inserting the revision will be dependent on the type of revision. There are three primary methods of revising the text of this Handbook—

#### **1) Time-Critical**

Time-critical information will be issued as Bulletins and will be placed in the front of the Handbooks under a tab labeled “Bulletins.”

These Bulletins will not effect the Handbook page numbering .

These bulletins will be canceled when the information has been incorporated into a formal revision to the Handbook or is no longer pertinent.

#### **2) Formal Handbook Revision**

A page and text revision package (formal revision) will be issued with a revision number, highlights of the revision and include page insertion and replacement information.

The issue page with the highlights of the revision and page insertion and replacement will be discarded after insertion of the revisions.

#### **3) Green-Sheet Revision**

“Green Sheet” revisions may be issued by management as necessary to make simple changes to policy and procedure pending the development of a formal revision to the Handbook.

These revisions will be issued on green paper as an extension of the last Handbook revision (e.g. 9) and be identified by an alphabetical tag (e.g. 9A)

### **B. Distribution & Insertion of Revisions**

- 1) Revisions will be forwarded to all persons and organizations on the distribution list maintained by the Head of PEL section.
- 2) Regardless of personal schedules, the user of this Handbook is required to confirm receipt and update to the Head of Admin .
- 3) This confirmation will indicate that the user has reviewed and inserted of those materials in his Handbook on or before the revision’s effective date.

## **1.6 Identifying Revisions**

### **A. Summary Page**

- 1) Each revision contains a summary page that reflects important information concerning the revision.
- 2) An 'action' page number and summary column contain pertinent information to follow when inserting revision pages.

### **B. Change Bars**

- 1) Black vertical change bars in the outside margin are used to highlight the location of new or revised text on a newly published page. Deletion of text will be noted in the revision summary.
- 2) Change bars are used to highlight a change in the revision information at the bottom of the page.
- 3) Change bars will also be used to highlight the revision information when a change elsewhere in the chapter has shifted the page text, but no text revision was made on the page.
- 5) With the next revision of a page, previous change bars are deleted.

## **1.7 Recording Revision Insertion**

To indicate review and insertion of a revision, the user must record the revision's effective date and their initials after the appropriate revision number on the Record of Revisions page located in the front of the Handbook.

## **1.8 Disposal of Pages**

- 1) The Handbook holder must destroy and discard out-of-date pages and the new revision summary pages/revisions checklist.
- 2) Verify that all out-of-date pages are irretrievably destroyed by shredding, cutting, tearing or some other form of destruction, such that the information cannot be successfully pieced together

## **1.9.1 Proposing Revisions to this Handbook**

### **A. Suggestions for Revision are Welcome**

The success of the Flight Safety Standards policy and procedure implementation depends on employees and other users bringing professional insights.

### **B. Suggesting Revision Content**

Any user of this Handbook may propose changes to the Handbook text. These proposals should be addressed to the Director by.

### **C. Revision Responsibilities**

- 1). The employee accomplishing any duties that are covered by the policy and procedure of this Handbook must accomplish them in accordance these policies and procedures.
- 2) The Director/Deputy Director is responsible for the content of the text of this Handbook and has the authority to revise the content as necessary to ensure proper guidance to the PEL section for their duties.
- 3) The Director/Deputy Director may delegate the authority to develop the content of a revision to another PELD employee, but does not delegate the approval authority.

### **1.10 Editing Conventions**

The following editing conventions apply to the use of certain specific terminology within of the Handbooks:

- 1) **Gender** – In this Handbook, the male or female gender may be used in a generic sense to designate both sexes.
- 2) **Will, Shall and Must** – The words “will,” “shall,” and “must” are used in an imperative sense to state the requirement to accomplish the act prescribed. Compliance is mandatory.
- 3) **May** – The word “may” is used in a permissive sense to state authority or permission to do an act. Compliance is not mandatory.
- 4) **Includes** – The word “includes” means “includes, but is not limited to...”
- 5) **Refer to** – Where further discussion or reference is suggested, the notation “*Refer to...*” directs the reader to material located in another paragraph, chapter or Handbook. In these cases, the referenced location should be specific as to Handbook, chapter and paragraph.
- 6) **Part or Parts** – Where used in this Handbook in association with the acronym CAR or followed by a number or series of numbers, will be a reference to one or more of the Parts of the Bangladesh Aviation Rules which contain specific regulatory requirements.

### **1.11 Intentionally Blank**

- 1) “This page intentionally left blank” will be printed on any page that contains no text or graphics. This will usually be the even page at the end of a chapter.
- 2) “The remainder of the page intentionally left blank” will be printed on any page that has more than ten lines of blank space at the bottom of the page.
- 3) The only exception to paragraph B is when “End of (Chapter/Section/Appendix)” is printed immediately following the text.

## **Chapter 2**

### **General Concepts of Personnel Licensing**

This book provides initial policy guidance for the implementation of a personnel licensing system in support of Bangladesh Civil Aviation Rules 1984(CAR'84).

#### **2.1 General Processes of Personnel Licensing**

There are two processes that are associated with most of licenses issued by the Flight Safety & Regulation Division (FSRD)

- 1) Medical evaluation; and
- 2) Knowledge/skill testing.

##### **2.1.1 Four Phases of Medical Certification**

The issue of a medical certificate occurs in four general phases—

- 1) Application to medical examiner
- 2) Medical evaluation by medical examiner
- 3) FSRD review of medical evaluation
- 4) Issue or denial of medical certificate

##### **2.1.2 Five Phases of Personnel Licensing**

The issue of a license is generally grouped into five distinct phases that are—

- 1) Application to the FSRD
- 2) FSRD evaluation of application
- 3) Administration of knowledge examination
- 4) Administration of practical (skill) test
- 5) Issue of License

##### **2.1.3 Maintaining the validity of a License**

The continued validity of a license is maintained by—

- 1) Satisfactory completion of the medical evaluation (if required to exercise the privileges-given to the specific licence), and
- 2) Accomplishing, recording and preservation of the record to meet the currency and Proficiency requirements of ANO(OPS) A 2, applicable to the licence.
- 3) Payment of the required fees for renewal.



## **2.2 Concept of Licences, Certificates & Ratings**

### **2.2.1 Licences or Certificates**

- A. The use of these terms is actually synonymous, in that they may be used interchangeably by different.
- B. The intent is that a specific document is issued to authorize the performance of certain tasks related to aviation safety based on that person demonstrating a minimum standard of—
  - 1) Knowledge and
  - 2) Skill and,
  - 3) Prior experience (with some certificates).
- C. These documents are called either a “license” or “certificate” depending on the State. ICAO Annex 1 uses the term “license.”
- D. Both terms may be used in Bangladesh to describe the document, but the preferred title is “license.”

### **2.2.2 Ratings**

- A. The term “rating” is used to describe those authorizations that are inscribed on the document that authorizes the holder to exercise certain “privileges.”
- B. Experts from the ICAO Contracting States, in the development of Annex 1, considered the general and specific aviation tasks and determined those that require specialized experience and demonstration of knowledge and skill. They further determined the levels where additional knowledge and skill demonstration would be necessary to ensure a minimum level of safety in aviation. These levels are called “ratings.”
- C. “Rating” is a term that is used throughout Annex 1 to describe grouping of knowledge and skill requiring demonstration. Those “ratings” are further broken down into levels and expressed in the personnel licensing system with the terms—
  - License
  - Category
  - Class
  - Type
  - Instrument
  - Special Endorsements

### **2.2.3 License**

- A. When the specific rating issued requires original document, that document is called a “license.”
- B. Assuming there are no further restricting levels of “ratings,” the license holder would be authorize to exercise the privileges accorded to that license so long as that person met the currency requirements of the applicable Part.
- C. The requirements for further levels of “ratings” in addition to the “license” is to further restrict the aviation tasks that may be performed by limiting the “privileges” of the license to those specific ratings.

### **2.2.4 Category**

- A. The first level of broad restriction of privileges to a licence is a “category.” Most of the licenses issued will contain at least one category.
- B. Assuming there are no further restricting levels of “ratings,” the license holder would be authorize to “exercise” the “privileges” of the license so long as that person met the currency requirements of the applicable regulation.

### **2.2.5 Class**

- A. The second level of broad restriction to a license issued to a pilot is a “class.” (No other licence is restricted by class.) This term is used to restrict the license holder privileges to certain general groupings of aircraft within a category of aircraft.
- B. An obvious example of where there would be noticeable differences is in the “single engine land” aeroplane and the single engine sea aeroplane. The holder of license to fly a single engine land aeroplane will not have had to demonstrate the techniques and skill necessary to land on water. That would require a separate demonstration to a representative of the Authority.
- C. To exercise the privileges of an aircraft class rating on their license, the holder would only have to meet the currency requirements specified in the aviation regulations for the privileges that they are exercising.

### **2.2.6 Type**

- A. The “type” rating is the most restrictive. In this case, there are restrictions that require a demonstration of knowledge and skill before a license holder can operate or work on a specific “type” of aircraft, component or parachute.

- B. Those type ratings with the appropriate type rating designator are listed in an ICAO Document which is provided in the FSRD technical library.

### 2.2.7 Instruments

The “instruments” rating is a specialized pilot rating that authorizes the pilot to exercise the privilege of operating an aircraft under instrument flight rules.

## 2.3 Concept of “Privileges”

“Exercising the privileges” is a key concept of personnel licensing. A license is not required before a person actually does an aviation activity that requires a prior licensing based on demonstration of knowledge and skill.

- 1) The same is true of a person who holds a license, but does not have the recent experience required for that license to be valid.
- 2) Or the person who holds a license that is invalid because their medical certificate has not been renewed within the period prescribed by regulation.

### 2.3.1 Pilot Privilege Levels

- A. **Airline Transport Pilot Privileges.** Piloting an aircraft in commercial air transport operations as the assigned pilot in command is a “privilege” that, in most cases, requires a person to have an airline transport pilot certificate with a type rating for that aircraft before “exercising” that privilege.
- But, if this licence holder was just going perform one of the following aviation activities, he *would not be exercising* airline transport pilot privileges, he would be only be exercising the privileges required for that task (either commercial or private pilot privileges).
- B. **Commercial Pilot Privileges.** Piloting an aircraft in general aviation, aerial work or commercial air transport for remuneration, valuable consideration or hire is a “privilege” that requires a person to have at least a commercial pilot license before “exercising” that privilege.
- But, if this licence holder was just going to one of the following aviation tasks, he *would not be exercising* commercial pilot privileges, he would only be exercising private pilot privileges.
- C. **Private Pilot Privileges.** Piloting a civil aircraft for personal reasons (without having to be supervised by a flight instructor) is a “privilege” that requires a person to have a private pilot license with appropriate class ratings before “exercising” that privilege.
- D. **Student Pilot Privileges** Piloting a civil aircraft under the supervision of a flight instructor is a “privilege” that requires a person to obtain a student license before “exercising” that privilege.

### **2.3.2 Expiring Privileges**

- A. The right to *exercise the privileges* of a license may expire for a variety of reasons.
- B. The license holder must be aware of the requirements applicable to his licence for—
  - Regency of, or additional experience;
  - Recurrent additional training;
  - Proficiency or competency checks; and/or
  - An assigned expiration date.

### **2.3.3 Lack of Currency Invalidates the “Exercise” of Privileges**

- A. In order to have the right to “exercise” a privilege, the licence holder must have the recent experience required to be “current” for the aviation activity. When the validity period expires without the license holder meeting the recent experience (currency) requirements for a specific aviation activity, the right to exercise the privilege also expires.
- B. In many cases, just the performance of the required recent experience events will reinstate the right to exercise the privilege.
  - For example, a private pilot who has failed to make 3 takeoffs and landings in the last 90 days loses the privilege to carry passengers.
- C. Currency requirements for a particular licence or rating are found in the regulations appropriate to the licence.

### **2.3.4 Lack of Medical Qualification Invalidates the “Exercise of Privileges”**

- A. Some licenses require the a medical certificate issued by the FSRD. This certificate is issued based on medical evaluation.
- B. If a medical evaluation was not done within the maximum period allotted, the right of the license holder to exercise the privileges associated with that license expire.

- C. A license holder that is denied the renewal of a medical certificate following a medical evaluation loses the privileges of the license. In both cases, reinstatement of the privileges will occur when a new medical certificate is issued by the FSRD.

## **2.4 Concept of Individual Responsibility**

- A. It is the individual license holder's responsibility to—
  - 1) Maintain recent or additional experience;
  - 2) Complete re-occurring proficiency and/or competency checks within required times, and
  - 3) Satisfactorily complete medical evaluations within the required times;
  - 4) Complete the required renewal actions before the license expires; or
  - 5) Stop the exercise of the privileges when the failure to accomplish 1, 2, 3 or 4 cause the right to those privileges to expire.
- B. The phrase “...no person may...” is used consistently throughout the Civil Aviation Safety Regulations. It is very apparent that the individual license holder is the person responsible for being in conformance with the regulations appropriate to their aviation activity.
- C. The concept of individual responsibility is an underlying principle of the regulation. The FSRD does have a responsibility to notify the aviation public of changes to those requirements. This should be accomplished through seminars and accident prevention meetings where possible.

## **2.5 Concept of “Limitations” of Privileges**

- A. There are provisions within the Bangladesh personnel licensing system for “limitations” with aspect to the exercise of privileges in order to issue a license that might not otherwise be issued.
- B. This concept allows the FSRD to issue a license valid only when in compliance with limitations that would not impact the safety of others.
- C. These limitations further restrict the license holder's privileges, such as to an area of operations, or for certain operational environments, or certain aircraft or components, etc.

### **2.5.1 International Operations Limitations Based on Incomplete Experience**

- A. The FSRD may issue a license that does not meet an ICAO Standard for licensing of personnel for international flights, for example, a limitation prohibiting night flights until such time as the license holder completes the ICAO flight instruction standards for night operations.
- B. Other licensing situations contain in Part 1 illustrate the concept of incomplete experience, for example incomplete cross-country requirements because of operating location.

### **2.5.2 Limitations Based on Method of Demonstration**

- A. The method used for the demonstration of skill could be a factor requiring that a limitation be placed on the license.
  - 1) For example, both Annex 1 and the Bangladesh aviation regulations require that a type rating skill flight test include a demonstration of instrument proficiency.
  - 2) If there is a reason that instrument proficiency cannot be demonstrated, a limitation to instrument flight in that aircraft type will be included in the license.
- B. Some operating requirements require two pilots, but in the aircraft type certification have a stipulation allowing for single pilot operations, if demonstrated.

### **2.5.3 Medical-Related Limitations**

Some individuals may not pass the medical evaluation standards, but have sufficient capability or adaptation to function at an acceptable level in the aviation environment associated with their job functions.

## **2.6 Endorsements**

- A. There is also a provision in the Bangladesh licensing system for special endorsements (authorizations or type ratings) according to Part 1 based on further demonstrations of knowledge and skill by the license holder.

## **2.7 Importance of A “Logbook” to the Process**

### **2.7.1 Initial Qualification**

- A. Records of experience are vital to establishing an individual’s experience meets the minimum experience to take the practical examination. This is especially true for a pilot’s logbook.
- B. Without these initial qualifying records that are acceptable to the reviewing inspector, the individual must not be allowed to take the practical test for a license.

### **2.7.2 Recurring Qualification**

- A. Records of continuing qualification are required for several aviation licenses in order to continue to be qualified for the privileges.
- B. Without these records, the individual is assumed not to be qualified and may be subject to enforcement action.

## **2.8 Concept of “Validation” and “Conversion”**

### **2.8.1 General**

- A. “Validation” and “conversion” are based on an international assumption, for the purposes of Pilot licensing, that if another ICAO Contracting State issued a license to an individual, that person—
  - 1) Had completed the Annex 1 minimum qualifying experience for that license,
  - 2) Satisfactorily completed a knowledge examination over the subjects specified by Annex 1 for that licence and rating; and
  - 3) Satisfactorily demonstrated the abilities to perform to the Standards of Annex 1 for the license issued.
- B. The FSRD may also conduct any tests or demonstrations to ensure that local or specific knowledge or experience for necessary for operations.

### **2.8.2 Validation**

- A. Normally validation will be reserved for situations involving non-citizens.
- B. In these situations, the non-citizen will be issued the minimum licence/rating necessary to the specific aviation tasks to be performed.
- C. The Bangladesh license will contain the pertinent information regarding the license used for the validation and an expiration date.
- D. Should any situation involving questionable competency arise, the Bangladesh validated license will be revoked and the State issuing the original license/rating will be notified.

### **2.8.3 Conversion**

- A. Normally, all Bangladeshi citizens presenting foreign licences as evidence of completing qualification for specific licenses and ratings will have their licences “converted.”
- B. In the act of conversion of that license, the FSRD will issue the new Bangladesh licence and/or rating without any reference to the other State’s licence. The applicant may retain the foreign licence, but it will not be valid for operations of aircraft registered in Bangladesh.
- C. The holder of the new Bangladesh licence and/or rating will now be subject to the continuing fitness requirements of the CARs.

### **2.9 Concept of “Demonstration”**

- A. “Demonstration” is a key prerequisite to the issuance of license in aviation. Unless the applicant has “demonstrated” his knowledge and skill to the minimum standards, he will not be issued the license requested.

### **2.10 Knowledge test Concepts**

For most licenses issued under CAR Part 1, a knowledge examination is required to demonstrate that the applicant has a satisfactory command of the aeronautical knowledge standards of ICAO.

### **2.11 “Skill” test Concepts**

For most licenses issued under CAR Part 1, a practical test is required to demonstrate that the applicant has a satisfactory ability and aeronautical skill to meet Annex 1 Standards.

#### **2.11.1 Skill test Standards**

Skill test standards will be issued for those practical tests that can be administered by the FSRD.

#### **2.11.2 Minimum Skill Standards**

The STS will further address the minimum skill standards that must be met during the practical test.

### **2.12 Use of Aircraft**

The STS for aircraft will outline those standards which must be accomplished in the aircraft and those that may be accomplished in a simulator.



## **Chapter 3**

### **Introduction to PEL System**

#### **3.1 Personnel Licensing**

The action of personnel licensing is based on principles laid down in the Convention on international Civil Aviation (referred here after as the Convention) and on the International Standards and Recommended Practices contained in Annex1 (Personnel Licensing) to the Convention.

The basic principle of personnel licensing established by the Convention are the following:

- The State of Registry of an aircraft is the State that has the Responsibility for the licensing of the flight crew (Article32a).This responsibility can be transferred to the State of the Operator when an agreement under Article83bis of the Convention exists between the State of the Operator and the State of Registry.
- A State can render valid for use on aircraft on its own registry licenses issued by other ICAO Contracting States (Article32a).
- ICAO Contracting states recognize licenses issued by other ICAO Contracting State provided that the licence is issued in full compliance with ICAO Standards and used on an aircraft registered in the State which has issued or validated the licence (Article33).
- Each Licence should be endorsed with the points on which the standards are not met(Article39),and
- International flight by holder of endorsed licence shall be undertaken only with the authorization of States whose air space is used (article 40).
- Each State endeavors to follow ICAO Standards to the highest practicable degree and undertakes to notify ICAO of any difference that may exist between its own national regulation and ICAO Standards (Articles37and 38).

#### **3.2 Tasks of the PEL office**

The PEL office has to carry out many tasks which are normally organized around five major functional areas. These areas are: Examinations, Licensing, Training, Regulatory, and Administration.

##### **3.2.1 The examination tasks**

The examination tasks of a PEL office are the most complex, as they require a high level of experience and expertise in the various areas of licensing (typically Flight

Crew, Aircraft Maintenance and Air Traffic Controller). Executing the tasks also requires the highest technical and ethical integrity as well as good judgment. Because such specialized high-level skills are often scarce, some States use staff from the Operations, Airworthiness and Air Traffic Control Division to carry out examinations, and in particular, flight and skill examinations. The tasks related to the examination function include:

- (a) Designing the written examinations of flight crew members, aircraft maintenance personnel, air traffic controllers and other ground operation personnel who intend to issue/ renew licenses or add new aircraft types, ratings or authorizations to their license;
- (b) Reviewing, evaluating and marking written tests;
- (c) Carrying out oral examinations of different specialties, as required;
- (d) Carrying out flight tests and simulator tests and generating the required test reports;
- (e) Carrying out different types of skill tests for the different specialties and generating the necessary test reports;
- (f) Coordinating with the Chief Medical Officer of the CAA those aspects related to medical examinations and the issuance of medical assessments, in compliance with Annex 1 and the Manual of Civil Aviation Medicine (Doc 8984) provisions;
- (g) Carrying out language proficiency examinations, as required, and
- (h) Participating in committees or advisory groups to review and recommend improvements to examination syllabi and licensing matters.

### **3.2.2 The licensing tasks**

The Licensing tasks cover all of the routine tasks associated with the physical issuance and maintenance of Personnel Licenses and includes:

- (a) Drafting detailed procedures for licensing Staff;
- (b) Evaluating the foreign licenses and certificates, and take appropriate action, including consultation with the State of License issue as necessary;
- (c) Reviewing the flight crew, maintenance personnel, air traffic controllers and ground operators' limitations and recent experience, and take the necessary action upon it;
- (d) Reviewing and studying the application for a license and related documentation and recommend actions to be taken from appropriate sections; and
- (e) Issuing and renewing different licenses, adding ratings as applicable and issuing temporary approvals or special authorizations.

### **3.2.3 The training tasks**

The training tasks of a PEL office covers the activities related to the certification and approval of training school and training programmers and include:

- (a) Studying the PEL training Standards and making the necessary recommendations for improvement of in-country and abroad training issues;
- (b) Developing and executing plans for the surveillance of the different aviation training activities;
- (c) Studying and surveying training curriculum and programs submitted for approval and take appropriate action;
  
- (d) Approving training organizations and training sections at operators and maintenance organizations, air traffic control units, as well as at manufacturers and other approved agencies, as appropriate;
- (e) Establishing and maintaining personnel training records;
- (f) Certifying and surveying the different Simulators; and
- (g) Certify and survey aircraft and airports used by the training schools.

#### **3.2.4 The regulatory tasks**

The regulatory tasks cover the development and maintenance of the regulatory support of Personnel licensing and include:

- (a) Drafting and amending of rules and regulations relating to the training and licensing of aviation personnel;
- (b) Enforcing licensing laws and regulations; and
- (c) Developing procedures, taking into account best practices and applicable quality standards.

#### **3.2.5 The administrative tasks**

The administrative tasks of a PEL office include:

- (a) Maintaining an up-to-date efficient and secure record system for licensing, certification, designation, approval, and authorization actions;
- (b) Maintaining the PEL office library;
- (c) Provisioning of necessary PEL office supplies, equipment and facilities;
- (d) Ensuring that all regulatory material and PEL documents held by staff are kept updated;
- (e) Drafting and promulgation of examination schedules in co-operation with the Chief Examiners;
- (f) Printing and collating examination papers, and distribute them in order to meet the published scheduled times;
- (g) Handling routine correspondence in respect to requests for study guidance material dates of examinations, application forms, and examination fees;
- (h) Dealing with the public when necessary on matters related to: Scheduled examinations; Requests for explanatory pamphlets and any queries related to

examination administration; and all matters appropriate to license or rating or examination applications;

- (i) Handling routine correspondence in respect to applications for licenses or ratings, flight tests or any other routine clerical matters requiring action;
- (j) Processing all license applications and prepare the material for the Technical Licensing Officer;
- (k) Completing license forms and prepare licenses for official signature; and
- (l) Supervising the PEL computer system.

### **3.3 The Organizational Structure of a PEL Office**

In order to function effectively, a PEL office must be suitably organized and staffed with qualified personnel.

#### **3.3.1 Staffing and Qualifications of Key Personnel**

The granting of license privileges to civil aviation personnel cannot be done satisfactorily if the qualifications of the person making the judgment are not equal to, or better than, the licence applicant. The minimum qualification of the key personnel in all PEL Offices should be:

- a) The *Chief of Personnel Licensing* should have at least technical qualifications and expertise as a flight crew member or an airworthiness engineer or an air traffic control officer and a good understanding of the other areas of licensing concern. This individual should have a thorough knowledge of the licensing regulations, licensing practices and procedures, together with administrative ability and leadership qualities.
- b) The *Head of the Examination Section* and the *Chief Examiners* should have extensive experience as an authorized examiner in a particular specialty as well as a thorough knowledge of licensing regulations, licensing practices and procedures, together with administrative ability and leadership qualities.
- c) The *Head of the Licensing Section* should have extensive experience as an authorized person and/or licence holder in a particular specialty as well as a thorough knowledge of the licensing regulations, licensing practices and procedures, together with administrative ability and leadership qualities.
- d) The *Head of the Training Section* should have extensive training experience as an authorized instructor in a particular specialty, as well as a thorough knowledge of the licensing regulations, licensing practices and

procedures, together with administrative ability and leadership qualities.

- e) The *Chief Medical Officer* should have extensive experience in regulatory civil aviation medicine as well as a thorough knowledge of medical requirements and medical best practice. This individual should have leadership qualities, administrative skills and the ability to make autonomous decisions concerning the medical fitness of applicants.
- f) The *Head of the Administrative Section* should have extensive experience in business administration, as well as a thorough knowledge of the licensing regulations, licensing practices and procedures, together with leadership qualities.

### **3.3.2 Administrative Support Personnel**

Many of the tasks associated with Personnel Licensing are of an administrative nature. The qualifications required for administrative support personnel are similar to other administrative functions. Personnel should be familiar with office equipment and the procedures in use. The administrative support staffs play an important role in the efficiency and integrity of a State Personnel Licensing system. It is therefore essential to ensure that administrative staff has the personal integrity and the required knowledge to discharge their responsibilities. Ideally each new staff member should be trained on the specific tools and procedures of the personnel licensing office and be familiarized with the concept and rules governing personnel licensing. It is recognized that it is not always possible to provide formal training on the subject and that most of administrative staff receive their training on the job. It is nevertheless important to ensure that training is actually taking place and this could easily be achieved by a training checklist identifying all of the items on which training should take place and where each item is checked out by the supervisor and trainee when the training on this item is complete.

### **3.3.3 Staff Training and Quality Control**

In order to ensure the proficiency of the personnel licensing staff: - CAA has establish training programs for their personnel licensing Staff to provide them with the initial, specific and recurrent training required in their specialty, along with special training on related Standards and internal procedures and any special means of application used.

An internal audit and quality control system has been established to evaluate personnel licensing staff performance and adherence with State Standards and procedures.

A thorough study of the average time required to perform each type of work should be made and should be reflected on the annual and monthly work plans to prevent overloading of individual members of the personnel licensing staff.

### 3.3.4 Facilities and Equipment

The facilities and equipment of a Personnel Licensing Office depend largely on the volume of activities of the Office. Non-withstanding the size, the facilities meet some conflicting requirement such as:

- (a) **Easy access by public:** The PEL Office has been totally segregated from other offices of the civil aviation authority with an independent entry in order to permit access to the public with the minimum level of security possible. The public area also include a sitting area where the customers can fill documents and forms, wait for their turn or while their documents are processed.
- (b) **Good working environment to the staff:** The PEL office provide reasonably quiet surroundings for the work of preparing examination questions, and executing other technical work required.
- (c) **Keep confidential records in a secure way:** Most of the documents held in a Personnel Licensing Office are of a confidential nature and proper

Measures are taken to ensure the security of the documents and control their access. For this the paper records are kept in lockable cabinets that are located in a secure area. For examination texts, when they are not public, and their confidentiality are preserved at all stages from drafting through printing, packaging and storing, to dispatch and use.

To meet above conflicting requirements the public area and the private areas of the PEL Office clearly segregated.

The licensing process requires extensive communication with applicants, operators, training schools, service providers and Civil Aviation Authorities of others States for these requirements the PEL Office has easy access to phone (both national and international), fax and email facilities. An Internet connection is also there to provide not only email capability but access to up-date information such as access to foreign regulations and procedures which are often necessary during the licensing process. With the development of a Web site providing all the relevant information (rules, procedures, fees, working hours, form, addresses) has improved the quality of service while reducing the workload for the staff.

## 3.4 Record Keeping, Archiving and Storing of Closed Files

### 3.4.1 Record Keeping

- (a) The DFSR shall ensure to keep a personal file for each applicant and licence holder which shall contain all correspondence, applications, assessments, examination results and other licensing documentation and ensure that the confidentiality and security of individual records shall be maintained. Only the officials dealing with licensing such as the DFSR himself, the DD (FS), the

Consultants and any other personnel as determined by the DFSR will have access to these records. The files shall be kept sequentially in accordance with the type of license and numbers.

- (b) The contents of the applicant's file shall provide a progressive history of the applicant's qualifications and the current status of the application. The documentation and records contained in these personal files shall be used to back up the application for the licence and for continuing support after the licence has been issued.
- (c) DFSR ensure to keep in the licensing section a personal file for each applicant and licence holder which shall contain all correspondence, applications, assessments, examination results and other licensing documentation and ensure that the confidentiality and security of individual records shall be maintained. Only the officials dealing with licensing such as the DFSR himself, the PEL Staff and any other personnel as determined by the DFSR will have access to these records. The files shall be kept sequentially in accordance with the type of licenses and numbers.
- (d) The contents of the applicant's file shall provide a progressive history of the applicant's qualifications and the current status of the application. The documentation and records contained in these personal files shall be used to back up the application for the licence and for continuing support after the licence has been issued.
- (e) The DFSR shall also ensure the closing and archiving the personal files and records as applicable. The file for an individual applicant shall be closed when it will be no more required and the file shall be archived and kept in the office for at least five years following which it shall be stored for another five years before destruction.

### **3.4.2 Archiving and Storing of Closed Files**

The DFSR shall ensure the closing and archiving the personal files and records as applicable. The file for an individual applicant shall be closed when it will be no more required following demise of the person or leaving CAAB by the person for good. The file shall be archived and kept in the office for at least five years following which it shall be stored for another five years before destruction. All the closed files should be kept under lock and key in the section for at least five years. After five years these files should be sent to the central store for preservation for another five years and thereafter they may be disposed of in consultation with the legal officer of CAAB.

### **3.5 Appeal**

#### **3.5.1 Appealing Procedure for Denial of License, Rating, Certificate or Authorization**

1. If an applicant fails to complete the stipulated requirements for the issuance /renewal of a particular license, rating, certificate, authorization, he/she shall be served with a letter of denial. Once an applicant receives such letter of denial he/she may, if desires, submit a request for reconsideration of the matter.
2. Notwithstanding such a request, the applicant has the right to appeal against the decision to the Secretary to the Ministry of Civil Aviation by submitting a written statement before the expiry of sixty working days after the date on which such order or decision is communicated to that person.
3. The Secretary shall, in dealing with any appeal preferred to him, obtain the observations of the Chairman of CAAB, as the case may be, and after due inquiry, affirm, vary or annul the order or decision against which the appeal has been made.
4. The decision of the Secretary to the Ministry upon an appeal shall be final.
5. The letter of complaint or appeal should include:
  - a. Full name of the applicant, date of birth and reference number;
  - b. Full details of the complaint/appeal;
  - c. Any relevant authentication;
  - d. Any relevant contact or address of the applicant; and,
  - e. Application date.

#### **3.5.2 Appealing procedure for suspension, revocation of License, Rating, Certificate or Authorization**

1. If any license, rating, certificate or authorization is suspended or revoked by Chairman the holder of the license, rating, certificate or authorization has the right to appeal against the decision to the Ministry of Civil Aviation by submitting a written statement before the expiry of 60 working days after the date on which such order or decision is communicated to that person.
2. The Secretary shall in dealing with any appeal preferred to him, obtain the observations of the Chairman of the Authority, as the case may be, and after due inquiry, affirm, vary or annul the order or decision against which the appeal has been preferred
3. The decision of the Secretary to the Ministry upon an appeal shall be final.
4. The letter of complaint or appeal should include:
  - a. Full name of the applicant, date of birth and reference number;



- b. Full details of the complaint/appeal;
- c. Any relevant authentication;
- d. Any relevant contact or address of the applicant; and,
- e. Application date.

### **3.6 Functions & responsibilities of key personnel:**

#### **Director (PEL, Exam & Training):**

1. To administer the overall activity and function of the Division.
2. To amend the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexure on the subject, if required.
3. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
4. To check the compliance of provisions of the Civil Aviation Rules, ANOs and other regulatory requirements for operators and service providers
5. To recommend for enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.
6. To implement Part-1 of Civil Aviation Rule -84 and ANO as per the SARPs of related ICAO Annex-1.
7. To assess and approve the applications for licenses and ratings.
8. To coordinate with medical assessor for fitness assessments relating to license requirements.
9. To issue and renew licenses for flight crew, engineers and air traffic controllers.
10. To validate foreign licenses.
11. To conduct knowledge examinations.
12. To set requirements to issue license for flight crew, engineers and air traffic controllers according to ICAO standard.
13. To arrange flight testing of flight crew and/or other practical assessments tests required for other licences and/or ratings.
14. To issue license and certification of civil aviation training organizations
15. To monitor flying training standards and processing of licensing applications of flying training schools.
16. To monitoring of training activities and standards of civil aviation training schools of other licensing disciplines and processing of such applications.
17. To develop and implementation of a robust technical and professional training programme for the inspectors.
18. To liaison with different training organization home and abroad for training.
19. Conduct examinations for issue and extension of licences/ ratings/ approvals for:
  - a. Pilots
  - b. Aircraft Maintenance Engineers (AME)

- c. Flight Dispatchers
  - d. Flight Engineers
  - e. Flight Instructor Ratings
  - f. Assistant Flight Instructor Ratings
  - g. Foreign Aircrew Temporary Authorization.
20. Preparation and maintenance of question bank.
21. The conduct of examination includes:
- a. Inviting Application and to Scrutinize the application for allotment of Computer Number / Roll Number
  - b. Issuance of Admitted / Rejected Candidates list
  - c. Conduct and evaluation of examination
  - d. Declaration of result
23. To perform any other duties as assign by the Authority.

**Deputy Director (PEL):**

- 1. Policy pertaining to renewal of licenses of aircrew personnel.
- 2. Renewal of all aircrew licenses including disposal of general enquiries pertaining to renewals.
- 3. Grant of extension of aircraft rating to include additional types of aeroplanes, open rating, Night
- 4. Rating etc. and Pilot-in-Command endorsement on various type of aircraft.
- 5. Cases relating to accidents and infringement of rules by licensed aircrew personnel and enforcement action.
- 6. Maintenance of Registers for various types of licenses giving records of renewals of aircrew licenses.
- 7. Maintenance of registers in respect of application received for type rating, PIC endorsements.
- 8. Compliance of material for six monthly and yearly progress reports of Civil Aviation.
- 9. Examination of Log Books with a view to detecting infringement.
- 10. Issue of aircrew licenses/ratings of the categories shown below including disposal of general or particular enquiries pertaining to issue of license:
  - (a) Student Pilot's License (Aeroplanes, Helicopters, Gliders and Balloons);
  - (b) Private Pilot's License (Aeroplanes);
  - (c) Commercial Pilot's License;
  - (d) Airline Transport Pilot's License;
  - (e) Instrument Rating;
  - (f) Assistant flight Instructor's Rating (Aeroplanes);
  - (g) Flight Instructor's Rating (Aeroplanes);
  - (h) Flight Instructor's Rating (Gliders);

- (i) Glider Pilot's License;
  - (j) Private Helicopter Pilot's License;
  - (k) Commercial Helicopter Pilot's License;
  - (l) Student Navigator's License;
  - (m) Flight Navigator's License;
  - (n) Flight Radio Telephone operator's License;
  - (o) Flight Radio Telephony Operator's License;
  - (p) Private Pilot's License (Balloons);
11. Conversion of foreign licenses into Bangladesh Licenses in their corresponding categories.
  12. To adopt the SARPs of ICAO Annex1 into the CAR-1984, ANOs, ACs as required.
  13. To implement Part-1 of Civil Aviation Rule -84 and the SARPs of related ICAO Annex-1.
  14. Matter related to Amendment to CAR /ANO relating to renewal of licenses.
  15. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
  16. To set requirements to issue license for flight crew, engineers and air traffic controllers according to ICAO standard.
  17. To assess and approve the applications for licenses and ratings for flight crew.
  18. To arrange flight testing for flight crew and/or other theoretical and practical assessments tests required for other licences and/or ratings.
  19. To coordinate with medical assessor for fitness assessments relating to license requirements.
  20. To issue and renew licenses for flight crew, engineers and air traffic controllers.
  21. To validate foreign licenses.
  22. To conduct knowledge examinations.
  23. To issue license and certification of civil aviation training organizations
  24. To monitor flying training standards and processing of licensing applications of flying training schools.
  25. To monitoring of training activities and standards of civil aviation training schools of other licensing disciplines and processing of such applications.
  26. To develop and implementation of a robust technical and professional training programme for the inspectors.
  27. To liaison with different training organization home and abroad for training.
  28. To perform any other duties as assign by the Authority.

**Assistant Director (OPS):**

1. To arrange and conduct written knowledge examinations, flight test.
2. To inspect and monitor the activities of flying training school.
3. To promulgate examination schedules, dates, times and locations.

4. To preparing list of examinee and issuance of admit card.
5. To validate/endorse foreign licenses.
6. To perform any other duties assigned by the Authority.

**Assistant Director (AELD):**

1. To make arrangement for taking the written test to issue AME licenses.
2. To develop the schedule of the examination.
3. To prepare exam paper from the question bank.
4. To conduct examinations (CBT) and evaluate the answer of the questions.
5. To perform any other duties as assign by the Authority.

**Assistant Director (ATC):**

1. To issue ATC licenses.
2. To issue license and certification of Civil Aviation Training Organizations.
3. To monitor training activities and standards of civil aviation training schools of other licensing disciplines and processing of such applications.
4. To perform any other duties as assign by the Authority.

**Inspector (OPS):**

1. To assist the Assistant Director to issue license to the Flight Crew according to CAR'84 and ICAO SARPs.
2. To perform surveillance Inspection on operator's Maintenance Organization/Procedures and field investigation of aircraft defect and preparation of report
3. To accord instructors approval in the related category in co-ordination with OPS section
4. To recommend for granting Engineering dispensation/concession in the related category.
5. To perform any other duties as assigned by the Authority

**Inspector (AELD):**

1. To assist the Assistant Director to issue license to the AMEs according to CAR'84 and ICAO SARPs.
2. To perform surveillance Inspection on operator's Maintenance Organization/Procedures and field investigation of aircraft defect and preparation of report.
3. To accord instructors approval in the related category in co-ordination with AELD section.
4. To recommend for granting Engineering dispensation/concession in the related category.
5. To perform any other duties as assigned by the Authority.

**Inspector (ATC):**

1. To issue license to the ATCOs according to CAR'84 and ICAO SARPs.
2. To assist the Assistant Director.
3. To arrange and conduct of written knowledge examinations required for license. To prepare and promulgation of examination schedules, dates, times and locations.
4. To preparing list of examinee and issuance of admit card.
5. To accord instructors approval for CATC.
6. To perform any other duties as assigned by the Authority.

**TRG & EXAM (AELD) SECTION**

**Deputy Director (TRG & EXAM (AELD):**

1. To implement Part-1 of Civil Aviation Rule -84 and the SARPs of related ICAO Annex-1.
2. To make arrangement for taking the written test to issue licenses for flight crew, engineers and air traffic controllers in consultation with Aerospace and Avionics Inspectors.
3. To develop the schedule of the examination.
4. To prepare exam paper from the question bank.
5. To conduct examinations (CBT) and evaluate the answer of the questions.
6. To set requirements to issue license for flight crew, engineers and air traffic controllers according to ICAO standard.
7. To issue Certificates and Licenses for the Training Organization in consultation with Flight Operations Inspectors.
8. To inspect and monitor that the Training Organization ensures and maintains the quality of service with standard training package.
9. To develop and implementation of a robust technical and professional training programmed for the inspectors.
10. To liaison with different training organization home and abroad for training.
11. Conduct examinations for issue and extension of licences/ ratings/ approvals for:
  - a. Aircraft Maintenance Engineers (AME)
  - d. Flight Engineers
12. Preparation and maintenance of question bank.
13. The conduct of examination includes:
  - a. Inviting Application and to Scrutinize the application for allotment of Computer Number / Roll Number
  - b. Issuance of Admitted / Rejected Candidates list
  - c. Conduct and evaluation of examination
  - d. Declaration of result.
14. Approval of flying training organization
15. Renewal of Flying Training Organization
16. Approval of Chief Flying Instructor / Flying Instructor In-charge
17. Approval of Chief Ground Instructor

18. Conduction of Examination (Oral) for Asst. Flight Instructor / Flight Instructor rating
19. To perform any other duties as assign by the Authority.

**Assistant Director (TRG ORG-AELD):**

1. To issue Certificates and Licenses for the Training Organization in consultation with AELD.
2. To inspect and monitor that the Training Organization ensures and maintains the quality of service with standard training package.
3. To make arrangement for taking the written test to issue licenses for flight crew, engineers and air traffic controllers in consultation with Aerospace and Avionics Inspectors.
4. To develop the schedule of the examination.
5. To prepare exam paper from the question bank.
6. To conduct examinations (CBT) and evaluate the answer of the questions.
7. To develop and implementation of a robust technical and professional training programmed for the inspectors.
8. To liaison with different training organization home and abroad for training.
9. Approval of flying training organization
10. Renewal of Flying Training Organization
11. Permission for import/acquisition of aircraft
12. Approval of Chief Flying Instructor / Flying Instructor Incharge
13. Approval of Chief Ground Instructor
14. Conduction of Examination (Oral ) for Asst. Flight Instructor / Flight Instructor rating
15. To perform any other duties as assign by the Authority.

**Assistant Director (EXAM-AELD):**

1. To make arrangement for taking the written test to issue AME licenses in consultation with Aerospace and Avionics Inspectors.
2. To develop the schedule of the examination.
3. To prepare exam paper from the question bank.
4. To conduct examinations (CBT) and evaluate the answer of the questions.
5. To perform any other duties as assign by the Authority.

**Inspector (TRG & EXAM-AELD):**

1. To assist the Assistant Director to issue license to the AMEs according to CAR'84 and ICAO SARPs.
2. To arrange and conduct written knowledge examinations required for license.
3. To prepare and promulgation of examination schedules, dates, times and locations
4. To prepare list of examinee and issuance of admit card.
5. To perform surveillance inspection on operator's maintenance organization/procedures and field investigation of aircraft defect

- and preparation of report.
- 6. To accord instructors approval in the related category in co-ordination with AELD section.
- 7. To recommend for granting Engineering dispensation/concession in the related category.
- 8. To perform any other duties as assigned by the Authority

### **TRG & EXAM (OPS) SECTION**

#### **Deputy Director (TRG & EXAM (OPS):**

- 1. To implement Part-1 of Civil Aviation Rule -84 and the SARPs of related ICAO Annex-1.
- 2. To arrange and conduct written examinations required for licenses with the help of expertise in the field of AME and Aircrew & ATC licensing.
- 3. To set and evaluate the examination papers.
- 4. To prepare and promulgation of examination schedules, dates, times and locations.
- 5. To issue Certificates and Licenses for the Training Organization in consultation with Flight Operations Inspectors.
- 6. To inspect and monitor that the Training Organization ensures and maintains the quality of service with standard training package.
- 7. To conduct examinations for issue and extension of licences/ ratings/ approvals for:
  - a. Pilots
  - b. Flight Dispatchers
  - c. Flight Engineers
  - d. Flight Instructor Ratings
  - e. Assistant Flight Instructor Ratings
  - f. Foreign Aircrew Temporary Authorization
  - 8. Preparation and maintenance of question bank.
- 9. The conduct of examination includes: a. Inviting Application and to Scrutinize the application for allotment of Computer Number / Roll Number b. Issuance of Admitted / Rejected Candidates list c. Conduct and evaluation of examination d. Declaration of result.
- 10. Approval of flying training organization
- 11. Renewal of Flying Training Organization
- 12. Permission for import/acquisition of aircraft.
- 13. Approval of Chief Flying Instructor / Flying Instructor In charge
- 14. Approval of Chief Ground Instructor
- 15. Conduction of Examination (Oral) for Asst. Flight Instructor / Flight Instructor rating
- 16. To perform any other duties as assign by the Authority.

**Assistant Director (TRG ORG-OPS):**

1. To issue Certificates and Licenses for the Training Organization in consultation with Flight Operations Inspectors.
2. To inspect and monitor that the Training Organization ensures and maintains the quality of service with standard training package.
3. To develop and implementation of a robust technical and professional training programmed for the inspectors.
4. To liaison with different training organization home and abroad for training.
5. Approval of flying training organization
6. Renewal of Flying Training Organization
7. Approval of Chief Flying Instructor / Flying Instructor In-charge
8. Approval of Chief Ground Instructor 6. Conduction of Examination (Oral ) for Asst. Flight Instructor / Flight Instructor rating.
9. To perform any other duties as assign by the Authority.

**Assistant Director (EXAM-OPS):**

1. To arrange and conduct written examinations required for licenses with the help of expertise in the field of AME and Aircrew & ATC licensing.
2. To develop the schedule of the examination.
3. To set and evaluate the examination papers.
4. To conduct examinations (CBT) and evaluate the answer of the questions.
5. To prepare and promulgation of examination schedules, dates, times and locations.
6. To perform any other duties as assign by the Authority.

**Inspector (TRG & EXAM-OPS):**

1. To assist the Assistant Director
2. To issue license to the Flight Crew according to CAR'84 and ICAO SARPs.
3. To arrange and conduct written knowledge examinations required for license.
4. To prepare and promulgation of examination schedules, dates, times and locations
5. To prepare list of examinee and issuance of admit card.
6. To perform any other duties as assigned by the Authority.

**Rater (Aviation English):**

1. To conduct the Aviation English language proficiency test of flight crews/ATCOs
2. To prepare test papers and test modules for Aviation English language proficiency test
3. To develop and updates relevant documents and manuals
4. To intimate the Assistant Director (Exam) about the proficiency level of the crews/atcos.
5. To perform any other duties as assigned by the Authority.



**Medical Assessor Section Deputy Director (Medical Assessor):**

1. To administer the overall activity and function of the section.
2. To acts as the 'Medical Assessor' who peruses and approves (on behalf of Chairman CAAB) the medical examinations done by 'Medical Examiners'. These include the following:
  3. (a) Class I Initial and Renewal Medical Examination conducted of BAF, civil centers conducting initial medical examination and two (02) Class I Medical Examiners.
  - (b) Class II Initial and Renewal Medical Examination conducted by a panel of Class II Medical Examiners.
  - (c) Cases requiring decision on the fitness/ unfitness/ follow up of review/ special medical examinations in respect of aircrew with disabilities/ diseases.
  - (d) Cases requiring decision on temporary/ permanent unfitness of aircrew recommended unfit.
  - (e) Cases of Appeal Medical and review/ court cases pertaining to medical matters.
  - (f) Issue of 'Medical Assessment' after perusal and assessment of a medical examination.
  - (g) Decisions on cases of Permanent Unfitness, review after Appeal Medical examinations, the advisor to Chairman, CAAB on medical matters.
  - (h) Address and decide on cases of False Declaration made by candidates/ aircrew.
  - (i) Granting No Objection Certificate (NOC) for conduct of delayed/ early/ special (after disease/disability) medical examination.
4. (a) Updating and safekeeping of Previous Medical Records of all civil pilots of the country
- (b) Receiving request for and positioning of PMR for the timely conduct of Periodic Medical Examination Bangladesh Air Force (BAF)
5. To adopt the ICAO SARPs into the CAR-1984 and and implement ANOs, ACs as required.
6. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
7. To arrange the medical fitness tests for the flight crew, engineers and ATCOs, according to ICAO SARPs.
8. To review the medical report submitted by the medical officers/examiners in line with the ICAO Doc when referred by medical examiner or appealed by the examinee.
9. To evaluate the report submitted by medical officer/examiner and to

appraise the licensing division about the fitness of the flight crew, engineers and ATCOs.

10. To perform any other duties as assign by the Authority.

**Assistant Director (Medical Examiner):**

1. To conduct medical examination as per the ICAO guide line and part-1 of CAR-84.
2. To arrange the medical fitness tests for the flight crew, engineers and ATCOs, according to ICAO SARPs.
3. To evaluate the report submitted by medical officer and to appraise the licensing division about the fitness of the flight crew, engineers and ATCOs.
4. Conducting periodic updates to keep the Medical Examiners in their knowledge.
5. Advise Civil Airline Medical Departments on medical matters.
6. Overseeing the implementation of medical policies of CAAB in the Civil Aviation Industry. Providing assistance and inputs on medical matters to other directorates of CAAB in formulating policies relevant to their area of concern.
7. Revision and updating of medical policy pertaining to Civil Aviation and maintaining the medical section of CAAB website.
8. Conduct medical regulatory checks on scheduled airlines.
9. Interface between the BAF Class I officers and CAAB for mutual needs.
10. Advise CAAB on all medical matters.
11. Answer questions pertaining to Medical Section.
12. To perform any other duties as assign by the Authority.

**Medical Officer:**

1. To conduct medical examination as per the ICAO guide line and part-1 of CAR-84.
2. To arrange the medical fitness tests for the flight crew, engineers and ATCOs, according to ICAO SARPs.
3. To prepare the medical fitness report of the flight crew, engineers and ATCOs according to ICAO standards.
4. To assist in adopting the SARPs of ICAO Annexes into CAR-1984, ANOs, ACs as required.
5. To assist in examining the changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
6. To make a data and keep records of all the license holders of the flight crew, engineers and ATCOs.
7. To perform any other duties as assign by the Authority.

**MEDICAL ASSISTANT**

1. To assist Medical Examiner for arrangement of the medical fitness tests for the flight crew, engineers and ATCOs, according to ICAO SARPs.
2. To assist Medical Examiner to prepare the medical fitness report.
3. To assist Medical Examiner in keeping records of all the license holders of the flight crew, engineers and ATCOs.

## **Chapter - 4**

### **Knowledge & Skill Test**

This chapter provides policy and procedure for the testing of Flight Crew knowledge and skill for the issuance of a PEL License and continued proficiency and competency.

#### **4.1 Testing of Knowledge & Skill**

##### **4.1.1 Background**

- A. Bangladesh has now promulgated personnel licensing regulations that are in compliance with the latest ICAO Standards of Annex 1.
  - This PEL Handbook has been developed to support the new licensing regulations and procedures.
  - A key component of the licensing system is an on-going effort to put in place a formal knowledge and skill testing program.
- B. This program will bring Bangladesh into conformance with ICAO Standards requiring a demonstration of knowledge and skill before issuance of a license.

##### **4.1.2 DEFINITIONS & ACRONYMS**

The following definitions are used in this chapter—

- 1) Skill Test Standards. A document published by the CAAB that outlines the contents of the knowledge and skill testing for a specific type of PEL license.
- 2) Written Knowledge Examination. A multiple-choice examination, conducted by an authorized person, that is required for certain licenses and/or ratings to ensure that an applicant has been tested over all Part 1 of CAR'84 knowledge requirements for that license.
- 3) Oral Knowledge Examination. An examination, conducted by an authorized person, in which the applicant is asked a standard group of questions and/or required to complete sample documents that are pertinent to the knowledge required for the license and/or rating.
- 4) Skill Examination. An examination, conducted by an authorized person, in which the applicant is required to demonstrate a minimum skill level during the conduct of tasks specified by Part 6 of CAR'84 for the specific license or rating sought.
- 5) Re-examination. The re-testing (either knowledge or skill) of the holder of a license issued by CAAB for continued competency in the knowledge and skills applicable to that license.

6) CBE: Computer Based Examination

**4.2 Conducting written Knowledge examinations [Tests]**

**4.2.1 Process for taking a Knowledge test**

**4.2.1.1 First Step**

- A. The usual first step in the process of taking a knowledge test is for them to contact the CAAB office.
- B. The CAAB Licensing Section will provide applicants with information relating to knowledge test prerequisites, required authorizations and endorsements, and where applicants can appear to take written or computerized knowledge tests and the appropriate fees involved.

**4.2.1.2 Second Step**

- A. The second step in the process of taking a knowledge test is for the applicant to receive an endorsement from an authorized instructor or Aviation Training Organization that the applicant has completed the required training and is ready to take the knowledge test.
- B. Acceptable forms of endorsement are—
  - 1) A certificate of graduation or a statement of accomplishment certifying the satisfactory completion of the ground school portion of a course for the certificate or rating sought. The certificate or statement may be issued by an approved Aviation Training Organization.
  - 2) A written statement or logbook endorsement from an authorized ground or flight instructor certifying that the applicant has completed an applicable ground training.
  - 3) A failed candidate Test Report, passing candidate Test Report, or expired candidate Test Report (pass or fail), provided that the candidate still has the original candidate Test Report in his/her possession.
  - 4) An “expired test/credit” letter issued by the CAAB (in lieu of a duplicate Knowledge Test Report).

**4.2.1.3 Third Step**

- A. The third step in the process of taking some knowledge tests is for the applicant to receive written authorization from CAAB to take the knowledge test.
- B. The exams that require a prior authorization are—
  - Airline Transport Pilot
  - Flight Engineer
  - Commercial Pilot

- Private Pilot
- Flight Dispatcher
- Aviation Maintenance Engineer.
- ATCO License

#### **4.2.1.4 Fourth Step (CBE- Student guide & office circular)**

- A. The fourth step in taking a knowledge test is to have the applicant proceed to the CAAB-DFS&R computer knowledge test center or a designated written test examination center.
- A list of contact information for written test examiners will be made available upon request of the applicant.
  - The CAAB website also has this information available.
- B. An applicant for a knowledge test must provide proper identification.
- Testing center personnel will not begin the test until the test applicant's identification is verified.
- C. Upon completion of the knowledge test, each applicant will be given the results of the scoring of their knowledge examination.

#### **4.2.1.5 Review any incorrect answers**

- A. The test examiner will be able to provide the applicant with the results and the knowledge areas that were answered incorrectly.
- The applicant should be advised to use the recommended study aids to review the areas that they answered incorrectly.
  - During the oral portion of the skill test, the examiner is required to evaluate the noted areas of deficiency.
- B. The Licensing Section will provide a duplicate of the test results to an applicant if they submit an official request and fee payment to CAAB.

#### **4.2.1.6 Validity of Test Reports**

- A. The applicant should plan to complete the skill test during the 12 calendar month validity period.
- If the Test Report expires before completion of the skill test, the applicant must retake the knowledge test.

#### **4.2.2 Briefing the Test Rules & Instructions**

The applicant must be briefed on the following points before the beginning of the test—

- Answer each question in accordance with the latest regulations and guidance publications
- Read each question carefully before looking at the possible answers. Test applicants should clearly understand the problem before attempting to solve it.
- After formulating an answer, determine which choice corresponds with that answer. The answer chosen should completely resolve the problem.
- From the answers given, it may appear that there is more than one possible answer; however, there is only one answer that is correct and complete. The other answers are either incomplete, erroneous, or represent common misconceptions.
- If a certain question is difficult, it is best to mark it for review and proceed to the next question. After answering the less difficult questions, return to those marked for review and answer them.
- The review marking procedure will be explained to test applicants prior to starting the test. Although the computer should alert test applicants to unanswered questions, test applicants should make sure every question has an answer recorded. This procedure will enable test applicants to use the available time to maximum advantage.
- When solving a calculation problem, the answer closest to the applicant's solution should be selected. The problem has been checked with various types of calculators; therefore, if the problem has been solved correctly, the applicant's answer will be closer to the correct answer than any of the other choices.

#### **4.2.3 Use of test Aids and Materials**

- A. Knowledge test applicants may use aids, reference materials, and test materials within the CAAB Question Bank guidelines (student prints).

##### **4.2.3.1 Aviation-Oriented Calculators**

- A. All models of aviation-oriented calculators maybe used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide).

- B. Simple programmable memories, which allow addition to, subtraction from, or retrieval of one number from the memory, are permissible. Also, simple functions, such as square root and percent keys are permissible.
- C. CAAB personnel may provide a calculator to applicants and/or deny use of the applicant's personal calculator based on the following limitations—
  - 1) Prior to, and upon completion of the test, while in the presence of the test examiner, applicants must actuate the ON/OFF switch and perform any other function that ensures erasure of any data stored in memory circuits, including removal of batteries.
  - 2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The test examiner may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.
  - 3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.
  - 4) The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which pre-written programs or information related to the test can be stored and retrieved is prohibited.

#### **4.2.3.2 Other References & Aids**

- A. Applicants may use any reference materials provided with the test.
- B. In addition, applicants may use scales, straightedges, protractors, plotters, navigation computers, log sheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.
- C. Manufacturers permanently inscribed instructions on the front and back of such aids, e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, weight and balance formulas, and air traffic control procedures are permissible.
- D. Applicants are not permitted to use any booklet or manual containing instructions related to use of test aids.
- E. Dictionaries are not permitted in the testing area.
- F. Mobile phone



#### **4.2.4 Cheating or other unauthorized conduct**

- A. Knowledge testing must be carried out in accordance with the strictest security procedures to avoid test compromise.
- B. The Test Examiner will terminate a test at any time that he/she suspects that a cheating incident has occurred.
- C. The CAAB personnel will then conduct an investigation.
- D. If the investigation determines that cheating or unauthorized conduct has occurred, then any Airman licence, certificate, or rating that the applicant holds may be revoked, and the applicant will be prohibited for 1 year from applying for or taking any test for a licence, certificate or rating.
- E. The test examiner makes the final determination relating to test materials and personal possessions applicants may take into the testing area.

#### **4.2.5 Retesting Procedures**

- A. Applicants who receive a grade lower than 75 percent and who wish to retest must present the following to the written test examiner when appearing for the purpose of retesting:
  - A test score sheet.
  - A written endorsement from an authorized instructor certifying that additional instruction has been given, and the instructor finds the applicant competent to pass the test.
  - A written authorization from CAAB to retake the test.
- B. Applicants possessing a Test Report with a score of 75 percent or higher who decide to retake the test in anticipation of a better score, may retake the test after 30 days from the date their last test was taken?
  - 1) The CAAB does not allow applicants to retake a passed test before the 30-day period has lapsed.
  - 2) Prior to retesting, applicants will be required to surrender any test score documentation provided by the CAAB to the applicant.

### **4.3 Written Tests Construction**

#### **4.3.1 Training and testing publications & general information:**

Most of the current CAAB airman training and testing publications can be obtained in electronic format from CAAB at the website at <<http://www.caab.gov.bd>>).

#### **4.3.2 Knowledge test Guides**

(Reserved)

#### **4.3.3 Knowledge Test Items**

- A. Questions are set from the CAAB open Question Bank.
- B. The questions are representative of questions for airman knowledge tests and their corresponding subject matter knowledge codes.
- C. These will help airmen become familiar with similar questions on the airman knowledge tests.

The knowledge test is not designed to intimidate any prospective airman;

- D. It is designed to measure the level of knowledge competency required to receive a licence in Bangladesh.

#### **4.3.4 Descriptions of the Tests**

- A. All test questions are the objective, multiple-choice type. Each question can be correctly answered by the selection of a single response.
- B. Each test question is independent of other questions; therefore, a correct response to one does not depend upon, or influence, the correct response to another.
- C. The minimum passing score is 75 percent for CPL, ATPL & FOOL.

For PPL the minimum passing score is 70%.

- D. Applicants will be given a maximum time period to complete each test. The maximum time will depend on the length and complexity of the test. The average time for 100 question 02hrs and 01 hr for 50 question.

#### **4.3.5 Testing Supplements**

- A. The testing supplements contain the graphics, legends, and maps that are needed to successfully respond to certain knowledge test items.
- B. These supplements will be provided by the test examiner at the beginning of the airman knowledge test.

#### **4.3.6 Other testing information**

- A. Other testing information provides specific test information, such as test name, test code (three digit test identifiers), number of questions, and the time (hours) allotted for each knowledge test. The test identifiers will assist candidate in selecting the proper test for the licence/rating being sought.

#### **4.4 Skill Standards**

##### **4.4.1 Use of the Skill Test Standards**

- A. A Skill test Standards document will be issued to outline the knowledge and skill performance that will be required for a license. The tasks apply to the applicant who seeks the license.
- B. All tasks are required with certain exceptions, some described by notes. However, when a particular element is not appropriate to the aircraft or its equipment, that element, at the discretion of the authorized person conducting the exam may be omitted.

##### **4.4.2 Conduct of the Test**

- A. Authorized persons must develop a written plan of action that includes the order and combination of tasks to be demonstrated by the applicant in a manner that results in an efficient and valid test.
- B. Although tasks with similar objectives may be combined to conserve time, the objectives of all tasks must be demonstrated and evaluated at some time during the skill test. It is of utmost importance that the examiner accurately evaluate the applicant's ability to perform competently.
  - For flight tests, the authorized person may simulate/act as air traffic control (ATC) while conducting the skill test

#### **4.5 Flight test Guidelines**

(Reserved)

##### **4.5.1 Examiner responsibility**

- A. The examiner who conducts the skill test is responsible for determining that the applicant meets the standards outlined in the objective of each task within the areas of operation defined in the Skill Test Standards.
- B. The examiner shall meet this responsibility by determining that the applicant's knowledge and skill meet the objective in all required tasks.

##### **4.5.1.1 Equipment Examination**

- A. The equipment examination must be closely coordinated and related to the flight portion of the skill test, but must not be given during the flight portion of the skill test.
- B. The equipment examination should be administered prior (it may be the same day) to the flight portion of the skill test.

- C. The examiner may accept written evidence of the equipment exam if the exam is approved by the Director and administered by an individual authorized by the Director.
- D. The examiner shall use whatever means deemed suitable to determine that the applicant's equipment knowledge meets the standard.

#### **4.5.1.2 Oral Questioning**

- A. The areas of operation in the Skill Test Standards contain tasks which include both “knowledge “and “skill” elements.
- B. The examiner shall ask the applicant to perform the skill elements. Knowledge elements not evident in the demonstrated skills may be tested by questioning, at anytime, during the flight event.
- C. Questioning in flight should be used judiciously so that safety is not jeopardized. Questions may be deferred until after the flight portion of the test is completed.

#### **4.5.1.3 Assisting the Applicant in Flight**

- A. For aircraft requiring only one pilot, the examiner may not assist the applicant in the management of the aircraft, radio communications, tuning and identifying navigational equipment, and using navigation charts.
- B. If the examiner, other than a CAAB Inspector, is qualified and current in the specific make and model aircraft that is certified for two or more crewmembers, he or she may occupy a duty position.
- C. If the examiner occupies a duty position on an aircraft that requires two or more crewmembers, the examiner must fulfill the duties of that position.
- D. Additionally, when occupying a required duty position, the examiner shall perform crew resource management functions as briefed and requested by the applicant.

### **4.5.2 Crew Resource Management (CRM)**

#### **4.5.2.1 General**

- A. CRM “refers to the effective use of all available resources; human resources, hardware, and information.” Human resources “includes all other groups routinely working with the cockpit crew(or pilot) who are involved in decisions that are required to operate a flight safely.
- B. These groups include, but are not limited to: dispatchers, cabin crewmembers, maintenance personnel, and air traffic controllers.”

- C. CRM is not a single task. CRM is a set of competencies which must be evident in all tasks in the practical test standard as applied to the single pilot or the multi crew operation.
  - Safety of flight shall be the prime consideration at all times during the flight test.
  - The examiner, applicant, and crew shall be constantly alert for other traffic.

#### **4.5.2.2 Applying CRM during the Flight Test**

- A. Examiners are required to exercise proper CRM competencies in conducting tests, as well as expecting the same from applicants.
  - B. Pass/Fail judgments based solely on CRM issues must be carefully chosen since they may be entirely subjective. Those Pass/Fail judgments which are not subjective apply to CRM-related procedures in approved operations manuals that must be accomplished, such as briefings to other crewmembers.
  - C. In such cases, the operator (or the aircraft manufacturer) specifies what should be briefed and when the briefings should occur. The examiner may judge objectively whether the briefing requirement was or was not met.
  - D. In those cases where the operator (or aircraft manufacturer) has not specified a briefing, the examiner shall require the applicant to brief appropriate items. The examiner may then judge objectively whether the briefing requirement was or was not met.
- A. The applicant is required to provide an appropriate and airworthy aircraft for the skill test. Its operating limitations must not prohibit the tasks required on the flight test.
  - B. Flight instruments are those required for controlling the aircraft without outside references. The aircraft must have radio equipment for communications with air traffic control and the performance of instrument approach procedures.
  - C. If the aircraft/flight training device/flight simulator has a GPS properly installed, the applicant must demonstrate GPS approach proficiency.
  - D. If the flight test must be performed in actual or simulated instrument conditions, unless the flight test cannot be accomplished under instrument flight rules because the aircraft's type certificate makes the aircraft incapable of operating under instrument flight rules.

#### **4.5.3.1 Aircraft or Simulator**

- A. Each in flight maneuver or procedure must be performed by the applicant in an aircraft (or a flight simulation training device or flight simulator),.

- B. When accomplished in an aircraft, certain TASK elements may be accomplished through “simulated” actions in the interest of safety and practicality.

#### **4.5.3.2 Flight Test in Simulator**

- A. When accomplished in an FSTD or flight simulator, these same actions would not be “simulated.”
- For example, when in an aircraft, a simulated engine fire may be addressed by retarding the throttle to idle, simulating the shutdown of the engine, simulating the discharge of the fire suppression agent, and simulating the disconnection of associated electrics, hydraulics, pneumatics, etc.
- B. However, when the same emergency condition is addressed in an FSTD or a flight simulator, all TASK elements must be accomplished as would be expected under actual circumstances.
- C. Similarly, safety of flight precautions taken in the aircraft for the accomplishment of a specific maneuver or procedure (such as limiting altitude in an approach to stall, setting maximum airspeed for a rejected takeoff) need not be taken when an FSTD or a flight simulator is used.

The applicable Skill Test Standard should be consulted to identify the maneuvers or procedures that may be accomplished in an FSTD or flight simulator.

- D. It is important to understand that whether accomplished in an FSTD, a flight simulator, or the aircraft, all task and task elements for each maneuver or procedure will have the same performance criteria applied for determination of overall satisfactory performance.

#### **4.5.4 Applicant's use of Checklists**

- A. Throughout a flight test, the applicant is evaluated on the use of an appropriate checklist.
- B. Proper use is dependent on the specific task being evaluated. The situation may be such that the use of the checklist, while accomplishing elements of an objective, would be either unsafe or impractical, especially in a single-pilot operation.
- In this case, a review of the checklist after the elements have been accomplished would be appropriate.
  - Use of a checklist should also consider visual scanning and division of attention at all times

#### **4.5.5 Use of distractions during Skill Tests**

- A. Numerous studies indicate that many accidents have occurred when the pilot has been distracted during critical phases of flight.
- B. To evaluate the pilot's ability to utilize proper control technique while dividing attention both inside and outside the cockpit, the authorized person may shall cause a realistic distraction during the flight portion of the skill test to evaluate the applicant's ability to divide attention while maintaining safe flight.

#### **4.5.6 Unsatisfactory Performance**

##### **4.5.6.1 Exceeding Tolerances**

- A. Consistently exceeding tolerances stated in the task objective, or failure to take prompt, corrective action when tolerances are exceeded, is indicative of unsatisfactory performance.
- B. The tolerances represent the performance expected in good flying conditions. Any action, or lack thereof, by the applicant which requires corrective intervention by the examiner to maintain safe flight shall be disqualifying.
- C. If the applicant fails the skill test because of a special emphasis area, the Notice of Disapproval shall indicate the associated tasks, e.g. Area of Operation, Approach to Stalls, failure to clear the area.
- D. If, in the judgment of the examiner, the applicant's performance of any TASK is unsatisfactory, the associated AREA OF OPERATION is failed and therefore the skill test is failed.

##### **4.5.6.2 Task Attempted & Failed**

- A. The examining person shall not repeat TASKS that have been attempted and failed. The examiner or applicant may discontinue the test at any time after the failure of a TASK, which makes the applicant ineligible for the licence or rating sought.
- B. The skill test will be continued only with the consent of the applicant. In such cases, it is usually better for the examiner to continue with the skill test to complete the other TASKS.
- C. If the examiner determines that the entire skill test must be repeated, the skill test should not be continued but should be terminated immediately.
- D. If the skill test is either continued or discontinued, the applicant is entitled to credit for those AREAS OF OPERATION satisfactorily performed, if the remainder of the skill test is completed within 60 days of when the skill test was discontinued.

- E. However, during the retest and at the discretion of the examiner, any area of operation may be reevaluated including those previously passed.
- F. Whether the remaining parts of the skill test are continued or not after a failure, a notice of disapproval must be issued.

#### **4.5.6.3 Repeating a Task**

- A. When the examiner determines that a task is incomplete, or the outcome uncertain, the examiner may require the applicant to repeat that task, or portions of that task.
  - This provision has been made in the interest of fairness and does not mean that instruction or practice is permitted during the certification process.
- B. When practical, the remaining tasks of the skill test phase should be completed before repeating the questionable task.
  - If the second attempt to perform a questionable task is not clearly satisfactory, the examiner shall consider it unsatisfactory.

#### **4.5.7 Recording unsatisfactory Performance**

- A. Skill Test Standards for flight tests will use the terms “Area of Operation” and “Task” to denote areas in which competency must be demonstrated.
- B. When a disapproval notice is issued, the examiner must record the applicant's unsatisfactory performance in terms of the “Area of Operation” appropriate to the flight test conducted.

### **4.6 Conduct of Proficiency Checks**

- A. The issue of crew proficiency is critical to aviation safety. It is important that all parties be seen as taking proper and timely action to ensure that a satisfactory level of crew proficiency is maintained at all times.
- B. This issue will be treated by the Inspectorate as a matter of highest priority and focus.

#### **4.6.1 Standard Proficiency check Form**

- A. The CAAB has developed a standard proficiency check form for use by company check airman.
- B. Check airman will use only this form when accomplishing proficiency checks.
- C. A copy of the completed form will be forwarded to the CAAB within 10 business days after the Accomplishment of the Route Check.



#### **4.6.2 Oral Examinations**

Proficiency check oral examinations should be conducted in an area configured for the purpose of the oral examination.

- This would include legible wall or desk mounted flight deck panel layout with accommodations for the pilot, check airman and an observer from the Inspectorate

##### **4.6.2.1 Aircraft Type-Specific Questions**

- A. This period will include an aircraft-specific examination of—
  - 1) All emergency (and abnormal) memory items;
  - 2) Aircraft operating limitations,
  - 3) A sampling of the aircraft systems (using abnormal indications as the start point); and
  - 4) A review of all challenge-response checklists to ensure proper responses.
- B. This will not be a training period. The pilot must provide satisfactory answers without correction or discussion.

##### **4.6.2.2 Regulations & Company Policies**

- A. The pilot will also be responsible for the contents of the—
  - 1) Operational regulations,
  - 2) Operations specifications and
  - 3) Flight Operations Manual.
- B. The pilot may consult a personal copy of these documents during the oral.
- C. Some discussion is permitted during this portion of the oral.
  - This portion of the oral may be scheduled separate from the aircraft-specific period.

#### **4.7 Prior Simulator Training Period(S)**

- A. The airline should schedule at least one simulator training period prior to the proficiency check of each pilot.
- B. Usually a pilot needs a “warm-up” session of at least one simulator training period prior to the proficiency check to practice all maneuvers to be checked and get a good mind-set for the PPC.

- C. A good standard for completion of the training period should be conducted on a training-to proficiency basis and all proficiency check requirements reviewed.
- D. The pilot should have demonstrated proficiency on any maneuver, event or procedure reviewed during the training session(s).

#### **4.8 Simulator checking**

- A. The simulator proficiency check should be conducted on a “real-time” basis with the check airman administering a preplanned scenario that he has previously coordinated with the Inspectorate.
- B. The events should be orchestrated in a logical and measured manner.
- C. The flight crew should be allowed to conduct themselves as they would in the aircraft.
  - The check airman will simulate the proper ATC phraseology and serve as the company ops and cabin attendants where necessary to the scenario.
  - The flight crew should communicate with themselves, ATC, company, and cabin attendants as they would in a real flight situation.
- D. The PPC if possible should be monitored by CAAB Inspector.

##### **4.8.1 Termination of a Proficiency Check**

- A. Very limited re-check of questionable performance is allowed during a proficiency check.
  - In such case the event must have been “on-the-margin” of the performance parameters, not noticeably out of parameters.
  - The check airman may insert the re-check event at a logical point during the scenario without comment.
- B. The check must be terminated in order to provide training.
- C. Any termination prior to completion of all required events will necessitate that at least those events, plus those identified as “less-than-minimum,” must be included in the subsequent proficiency check.
- D. It is generally best to sample all required events before terminating the proficiency check unless there is a “safety-of-flight-excursion” (for example, a crash, exceeding limitations, dramatic excursion out of performance parameters).

#### **4.8.2 Standardization issues**

- A. Standardization should be treated as an issue that needs priority attention.
- B. Flight crews are expected to conduct themselves in a company-standardized manner during the proficiency check.
  - The check pilot is expected to make an evaluation of this and provide this information to the Director of Safety.
- C. The pilots will be expected to use the appropriate checklist philosophy and responses, standard call-outs, briefings and profiles, and correctly apply any other standard operating procedures during the proficiency check.
- D. While poor standardization will not normally be the basis for termination of the proficiency check, such performance should be addressed immediately upon return to line operations.
- E. Any crew member observed during the proficiency check to be poorly standardized will be required to fly the first post-proficiency check line operations with a route check airman.
  - 1) The check airman will fly with the crew member until that person is observed to conduct the flight in compliance with company standard procedures with no non-standard actions.
  - 2) At that point, the route check airman will sign off a satisfactory line check and it should be monitored by CAAB inspector if PPC is not monitored.

#### **4.9.1 Standard Route Check Form**

- A. The CAAB has developed a standard route check form for use by company check Pilot.
- B. Check Pilot will use only this form when accomplishing route checks.
- C. A copy of the completed form will be forwarded to the CAAB within 10 business days after the accomplishment of the route check.

#### **4.9.2 Current Company Operational Procedures**

- A. The current company policies and procedures that are to be used must be published and disseminated to the persons to which they are applicable.
- B. If the published policy or procedure is not the method that airline management would like to be used, then they should take action to—
  - 1) Supersede the old policy/procedure with new published guidance or Termination of a proficiency check at any point in the oral, simulator or

flight portion automatically disqualifies the crew member for line operations until satisfactory completion of that portion of the proficiency check.

- 2) Revert to the current published policies and procedures.

#### **4.9.3 Route Check Pilot**

- A. These check Pilot conduct route standardization checks using the methods provided by the Inspectorate.
- B. Their primary goal will be to identify the out-dated, non-standard, and non-published policies and procedures that are being used in flight operations.
- C. They will have two secondary goals—
  - To carry the message that management is very interested in standardized operations.
  - To evaluate of each pilot's conformance (line check) to the "standard" company policies and procedures.
- D. The pilots will be expected to use the appropriate checklist philosophy and responses, standard call-outs, briefings and profiles, and correctly apply any other standard operating procedures during the route check.

#### **4.9.4 Standard operating Procedures & Profiles**

- A. The company's check airmen team should routinely provide a written analysis of its findings to company management.
- B. These findings should also be provided to the Inspectorate through debrief meetings to discuss the results of the standardization checks and decide on the areas that must be corrected with the next revision to the Aircraft Operating Manuals.
  - Careful attention should be given to identification of procedures (especially those involving un written procedures in use) that require immediate interim publishing
- C. The end result of this effort should be the revision or confirmation of an AOM for each type aircraft that reflects that actual procedures to be used by the flight crews.

#### **4.9.5 Central Jump seat Scheduling Telephone Number**

- A. Having several routes check airmen and inspectors conducting en route inspections in the company system on any given day could result in some confusion over who has priority to occupy the forward observer position.
- B. The company should have a central number that persons requesting the forward observer position to preclude such situations.
- C. If a situation arises where a CAAB inspector and a check airman find themselves both requesting the same forward observer position, the check airman may—
  - 1) Displace the SIC (if properly qualified), or
  - 2) Occupy a seat in the cabin for that leg of the flight.

It should not be acceptable for management or line personnel to continue to apply policies or procedures relating to the safety of aviation operations that are not published and disseminated.

- A check Pilot may not displace an aviation safety inspector from the forward observer position on the flight deck
- Such action would constitute a violation of the regulations regarding uninterrupted access of the inspector to the flight deck.

## Chapter 5

### Student Pilot Authorization

#### 5.1 Objective

The objective of this task is to determine an applicant's eligibility for a Student Pilot Authorization under Rule 22 of CAR 84. After fulfilling all the requirements the concerned ATO issues Student Pilot Authorizations to qualified applicants.

#### 5.2 General requirements for issue of Student Pilot Authorization:

- (a) **Age:** The applicant for a student pilot authorization shall be not less than 16 years of age.
- (b) **Medical fitness:** The applicant shall hold medical fitness on the basis of compliance with the requirements as laid down in rules 51 and 53.
- (c) **Validity of the Licence:**
  - (i) The period of validity of the licence shall commence from the date of issue or renewal of the Licence.
  - (ii) The licence shall be valid for a period not exceeding 12 months from the date of passing the medical examination and it shall lapse on the holder obtaining a pilot licence of a higher order for the same category of aircraft.
- (d) **Knowledge:** The applicant for a student pilot licence shall receive and log ground training from an authorized instructor on the following subjects:
  - (i) Student Pilot licence will entitle the applicant to receive ground and flight training for PPL.
  - (ii) Airspace rules and procedures for the aerodrome where the student will perform solo flight; and
  - (iii) Flight characteristics and operation limitations for the make and model of aircraft to be flown.
- (e) **Aircraft rating:** the licence shall indicate the class and type of aeroplane, helicopter, power-lift and airship the holder is entitled to fly.
- (f) **Pre-solo flight instruction:** Prior to conducting a solo flight, a student pilot shall have:
  - (i) Received and logged flight training for the man oeuvres and procedures applicable to the aircraft category including flight training in those man oeuvres and procedures at night, if the solo flight is to be conducted at night.

- (ii) Demonstrated satisfactory proficiency and safety, as judged by an authorized instructor, on the man oeuvres and procedures for the appropriate category, and class if applicable, of aircraft.

(g) **Solo flight requirements:** A student pilot shall not fly solo:

- (i) Unless holding at least a Class 2 Medical Certificate;
- (ii) Unless attended minimum of 100 hours ground training;
- (iii) Unless passed type technical examination;
- (iv) Unless passed a pre-solo check conducted by CFI;
- (v) Unless under the supervision of, or with the authority of, a licenced flight Instructor; and
- (vi) In international flight unless there is a special or general arrangement between Bangladesh and the intended State of flight.

### **5.3 Student Pilot Man oeuvres and Procedures for Pre-Solo Flight Training—Aeroplane Category**

(a) A student pilot who is receiving training for solo flight in an aeroplane shall receive and log flight training for the following man oeuvres and procedures:

- (i) Proper flight preparation procedures, including preflight planning and preparation, power plant operation and aircraft systems.
- (ii) Taxiing, or surface operations, including run-ups.
- (iii) Takeoffs and landings, including normal and crosswind.
- (iv) Straight and level flight and turns in both directions.
- (v) Climbs and climbing turns.
- (vi) Aerodrome traffic patterns including entry and departure procedures. (7) Collision avoidance, wind shear avoidance and wake turbulence avoidance.
- (vii) Descents, with and without turns, using high and low drag configurations.
- (viii) Flight at various airspeeds from cruise to slow flight.
- (ix) Stall entries from various flight attitudes and power combinations with recovery initiated at the first indication of a stall and recovery from a full stall.
- (x) Emergency procedures and equipment malfunctions.
- (xi) Ground reference man oeuvres.
- (xii) Approaches to a landing area with simulated engine malfunctions.
- (xiii) Slips to a landing (SE only).
- (xiv) Go-around.

### **5.4 Student Pilot Man oeuvres and Procedures for Pre-Solo Flight Training—Helicopter Category**

(a) A student pilot who is receiving training for solo flight in a helicopter shall receive and log flight training for the following man oeuvres and procedures:

- (i) Proper flight preparation procedures, including preflight planning and preparation, power plant operation and aircraft systems.
- (ii) Taxiing, or surface operations, including run-ups.
- (iii) Takeoffs and landings, including normal and crosswind.
- (iv) Straight and level flight and turns in both directions.
- (v) Climbs and climbing turns.
- (vi) Aerodrome traffic patterns including entry and departure procedures.
- (vii) Collision avoidance, wind shear avoidance and wake turbulence avoidance.
- (viii) Descents, with and without turns, using high and low drag configurations.
- (ix) Flight at various airspeeds.
- (x) Emergency procedures and equipment malfunctions.
- (xi) Ground reference man oeuvres.
- (xii) Approaches to the landing area.
- (xiii) Hovering and hovering turns.
- (xiv) Go-around.
- (xv) Simulated emergency procedures, including auto rotational descents with a power recovery and power recovery to hover.
- (xvi) Rapid decelerations.
- (xvii) Simulated one-engine-inoperative approaches and landings for multi-engine helicopters.

**5.5 Privileges:** Subject to the validity of endorsements and ratings in the licence, the holders of a licence is entitled to fly within the territory of Bangladesh only as Pilot-in-command of any aeroplane, helicopter, power-lift and airship entered in the aircraft rating of his licence:

Provided that the holder of a Student-Pilot's Licence:

- (a) Shall fly at all times under the authority and supervision of a flight instructor or an approved examiner;
- (b) Shall fly under visual flight rules only;
- (c) Shall not carry passenger, animals and cargo or fly for hire, reward or remuneration of any kind;
- (d) Shall not undertake cross-country flights unless he has a minimum of 10 hours of solo flight time; and
- (e) Shall not fly solo unless he meets the medical requirements under rules 51 and 53.
- (f) Shall not fly solo in an aircraft on an international flight unless by special or general arrangement between the Contracting States concerned.



## 5.6 Application Form for Issue

The specimen Form 22(I) of ANO (OPS) A5as in Appendix A-1 for issue of Student Pilot Licence (SPL) Aeroplanes & Helicopters may be used by ATO. An applicant shall fulfill requirements of rule 22, CAR 84 and ANO (OPS) A-5 section 7. The authorization for issue of SPL by Flight Training School is stipulated in section D-3, ANO (OPS) A-6.

## 5.7 Requirements for renewal

Medical Fitness: Minimum Class-II required

## 5.8 Application Form for Renewal

The specimen Form 22(R) for renewal of SPL for Aeroplanes, Helicopters, Gliders and Balloons to be used by Applicants as shown in Appendix A-2.

## 5.9 Format of SPL:

Name of the Student:	Trainee's ID Number:
Date of Birth:	Name of the School:
Blood Group:	Address of the School:
Address:	Date of Admission:
Contact Telephone	Signature of the issuing officer:
Signature of the Student:	Date of issue:
Colour : Violet	Validity :

## **Chapter 6**

### **Private Pilot Licence (PPL)**

#### **6.1 Objectives:**

The objective of this Chapter is to determine if the applicant meets the requirements for the issue, renewal or re-issue of a private pilot licence (PPL) or of an additional rating to the PPL under CAR 84, Rule 23..

#### **6.2 General Requirements**

(a) **Age.** The applicant for a PPL in all categories other than balloon and glider shall be not less than 17 years of age.

(b) **Medical fitness.** The applicant for a PPL shall hold a current Class 2 Medical Certificate as issued under this as per CAR'84, Rule 51& 53.

#### **(c) Knowledge area:**

##### **(1) Air law:**

- (i) Rules and regulations relevant to the holder of a PPL; rules of the air; appropriate air traffic services practices and procedures.

##### **(2) Aircraft general knowledge:**

- (i) Principles of operation and functioning of power plants, systems and instruments.
- (ii) Operating limitations of aeroplanes and the relevant category of aircraft and power plants; relevant operational information from the flight manual or other appropriate document.
- (iii) For helicopter and powered lift, transmission (power-trains) where applicable;
- (iv) For airship and balloon, physical properties of gases.

##### **(3) Flight performance and planning:**

- (i) Effects of loading and mass distribution on flight characteristics; mass and balance calculations.
- (ii) Use and practical application of take-off or launching, landing and other performance data.
- (iii) Pre-flight and en-route flight planning appropriate to private operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; position reporting procedures; altimeter setting procedures; operations in areas of high-density traffic.

##### **(4) Human performance and limitations:**

- (i) Human performance relevant to the appropriate category of aircraft.
- (ii) Principles of threat and error management.

**(5) Meteorology:**

- (i) Application of elementary aeronautical meteorology; use of, and procedures for obtaining, meteorological information; altimetry; hazardous weather conditions.

**(6) Navigation:**

- (i) Practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts.

**(7) Operational procedures:**

- (i) Application of threat and error management to operational procedures.
- (ii) Altimeter setting procedures.
- (iii) Use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations.
- (iv) Appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operating hazards.
- (v) In the case of the helicopter, and if applicable, powered lift, settling with power; ground resonance; retreating blade stall; dynamic roll-over and other operation hazards; safety procedures, associated with flight under visual meteorological conditions (VMC).

**(8) Principles of flight:**

- (i) Principles of flight relating to the appropriate category of aircraft.

**(9) Radiotelephony:**

- (i) Communications procedures and phraseology as applied to VFR operations; action to be taken in case of communication failure.

**(d) Knowledge testing.** The applicant for a PPL shall:

- (1) Have received an endorsement for the knowledge test from an authorized instructor who:
  - (i) Conducted the training on the knowledge subjects; and
  - (ii) Certifies that the person is prepared for the required knowledge test.
- (2) Pass the required written knowledge test on the knowledge areas listed in item (c).

**(e) Experience and flight instruction.** An applicant for a PPL shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in this Part.

**(f) Skill.** The applicant for a PPL shall:

- (1) Have received an endorsement from an authorized instructor who certifies that the person is prepared for the required skill test.
- (2) Have demonstrated by passing a skill test the ability to perform as PIC of an aircraft, within the appropriate category areas of operation, with a degree of competency appropriate to the privileges granted to the holder of a PPL.
- (3) Have demonstrated the ability to:
  - (i) Recognize and manage threats;
  - (ii) Operate the aircraft within its limitations;
  - (iii) Complete all man oeuvres with smoothness and accuracy;
  - (v) Exercise good judgment and airmanship;
  - (vi) Apply aeronautical knowledge; and
  - (vii) Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or maneuver is assured.

**(g) Aviation English Language Proficiency Test:**

The applicant shall have demonstrated Aviation English Language Proficiency as per Manual of Aviation English Language Proficiency Test (AELPT) issue -3, March 2017.

- (h) Privileges.** Subject to compliance with the requirements specified in this Part, the privileges of the holder of a PPL shall be to act, but not for remuneration, as PIC or co-pilot of an aircraft within the appropriate aircraft category engaged in non-revenue flights.
- (i) Validity.** Subject to compliance with the requirements specified in this Part, the validity period of the licence is 5 years.

### **6.3 Experience, Flight Instruction and Skill Test for the PPL – Aeroplane Category**

**(a) Experience.**

- (1) The applicant for a PPL (A) shall have completed not less than 40 hours of flight time, or 35 hours if completed during a course of approved training, as pilot of aeroplanes, appropriate to the class rating sought. The CAAB shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 40 or 35 hours, as the case may be. Credit for such experience shall be limited to a total of 5 hours if completed under instruction in flight simulation training device approved by the CAAB.
- (2) The applicant shall have completed in aeroplanes not less than 10 hours of solo flight time under the supervision of an authorized flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 270 km (150 NM) in the course of which full-stop landings at two different aerodromes shall

be made.

- (3) The holder of pilot licences in other categories may be credited with 10 hours of the total flight time as PIC (Solo) towards a PPL (A).

**(b) Flight Instruction.**

- (1) The applicant for a PPL (A) shall receive and log not less than 20 hours of dual instruction from an authorized instructor. These 20 hours may include 5 hours completed in a flight simulation training device. The 20 hours of dual instruction shall include at least 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 270 km (150 NM) in the course of which full-stop landings at two different aerodromes shall be made.
- (2) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the private pilot:
  - (i) Recognize and manage threats and errors;
  - (ii) Pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
  - (iii) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) Control of the aeroplane by external visual reference;
  - (v) Flight at critically slow airspeeds; recognition of, and recovery from, incipient and full stalls;
  - (vi) Flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
  - (vii) Normal and cross-wind take-offs and landings;
  - (viii) Maximum performance (short field and obstacle clearance) take-offs and, short- field landings;
  - (ix) Flight by reference solely to instruments, including the completion of a level 180 degrees turn;
  - (x) Cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids;
  - (xi) Emergency operations, including simulated aeroplane equipment malfunctions; and
  - (xii) Operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.
  - (xiii) Communication procedures and phraseology.
- (3) If the privileges of the PPL (A) are to be exercised at night, the applicant shall have received 4 hours dual instruction in aeroplanes in night flying, including take-offs, landings and 1 hour of navigation.

**(c) Skills test:** The skill test for the single-engine and multi-engine private pilot

licence – airplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

**Note1:** When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraph is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.

**Note2:** When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for land and seaplanes.

**(1) Preflight preparation** including the applicant's knowledge and performance of the following tasks:

- (i) Licenses and documents.
- (ii) Airworthiness requirements.
- (iii) Weather information.
- (iv) Cross-country flight planning.
- (v) National airspace system.
- (vi) Performance and limitations.
- (vii) Operation of system.
- (viii) Principles of flight.
- (ix) Water and Seaplane Characteristics (S).
- (x) Seaplane bases, maritime rules and aids to marine navigation (S).
- (xi) Aero-medical factors.

**(2) Preflight procedures** including the applicant's knowledge and performance of the following tasks:

- (i) Preflight inspection.
- (ii) Cockpit management.
- (iii) Engine starting.
- (iv) Taxiing (L).
- (v) Taxiing and sailing (S).
- (vi) Before takeoff check.

**(3) Aerodrome and seaplane operations** including the applicant's knowledge and performance of the following tasks:

- (i) Radio communications and ATC light signals.
- (ii) Traffic patterns.
- (iii) Aerodrome/Seaplane Base, runway and taxiway signs, markings and lighting.

- (4) **Takeoffs, landings and go-around including the** applicant's knowledge and performance of the following tasks:
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Normal and crosswind approach and landing.
  - (iii) Soft-field takeoff and climb (SE) (L).
  - (iv) Soft-field approach and landing (SE) (L).
  - (v) Short-field (Confined area (S)) takeoff and maximum performance climb.
  - (vi) Short-field approach (Confined area (S)) and landing.
  - (vii) Glassy Water takeoff and climb (S).
  - (viii) Glassy water approach and landing (S).
  - (ix) Rough water takeoff and climb (S).
  - (x) Rough water approach and landing (S).
  - (xi) Forward slip to a landing (SE).
  - (xii) Go-around /rejected landing.
- (5) **Performance maneuver** including the applicant's knowledge and performance of the following tasks:
  - (i) Steep turns.
- (6) **Ground reference maneuvers** including the applicant's knowledge and performance of the following tasks:
  - (i) Rectangular course.
  - (ii) S-turns.
  - (iii) Turns around a point.
- (7) **Navigation** including the applicant's knowledge and performance of the following tasks:
  - (i) Pilot age and dead reckoning.
  - (ii) Navigation systems and radar services.
  - (iii) Diversion.
  - (iv) Lost procedures.
- (8) **Slow flight and stalls** including the applicant's knowledge and performance of the following tasks:
  - (i) Maneuvering during slow flight.
  - (ii) Power-off stalls.
  - (iii) Power-on stalls
  - (iv) Spin awareness

- (9) **Basic instrument man oeuvres** including the applicant's knowledge and performance of the following tasks:
  - (i) Straight-and-level flight.
  - (ii) Constant airspeed climbs.
  - (iii) Constant airspeed descents.
  - (iv) Turns to headings.
  - (v) Recovery from unusual flight.
- (10) **Radio Communications, navigation systems/facilities and radar services** including the applicant's knowledge and performance of the following tasks:
  - (i) Exhibits satisfactory knowledge of the elements related to radio communications, navigation systems/facilities, and radar services available for use during flight solely by reference to instruments.
  - (ii) Selects the proper frequency and identifies the appropriate facility.
  - (iii) Follows verbal instructions and/or navigation systems/facilities for guidance.
  - (iv) Determines the minimum safe altitude.
- (11) **Emergency operations** including the applicant's knowledge and performance of the following tasks:
  - (i) Emergency approach and landing.
  - (ii) Emergency descent (ME).
  - (iii) Engine failure during takeoff before minimum controllable airspeed (VMC) (simulated) (ME).
  - (iv) Engine failure after lift-off (simulated) (ME).
  - (v) Approach and landing with an inoperative engine (simulated) (ME).
  - (vi) Systems and equipment malfunctions.
  - (vii) Emergency equipment and survival gear.
- (12) **Multi-engine operations (ME)** including the applicant's knowledge and performance of the following tasks:
  - (i) Maneuvering with one engine inoperative.
  - (ii) VMC demonstration.
  - (iii) Engine failure during flight (by reference to instruments).
  - (iv) Instrument approach – one engine inoperative (by reference to instruments).
- (13) **Night operation** including the applicant's knowledge and performance of the following tasks:
  - (i) Night preparation.



**(14) Post-flight procedures** including the applicant's knowledge and performance of the following tasks:

- (i) After landing, parking and securing.
- (ii) Anchoring (S).
- (iii) Docking and mooring (S)
- (iv) Ramping/Beaching (S).

#### **6.4 Experience, Flight Instruction and Skill Test for the PPL—Helicopter Category**

##### **(a) Experience.**

- (1) The applicant for a PPL (H) shall have completed not less than 40 hours of flight time, or 35 hours if completed during a course of approved training, as a pilot of helicopters. The CAAB shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 40 or 35 hours, as the case may be. Credit for such experience shall be limited to a total of 5 hours if completed under instruction in a flight simulation training device approved by the CAAB.

**Note:** If the applicant is required to fly in more than one type/model of helicopter, 50% of the flight time up to the first solo flight, of that aeroplane shall be counted towards the experience requirement.

- (2) The applicant shall have completed in helicopter not less than 10 hours of solo flight time under the supervision of an authorized flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 180 km (100 NM) in the course of which landings at two different points shall be made.
- (3) The holder of pilot licences in other powered aircraft categories may be credited with 10 hours of the total flight time as PIC towards a PPL (H).

##### **(b) Flight Instruction.**

- (1) The applicant for a PPL (H) shall receive and log not less than 20 hours of dual instruction from an authorized instructor. These 20 hours may include 5 hours completed in a flight simulation training device. The 20 hours of dual instruction shall include at least 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 180 km (100 NM) in the course of which landings at two different points shall be made.
- (2) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the private pilot:

- (i) Recognize and manage threats and errors;
  - (ii) Pre-flight operations, including mass and balance determination, helicopter inspection and servicing;
  - (iii) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) Control of the helicopter by external visual reference;
  - (v) Recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
  - (vi) Ground maneuvering and run-ups; hovering; take-offs and landings – normal, out of wind and sloping ground;
  - (vii) Take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - (viii) Cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids including a flight of at least one hour;
  - (ix) Emergency operations, including simulated helicopter equipment malfunctions; auto-rotation approach and landing;
  - (x) Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology;
  - (xi) Communication procedures and phraseology.
  - (xii) If the privileges of the PPL (H) are to be exercised at night, the applicant shall have received 4 hours dual instruction in helicopters in night flying, including take-offs and landings and 1 hour of navigation.
- (c) **Skills test.** The skill test for the private pilot licence - helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:
- (1) **Preflight preparation;** including the applicant's knowledge and performance of the following tasks—
    - (i) Licenses and documents.
    - (ii) Weather information.
    - (iii) Cross-country flight planning.
    - (iv) National airspace system.
    - (v) Performance and limitations.
    - (vi) Operation of system.
    - (vii) Minimum equipment list.
    - (viii) Aero-medical factors.

- (2) **Preflight procedures** including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine Starting and rotor engagement.
  - (iv) Before takeoff check.
- (3) **Aerodrome and heliport operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome and heliport markings and lighting.
- (4) **Hovering maneuvers** including the applicant's knowledge and performance of the following tasks—
  - (i) Vertical takeoff and landing.
  - (ii) Slope operations.
  - (iii) Surface taxi.
  - (iv) Hover taxi.
  - (v) Air taxi.
- (5) **Takeoffs, landings and go-around** including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Normal and crosswind approach.
  - (iii) Maximum performance takeoff and climb.
  - (iv) Steep approach.
  - (v) Rolling takeoff.
  - (vi) Shallow approach and running/roll-on landing.
  - (vii) Go-around.
- (6) **Performance maneuver** including the applicant's knowledge and performance of the following tasks—
  - (i) Rapid deceleration.
  - (ii) Straight in autorotation.
- (7) **Navigation** including the applicant's knowledge and performance of the following tasks—
  - (i) Pilotage and dead reckoning.
  - (ii) Radio navigation and radar services.
  - (iii) Diversion.

(iv) Lost procedures.

(8) **Emergency operations** including the applicant's knowledge and performance of the following tasks—

- (i) Power failure at a hover.
- (ii) Power failure at altitude.
- (iii) Systems and equipment malfunctions.
- (iv) Settling-with-power.
- (v) Low rotor RPM recovery.
- (vi) Dynamic rollover.
- (vii) Ground resonance.
- (viii) Low G conditions.
- (ix) Emergency equipment and survival gear.

(9) **Night operation;** including the applicant's knowledge and performance of the following tasks—

- (i) Physiological aspects of night flying.
- (ii) Lighting and equipment for night flying.

(10) **Post-flight procedures** including the applicant's knowledge and performance of the following tasks—

- (i) After landing and securing.

## 6.5 Categories, types and classes.

(a) **Category ratings.** A category rating must be placed on the private pilot licence.

(b) **Class ratings.** The following class ratings are originally issued or added to private pilot licenses:

- (1) Single-engine land
- (2) Single -Engine Sea
- (3) A class rating may be issued for those helicopters certificated for single-pilot operations and which have comparable handling, performance and other characteristics.

(c) **Type ratings.**

- (1) The following division of type ratings exist:
  - (i) Each type of aircraft certificated for operation with a minimum crew of at least two pilots;
  - (ii) Each type of helicopter certificated for single-pilot, except where a

- class rating has been established under (b) (3) of this section.
- (iii) Any aircraft considered necessary by the Authority

## **6.6 Procedures**

### **6.6.1 References, forms**

#### **(a) References**

- (1) CAR84, Rule23

#### **(b) Forms**

- (1) Application Form (CAA Form CA—23(I)  
(2) Skill Test for PPL (CAA Form CA- 50, &CA-16)  
(3) Private Pilot Licence (CAA Form CA-36 & CA-37)

### **6.6.2 Procedures**

- (a) Schedule Appointment.** Advise the applicant to bring the following documents to the appointment:
- (1) A properly completed Application Form CA- 23(I);
  - (2) A private pilot licence (for an additional category or class rating or for a proficiency check);
  - (3) A class 2 medical certificate;
  - (4) An ATO graduation certificate (if applicable);
  - (5) A knowledge test report; for knowledge test procedures see Chapter 4 of this Handbook
  - (6) Personal logbooks or other records substantiating the flight experience or training shown on the Application Form;
  - (7) The aircraft maintenance records; the aircraft airworthiness certificate; the aircraft registration, and
  - (8) Government issued ID with a picture, address, birth date and signature.
- (b) Applicant arrives for appointment.**
- (1) Collect and review the documents and records listed above.
- (c) Review Application**
- (1) Check the Application Form for accuracy, using the instructions attached to the form.
  - (2) Ensure that the flight instructor and/or the ATO have signed the endorsement block.
- (d) Verify applicant's identity.** Inspect acceptable forms of identification to establish the applicant's identity. The identification must be a government issued ID that contains a picture, address, birth date, and signature of the individual. Compare the identification with the personal information provided on the form CA-23(I).

- (1) If the applicant's identity can be verified, proceed with the task.
  - (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) If the applicant's identity appears to be different from the information supplied on the form CA23(I), or it appears that an attempt at falsification has been made, do not continue with this task.
- (b) **Graduate of integrated approved course from an approved ATO.** Under the provisions of CAR 84,Rule23(3)(a), an applicant that presents an appropriate graduation certificate of an integrated approved course from an approved ATO, certificated under ANO(OPS)A.6, is considered to meet the experience requirements of CAR 84,Rule 23(3)(a),as applicable.
- (c) **Not a graduate of an integrated approved course from an approved ATO.**  
If the applicant is not a graduate of an approved ATO, the applicant must meet the experience requirements of CAR 84,Rule23 (3)(1) (a) and Rule23 (4)(1) (a) which means 40 hours for the PPL(A) and hours for the PPL(H).
- (d) **Theoretical knowledge.** An applicant must present the knowledge test report as evidence of meeting the theoretical knowledge requirements.
- (e) **Instructor's endorsement.** An applicant must present the Instructor's endorsement as evidence of meeting the requirements for flight instruction and being prepared for the skill test. The following provides a way for showing the Instructor's endorsement:
- (1) The endorsement must be provided in the relevant block of the Application Form CA- 23(I)
  - (2) The endorsement must also be made in the applicant's personal Pilot logbook.
- (f) **ATO graduation for a type rating.** Flight instruction for a single-pilot type rating must be performed in an ATO certificated under ANO (OPS)A6.
- (e) **Establish Eligibility.** Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for licensing as a private pilot. (CAR 84, Rule23), for adding an additional rating or for renewing a rating. The following list expands on the basic requirements.
- (1) **Age.** The applicant shall be not less than 17 years of age on the date of application.
  - (2) **Knowledge:** Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test, if applicable

- (3) **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 record that conforms to CAR 84, Rule 23.
  - (4) **Flight Instruction:** Check whether the applicant has obtained the necessary flight instruction.
  - (5) **Instructor's endorsement:** Check whether the flight instructor and/or ATO have provided the endorsement.
  - (6) Check that when the applicant applies for a type rating, that he/she has obtained the necessary instruction in an ATO certificated
  - (8) **Oral test:** Before Skill test Oral test conducted by CAAB.
  - (9) **Skill:** Check the form CA-50 determine if the applicant has failed the private pilot skill test.
  - (10) **Language proficiency:** Check whether the pilot has been checked on language proficiency during the skill test
  - (11) **Medical fitness:** Ensure that the medical certificate is the appropriate class and current.
- (f) **Requirements for additional category, single-pilot type rating and class rating.**
- (1) Additional category rating. The requirements are the same as in paragraph (e) above of this section.
  - (2) Additional class or single-pilot type rating in the same category. These requirements are the same as in paragraph (e) above of this section; however, the knowledge test is not required if the applicant already has a class or single-pilot type rating in the same category.
  - (3) The applicant must present at least a class 2 medical certificate for an additional category, class or single-pilot type rating.
- (g) **Requirements for renewal of the class and/or type rating(s):**  
Check whether applicant complies with the following:
- (1) For the renewal of a single-engine piston class rating: within the preceding 24 calendar months a proficiency check needs to be completed, and 12 hours of flight time within the 12 months preceding the expiry date
  - (2) For the renewal of a multi-engine class rating: within the preceding 12 calendar months a proficiency check and 10 route sectors within 3 months of expiry date
  - (3) For a single-pilot type rating: within the preceding 12 calendar months a proficiency check and 10 route sectors need to be completed
  - (4) The applicant must present at least a class 2 medical certificate
  - (5) Language proficiency: Those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every 3 years; and those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years; recurrent testing is not required of anyone, native or non-native

speaker, who is able to demonstrate language proficiency at Expert Level (Level 6).

- (6) Applicant must present the logbook or other record for the flight time or route sectors required

**(h) Requirements for the renewal of a licence**

Requirements for renewal of Private Pilot Licence for aeroplanes are given below:

- (1) **Medical Fitness** : Minimum Class-II required.

- (2) **Flying Experience** :

- (i) 6 take-offs & 6 landings during the last 12 months from the date of application provided that 3 take-offs and 3 landings as PIC must be done within 90 days from the date of application.

***Or***

- (a) 1 hr as PIC or 2 hours as P1(U/S)
  - (b) Satisfactory flight test and
  - (c) Type Technical & Air law refresher followed by examination conducted by the organization.

- (3) **Statement from the Organization/Operator:**

Statements mentioning that the applicant has undergone Flight Instruction as per rule 23 (3) of CAR' 84 and attained the Skill.

**(i) Application Form for Renewal**

The specimen of C.A. Form 23(R) for renewal of Private Pilot Licence for Aeroplanes to be used by applicants for personnel licencing is as shown in Appendix A-4.

**(j) Requirements for the re-issue of the rating(s).**

- (1) For the re-issue of a rating the applicant shall:
  - (i) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the skill test; and
  - (ii) Pass the required skill test.
- (2) The applicant must present proof of the refresher training.

- (k) Conduct the skill test or proficiency check.** After determining the applicant is eligible and meets all prerequisites for the private pilot licence, category, class or single-pilot type rating, the inspector or examiner conducts the skill test or proficiency check.

- (1) Use the procedures and man oeuvres outlined in CAR 84 Rule 23(3)(b) & Rule 23(4)(b) for the category and class or 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.

- (2) Evaluate the language proficiency of the applicant during the skill test, whether the applicant has the ability to speak and understand the language used for radio telephony communications.

**(l) Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the licence and/or rating sought:

- (1) Complete CA- 23(I) , Skill Test Report, sign and date the form.
- (2) Forward the completed file to the PEL office.
- (3) Return all submitted documents not forwarded to the PEL office to the applicant.

**(m) The Personnel Licensing Office.** The personnel licence office, after receipt of the applicants file from the inspector or designated examiner will:

- (1) Prepare the CA-36& CA-37 form in duplicate;
- (2) Enter the correct limitations (when appropriate) in the space provided for. An inspector should remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.
- (3) Complete CA-36& CA-37
- (4) Collect fee for the license
- (5) Provide applicant with license

## **6.7 Task outcomes.**

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

- (a) A Private Pilot License (PPL), or
- (b) An additional rating added to the PPL, or

## **6.8 Future activities**

- (a) Applicant may return for an added category, class or single-pilot type rating.
- (b) An applicant may return for a higher level of license (Example CPL)

## 6.9 Summary of Requirements for PPL

	<b>Aeroplane</b>	<b>Helicopter</b>
Age	17 years	17 years
Knowledge	Knowledge Training and Test on: Air Law, Aircraft General Knowledge, Flight Performance and Planning, Human Performance, Meteorology, Navigation, Operational Procedures, Principles of Flight and Radiotelephony	Knowledge Training and Test on: Air Law, Aircraft General Knowledge, Flight Performance and Planning, Human Performance, Meteorology, Navigation, Operational Procedures, Principles of Flight and Radiotelephony
Experience	- 40 hours or 35 hours during integrated approved course at an approved ATO (5 may be in FS or FPT) - 10 hrs solo including 5 hrs solo cross country with one cross-country flight of 270 km (150 NM)	- 40 hours or 35 hours during integrated approved course at an approved ATO (5 may be in FS or FPT) - 10 hrs solo including 5 hrs solo cross country with one cross-country flight of 270 km (150 NM)
Flight instruction	20 hours dual instruction (5 FS or FPT) including 5 hrs solo cross-country with one cross country flight of 270 km (150 NM) including 2 landings at 2 different aerodromes - if privileges are exercised at night 4 hours dual instruction in night flying and 1 hour of navigation	20 hours dual instruction including 5 hrs solo cross-country with one cross country flight of 180 km (100 NM) including 2 landings at 2 different aerodromes - if privileges are exercised at night 4 hours dual instruction in night flying and 1 hour of navigation

Skill	Skill test	Skill test
Medical fitness	Class 2 Medical certificate	Class 2 Medical certificate

Language proficiency	<ul style="list-style-type: none"><li>➤ The ability to speak and understand the language used for radio telephone communications</li><li>➤ Those demonstrating language proficiency at the Operational level (Level 4) should be evaluated at least once every 3 years; and</li><li>➤ Those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.</li><li>➤ Recurrent testing is not required of anyone, native or non-native speakers, who is able to demonstrate language proficiency at Expert Level (Level 6).</li></ul>
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## Chapter 7

### Commercial Pilot License

#### 7.1 Objective

The objective of this task is to determine if the applicant meets the requirements for the issue, renewal or re-issue of a commercial pilot license (CPL) including the class and/or type rating(s) or of an additional rating to the CPL undercar 84, Rule 24. Successful completion of this task results in the issuance of a Commercial Pilot License (CPL), a Notice of Denial or a Letter of Discontinuance.

#### 7.2 General requirements

- 7.2.1 (a) Age.** The applicant for a CPL shall be not less than 18 years of age.
- (b) Medical fitness.** The applicant for a CPL shall hold a current Class 1 Medical Certificate issued under this Part.
- (c) Knowledge areas.** The applicant for a CPL shall receive and log ground training from an authorized instructor on the following subjects appropriate to the privileges granted to the holder of a commercial pilot license and appropriate to the category of aircraft to be included on the license:
- (1) Air law:**
- (i) Rules and regulations relevant to the holder of a CPL;
  - (ii) Rules of the air; appropriate air traffic services practices and procedures;
  - (iii) Aircraft general knowledge;
  - (iv) Principles of operation and functioning of power plants, systems and instruments;
  - (v) Operating limitations of the appropriate category of aircraft and power plants; relevant operational information from the flight manual or other appropriate document;
  - (vi) Use and serviceability checks of equipment and systems of appropriate aircraft;
  - (vii) Maintenance procedures for airframes, systems and power plants of appropriate aircraft;
  - (ix) For helicopters, transmission (power-trains) where applicable; and
- (2) Flight performance, planning and loading:**
- (i) Effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
  - (ii) Use and practical application of take-off or launching, landing and other performance data;
  - (iii) Pre-flight and en-route flight planning appropriate to commercial operations under VFR; preparation and filing of air traffic services

- flight plans; appropriate air traffic services procedures; and
- (iv) In the case of helicopter, effects of external loading.

**(3) Human performance & limitations:**

- (i) Human performance relevant to the appropriate aircraft type; and
- (ii) Principles of threat and error management.

**(4) Meteorology:**

- (i) Interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- (ii) Aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the moment of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions; and
- (iii) Causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance.

**(5) Navigation:**

- (i) Air navigation, including the use of aeronautical charts, instruments and navigation aids;
- (ii) Understanding of the principles and characteristics of appropriate navigation systems; and
- (iii) Operation of air borne equipment.

**(6) Operation procedures:**

- (i) Application of threat and error management to operational performance;
- (ii) Use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- (iii) Altimeter setting procedures;
- (iv) Appropriate precautionary and emergency procedures;
- (v) Operational procedures for carriage of freight; potential hazards associated with dangerous goods;
- (vi) Requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft; and
- (vii) In the case of the helicopter, and if applicable powered-lift, settling with power, ground resonance; retreating blade stall; dynamic roll-over and other operational hazards; safety procedures, associated with flight under VFR.

**(7) Principles of flight:**

- (i) Principles of flight relating to the appropriate category of aircraft.

**(8) Radiotelephony:**

- (i) Communication procedures and phraseology as applied to VFR operations; action to be taken in case of communication failure.

**(9) Aircraft General knowledge:**

- (i) General characteristics and limitations of electrical, hydraulic, pressurization and other aircraft systems; flight control systems, including autopilot and stability augmentation;
- (ii) Principles of operation, handling procedures and operating limitations of aircraft power plants; effects of atmospheric conditions on engine performance; relevant operational information from the flight manual or other appropriate document;
- (iii) Operating procedures and limitations of appropriate aircraft; effects of atmospheric conditions on aircraft performance in accordance to the relevant operational information from the flight manual;
- (iv) Use and serviceability checks of equipment and systems of the relevant category of aircraft;
- (v) Flight instruments; compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments and electronic display units;
- (vi) Maintenance procedures for airframes, systems and power plants of appropriate aircraft;
- (vii) For helicopter, and if applicable, powered-lift transmission (power-trains);

**(d) Knowledge testing.** The applicant for the CPL shall:

- (1) Have received an endorsement for the knowledge test from an authorized instructor who:
  - (i) Conducted the training on the knowledge subjects; and
  - (ii) Certifies that the person is prepared for the required knowledge test.
- (2) Pass the required knowledge test on the knowledge subjects listed in (c) above.

**(e) Experience and flight instruction.** An applicant for a CPL shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in this Part.

**(f) Skill.** The applicant for a CPL shall:

- (1) Have received an endorsement from an authorized instructor who certifies that the person is prepared for the required skill test.
- (2) Have demonstrated the ability to perform as PIC of an aeroplane by passing a skill test, with a degree of competency appropriate to the privileges granted to the holder
  - (i) Recognize and manage threats and errors;
  - (ii) Operate the aeroplane within its limitations;
  - (i) Complete all man oeuvres with smoothness and accuracy;
  - (iv) Exercise good judgment and airmanship;

- (v) Apply aeronautical knowledge; and
- (vi) Maintain control of the aeroplane at all times in a manner such that the successful outcome of a procedure or maneuver is never seriously in doubt.

**(g) Aviation English Language Proficiency Test:**

The applicant shall have demonstrated Aviation English Language Proficiency as per Manual of Aviation English Language Proficiency Test (AELPT), issue - 3, March 2017.

**(h) Oral & Skill Test:**

- (i) Oral Test Conducted by CAAB.
- (ii) Skill Test as per STS.

**(i) Privileges.** Subject to compliance with the requirements specified in this Part, the privileges of the holder of a CPL shall be:

- (1) To exercise all the privileges of the holder of a PPL in an aircraft within the appropriate aircraft category;
- (2) To act as PIC in an aircraft within the appropriate aircraft category engaged in operations other than commercial air transportation;
- (3) To act as PIC in commercial air transportation in an aircraft within the appropriate aircraft category certificated for single-pilot operation;
- (4) To act as co-pilot in aircraft within the appropriate aircraft category required to be operated with a co-pilot; and

**(j) Validity.** Subject to compliance with the requirements specified in this Part, the validity period of the license is 5 years.

### **7.2.2 Experience, Flight Instruction and Skill Test for the CPL—Aeroplane Category**

**(a) Experience.**

- (1) The applicant for a CPL (A) shall have completed not less than 200 hours of flight time, or 150 hours if completed during a CAAB approved training course provided for in an Approved Training Organization under ANO Part 3, as a pilot of aeroplanes, of which 10 hours may have been completed in a flight simulation training device.

**Note:** If the applicant is required to fly in more than one type/model of aeroplane, 50% of the flight time up to the first solo flight, of that aeroplane shall be counted towards the experience requirement.

- (2) The applicant shall have completed in aeroplanes not less than:
  - (i) 100 hours as PIC or, in the case of a course of approved training, 70 hours as PIC;
  - (ii) 20 hours of cross-country flight time as PIC including a cross-country flight totaling not less than 540 km (300 NM) in the course

- of which full-stop landings at two different aerodromes shall be made;
  - (iii) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time;
  - (iv) If the privileges of the license are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landings as PIC.
- (3) The holder of a pilot license in another category may be credited towards the 200 hours of flight time as follows:
- (i) 10 hours as PIC in a category other than helicopters; or
  - (ii) 30 hours as PIC holding a PPL (H) on helicopters; or
  - (iii) 100 hours as PIC holding a CPL (H) on helicopters.
- (4) The applicant for a CPL (A) shall hold a PPL (A) issued under this Part.

**(b) Flight instruction.**

- (1) The applicant for a CPL (A) shall receive and log not less than 25 hours of dual instruction from an authorized instructor. These 25 hours may include 5 hours completed in a flight simulation training device.
- (2) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:
- (i) Recognize and manage threats and errors;
  - (ii) Pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
  - (iii) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) Control of the aeroplane by external visual reference;
  - (v) Flight at critically slow airspeeds; recognition of, and recovery from, incipient and full stalls;
  - (vi) Flight with asymmetrical power for multi-engine class or type ratings;
  - (vii) Flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
  - (viii) Normal and cross-wind take-offs and landings;
  - (ix) Maximum performance (short field and obstacle clearance take-offs, short-field landings);
  - (x) Basic flight man oeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - (xi) Cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures;
  - (xii) Abnormal and emergency procedures and man oeuvres including simulated aeroplane equipment malfunctions;



- (xiii) Operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures; and
- (xiv) Communication procedures and phraseology.
- (3) If the privileges of the CPL (A) are to be exercised at night, the applicant shall have received 4 hours dual instruction in aeroplanes in night flying, including take-offs, landings and 1 hour of navigation.
- (c) **Skill Test.** The skill test for the single-engine and multi-engine commercial pilot license - aeroplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

**Note1:** When (SE) is indicated, the item or paragraph is only for single-engine; when (ME) is indicated, the item or paragraph is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.

**Note2:** When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for land and seaplanes.

- (1) **Preflight preparation** including the applicant's knowledge and performance of the following tasks—

- (i) Licenses and documents.
- (ii) Airworthiness requirements.
- (iii) Weather information.
- (iv) Cross-country flight planning.
- (v) National airspace system.
- (vi) Performance and limitations.
- (vii) Operation of system.
- (viii) Principles of flight (ME).
- (ix) Water and Seaplane characteristics (S).
- (x) Seaplane bases, maritime rules and aids to marine navigation (S).
- (xi) Aero medical factors.

- (2) **Preflight procedures** including the applicant's knowledge and performance of the following tasks—

- (i) Preflight inspection.
- (ii) Cockpit management.
- (iii) Engine Starting.
- (iv) Taxiing (L).
- (v) Taxiing and sailing (S).
- (vi) Before takeoff check.

- (3) **Aerodrome and seaplane base operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome/Seaplane base, runway and taxiway signs, markings and lighting.
- (4) **Takeoffs, landings and go-around** including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Normal and crosswind approach and landing.
  - (iii) Soft-field takeoff and climb (SE).
  - (iv) Soft-field approach and landing (SE).
  - (v) Short-field (Confined area (S)) takeoff and maximum performance climb.
  - (vi) Short-field (Confined area (S)) approach and landing.
  - (vii) Glassy water takeoff and climb (S).
  - (viii) Glassy water approach and landing (S).
  - (ix) Rough water takeoff and climb (S).
  - (x) Rough water approach and landing (S).
  - (xi) Power-off 180 degrees accuracy approach and landing (SE).
  - (xii) Go-around /rejected landing.
- (5) **Performance man oeuvres** including the applicant's knowledge and performance of the following tasks—
  - (i) Steep turns.
  - (ii) Steep spiral (SE).
  - (iii) Chandelles (SE).
  - (iv) Lazy eights (SE).
- (6) **Ground reference man oeuvres** including the applicant's knowledge and performance of the following tasks—
  - (i) Eights on pylons (SE).
- (7) **Navigation** including the applicant's knowledge and performance of the following tasks—
  - (i) Pilotage and dead reckoning.
  - (ii) Navigation systems and radar services.
  - (iii) Diversion.
  - (iv) Lost procedures.
- (8) **Slow flight and stalls** including the applicant's knowledge and

performance of the following tasks—

- (i) Maneuvering during slow flight.
- (ii) Power-off stalls.
- (iii) Power-on stalls.
- (iv) Spin awareness.

**(9) Emergency operations;** including the applicant's knowledge and performance of the following tasks—

- (i) Emergency approach and landing.
- (ii) Emergency descent (ME).
- (iii) Engine failure during takeoff before VMC (simulated) (ME).
- (iv) Engine failure after lift-off (simulated) (ME).
- (v) Approach and landing with an inoperative engine (simulated) (ME).
- (vi) Systems and equipment malfunctions.
- (vii) Emergency equipment and survival gear.

**(10) High altitude operations** including the applicant's knowledge and performance of the following tasks—

- (i) Supplemental oxygen.
- (ii) Pressurization.

**(11) Multi-engine operations (ME)** including the applicant's knowledge and performance of the following tasks—

- (i) Maneuvering with one engine inoperative.
- (ii) VMC demonstration.
- (iii) Engine failure during flight (by reference to instruments).
- (iv) Instrument approach – one engine inoperative (by reference to instruments).

**(12) Post-flight procedures** including the applicant's knowledge and performance of the following tasks—

- (i) After landing, parking and securing.
- (ii) Anchoring (S).
- (iii) Docking and mooring (S).
- (iv) Ramping/beaching (S).

### **7.2.3 Experience, Flight Instruction and Skill Test for the CPL—Helicopter Category**

#### **(a) Experience.**

- (1) The applicant for a CPL (H) license shall have completed not less than 150 hours of flight time, or 100 hours if completed during an integrated course of approved training provided for in an Approved Training Organisation under ANO Part 3, as a pilot of helicopters, of which 10 hours may have been completed in a flight simulation training device.

**Note:** If the applicant is required to fly in more than one type/model of helicopter, 50% of the flight time up to the first solo flight, of that helicopter shall be counted towards the experience requirement.

- (2) The applicant shall have completed in helicopters not less than:
  - (i) 35 hours as PIC;
  - (ii) 10 hours of cross-country flight time as PIC including a cross-country flight in the course of which full-stop landings at two different points shall be made;
  - (iii) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time;
  - (iv) If the privileges of the license are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landings as PIC
- (3) The holder of a pilot license in another category may be credited towards the 150 hours of flight time as follows:
  - (i) 20 hours as PIC holding a PPL (A) in aeroplanes; or
  - (ii) 50 hours as PIC holding a CPL (A) in aeroplanes.
- (4) The applicant for a CPL (H) shall hold a PPL (H) under this Part.

#### **(b) Flight instruction.**

- (1) The applicant for a CPL (H) shall have received and log not less than 30 hours of dual instruction in helicopters from an authorized flight instructor on the subjects listed in the STS.
- (2) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:
  - (i) Recognize and manage threats and errors;
  - (ii) Pre-flight operations, including mass and balance determination, helicopter inspection and servicing;
  - (iii) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) Control of the helicopter by external visual reference;

- (v) Recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
  - (vi) Ground maneuvering and run-ups; hovering; take-offs and landings – normal, out of wind and sloping ground; steep approaches;
  - (vii) Take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - (vii) Hovering out of ground effect; operations with external load, if applicable; flight at high altitude;
  - (viii) Basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - (ix) Cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures
  - (x) Abnormal and emergency procedures, including simulated helicopter equipment malfunctions, autorotation approach and landing;
  - (xi) Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology;
  - (xii) As further specified in the STS.
- (3) If the privileges of the license are to be exercised at night, the applicant shall have received dual instruction in helicopters in night flying, including take-offs landings and navigation.
- (c) **Skill test.** The skill test for the commercial pilot license – helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:
- (1) **Preflight preparation** including the applicant's knowledge and performance of the following tasks—
    - (i) Licenses and documents.
    - (ii) Weather information.
    - (iii) Cross-country flight planning.
    - (iv) National airspace system.
    - (v) Performance and limitations.
    - (vi) Operation of system.
    - (vii) Minimum equipment list.
    - (viii) Aero-medical factors.
    - (ix) Physiological aspects of night flying.
    - (x) Lighting and equipment for night flying.
  - (2) **Preflight procedures** including the applicant's knowledge and performance of the following tasks—

- (i) Preflight inspection.
- (ii) Cockpit management.
- (iii) Engine Starting and rotor engagement.
- (iv) Before takeoff check.
- (3) **Aerodrome and heliport operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome and heliport markings and lighting.
- (4) **Hovering manoeuvres** including the applicant's knowledge and performance of the following tasks—
  - (i) Vertical takeoff and landing
  - (ii) Slope operations.
  - (iii) Surface taxi.
  - (iv) Hover taxi.
  - (v) Air taxi.
- (5) **Takeoffs, landings and go-around** including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Normal and crosswind approach and landing.
  - (iii) Maximum performance takeoff and climb.
  - (iv) Steep approach.
  - (v) Rolling takeoff.
  - (vi) Shallow approach and running/roll-on landing.
  - (vii) Go-around.
- (6) **Performance maneuver** including the applicant's knowledge and performance of the following tasks—
  - (i) Rapid deceleration.
  - (ii) 180 Degrees autorotation.
- (7) **Navigation** including the applicant's knowledge and performance of the following tasks—
  - (i) Pilot age and dead reckoning.
  - (ii) Radio navigation and radar services.
  - (iii) Diversion.
  - (iv) Lost procedures.

- (8) **Emergency operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Power failure at a hover.
  - (ii) Power failure at altitude.
  - (iii) Systems and equipment malfunctions.
  - (iv) Settling-with-power.
  - (v) Low rotor RPM recovery.
  - (vi) Dynamic rollover.
  - (vii) Ground resonance.
  - (viii) Low G conditions.
  - (ix) Emergency equipment and survival gear.
- (9) **Special operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Confined area operation.
  - (ii) Pinnacle/platform operations.
- (10) **Post-flight procedures** including the applicant's knowledge and performance of the following tasks—
  - (i) After landing, parking and securing.

### 7.3 Categories, types and classes

- (a) Category ratings.

A category rating must be placed on the commercial pilot license.
- (b) Class ratings.

The following class ratings are originally issued or added to commercial pilot licenses:

  - (1) Single-engine land
  - (2) Single-engine sea
  - (3) Multi-engine land
  - (4) Multi-engine sea
  - (5) A class rating may be issued for those helicopters certificated for single-pilot operations and which have comparable handling, performance and other characteristics.
- (c) Type ratings
  - (1) The following division of type ratings exist:
    - (i) Each type of aircraft certificated for operation with a minimum crew of at least two pilots;
    - (ii) Each type of helicopter certificated for single-pilot except

where a class rating has been established under (b)(5) of this section

(iii) Any aircraft considered necessary by the Authority

## **7.4 Procedures**

### **7.4.1 Pre-requisites requirements**

This task requires the following:

- (a) Knowledge of the PEL (Personnel Licensing) system including requirements, policies and procedures
- (b) Qualifications as a CAA Licensing inspector and examiner
- (c) Organizational skills, and
- (d) General administrative skills.

### **7.4.2 References, forms and job aids**

- (a) References
  - (1) CAR 84, Part 1
- (b) Forms
  - (1) Application Form (CAA Form CA-24(I) & CA-32(I))
  - (2) Commercial Pilot License (CAA Form CA-103 & CA-104)
  - (3) Skill Test for IR (CAA Form CA-16)
  - (4) Skill Test for CPL (CAA Form CA-50)
- (c) Job Aids
  - (1) Summary of requirements for CPL
  - (2) Documents needed with the application
  - (3) Endorsement from authorized instructor and/or ATO

### **7.4.3 Procedures**

- (a) **Schedule Appointment.** Advise the applicant to bring the following documents to the appointment:
  - (1) A properly completed Application Form CA-24(I) & CA-32(I);
  - (2) A commercial pilot license (if for an additional category, class or type rating or for a proficiency check);
  - (3) A class 1 medical certificate;
  - (4) A knowledge test report (if applicable); for knowledge test procedures see Chapter 4 of this Handbook.
  - (5) An ATO graduation certificate (if applicable);
  - (6) Personal logbooks or other records substantiating the flight experience shown on the Application Form; and
  - (7) The aircraft maintenance records; the aircraft airworthiness certificate; the aircraft registration
  - (8) Government issued ID with a picture, address, birth date and



signature.

**(b) Applicant arrives for appointment.**

- (1) Collect and review the documents and records listed above.

**(c) Review Application.** Verify that the information on the application is presented accurately and completely.

- (1) Check the Application Form for accuracy, using the instructions attached to the form.
- (2) Ensure that the flight instructor has signed the CA-24(I) endorsement block and has provided the endorsement in another way (Example: Pilot's personal logbook)
- (3) Ensure that the ATO has signed the endorsement block (if applicable)

**(d) Verify applicant's identity.** Inspect acceptable forms of identification to establish the applicant's identity. The identification must be government issued and contain a picture, address, birth date, and signature of the individual. Compare the identification with the personal information provided on the form CA-24(I).

- (1) If the applicant's identity can be verified, proceed with the task.
- (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) If the applicant's identity appears to be different from the information supplied on the form CA-24(I) or it appears that an attempt at falsification has been made, do not continue with this task.

**(e) Establish eligibility for original issuance of a license.** Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for licensing as a commercial pilot (CAR 84, Rule (24)(1) & Rule (24)(2)). The following list expands on the basic requirements.

- (1) Age: Ensure that the applicant is not less than 18 years of age.
- (2) Knowledge: Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test. For the knowledge test procedures see Chapter 2 of this Handbook.
- (3) Experience: Check the record of flight time to determine if the applicant has the minimum experience required for the license and rating sought. Use an acceptable logbook or other reliable record that conforms to CAR 84, Rule 24 requirements.

- (4) Flight Instruction: Check whether the applicant has obtained the

necessary flight instruction.

- (5) Instructor's endorsement: Check whether the instructor has provided the endorsement.
- (6) Check when the applicant applies for a type rating, that he/she has obtained the necessary instruction in an ATO certificated under ANO (OPS)A6.
- (8) Skill: Check the form CA-50 to determine if the applicant has failed the commercial pilot skill test
- (9) Language proficiency: The pilot will be checked for language proficiency during the skill test.
- (10) Medical fitness: Ensure that the medical certificate is the appropriate class and current.

**(f) Requirements for additional category, single-pilot type rating and class rating.**

- (1) Additional category rating. The requirements are the same as in paragraph (e) Above of this section.
- (2) Additional class or type rating in the same category. These requirements are the same as in paragraph (e) above of this section; with the exception that a knowledge test is not required for an additional class or single-pilot type rating in the same category.
- (3) The applicant must present a class 1 medical certificate for an additional category, class or single-pilot type rating

**(g) Requirements for additional multi-pilot type rating.**

- (1) Prerequisite requirements: For a multi-pilot type rating the applicant shall have:
  - (i) At least 100 hours as pilot-in-command, applicable to the category of aircraft;
  - (ii) Where applicable, have a multi-engine instrument rating applicable to the Category of aircraft;
  - (iii) Completed a CRM course
  - (iv) Demonstrated in a test, the CPL knowledge requirements
- (2) Applicant shall meet the requirements as in paragraph (e) above of this section.

**(h) Requirements for renewal of the class and/or type rating(s)**

- (1) For the renewal of a single-engine piston class rating: within the preceding 24 calendar months a proficiency check needs to be completed, and 12 hours of flight time within the 12 months preceding the expiry date

- (2) For the renewal of a multi-engine class rating: within the preceding 12 calendar months a proficiency check and 10 route sectors within the 3 months preceding the expiry date
- (3) For a single-pilot type rating: within the preceding 12 calendar months a proficiency check and 10 route sectors within the 3 months preceding the expiry date
- (4) For the renewal of a multi-pilot type rating: within the preceding 12 calendar months, complete a proficiency check and have completed 10 route sectors within the 3 months preceding the expiry date.
- (5) Language proficiency: Those demonstrating language proficiency at the Operational level (Level 4) should be evaluated at least once every 3 years; and those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years; recurrent testing is not required of anyone, native or non-native speaker, who is able to demonstrate language proficiency at Expert Level (Level 6).
- (6) Applicant must present the logbook or other record for the flight time or route sectors required
- (7) The applicant must present a valid class 1 medical certificate

**(i) Requirements for the renewal of a license (Aeroplane)**

Requirements for renewal commercial pilot licence for aeroplanes are given below:

**(1) Medical Fitness :** Minimum Class-I required.

**(2) Flying Experience :**

(i) Requirements as per circular no. CAAB/1718/5/FI/Part-11/343 dated : 13-03-2008 or ANO (OPS) A-2 for Scheduled Air Transport Aircrew (when applicable).

(ii) for the renewal of Night Rating a Minimum 3 take offs & 3 landings during night within 12 months from the date of application provided that 1 night take-off and 1 landing must be done within 90 days from the date of application.

(iii) For the renewal of Instrument Rating the following may be performed:

- (a) An aircraft instrument check, and/or
- (b) A simulator instrument check (CAAB approved)

**(3) Other Experience (For Scheduled Air Transport Aircrew) :**

- (i) Type Technical Refresher Training as per company policy (CAAB approved)
- (ii) CRM Course as per company policy (CAAB approved)

- (iii) SEEP Course as per company policy (CAAB approved)
- (iv) CFIT refresher as per company policy. (CAAB approved)
- (v) Route check. (CAAB approved)

**(4) Statement from the Organization/Operator :**

Statements mentioning that the applicant has undergone Flight Instruction and attained the Skill as stated in the Rule 24 (1)(c) & 24(2)(b) of CAR'84.

**(j) Requirements for the renewal of a license(Helicopter)**

Requirements for renewal of commercial pilot licence for helicopter are given below:

**(a) Medical Fitness:** Class-1 required

**(b) Flying Experience:**

Not less than 6 hours of flight time with 6 take-offs & 6 landings during the last 12 months from the date of application or experience as a pilot under instruction in a synthetic flight trainer, approved by Chairman, of not less than 4 hours shall have been acquired in such synthetic trainer within the last 6 month of the date of application

**(k) Requirements for the re-issue of the rating(s)**

- (1) For the re-issue of a rating the applicant shall:
  - (i) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the skill test; and
  - (ii) Pass the required skill test
- (2) The applicant must present proof of the refresher training
- (3) The applicant must present a valid class 1 medical certificate

**(l) Satisfactory Performance.** When the applicant has satisfactorily met all requirements for the license and/or rating sought:

- (1) Complete CA-24(I) & CA-32(I), Skill Test Report, sign and date the form.
- (2) Forward the completed file to the PEL office.
- (3) Return all submitted documents not forwarded to the PEL office to the applicant.

**(m) The Personnel Licensing Office.** The personnel license office, after receipt of the applicants file from the inspector or designated examiner will:

- (1) Prepare the CA-103& CA-104 form in duplicate;
- (2) Enter the correct limitations (when appropriate) in the space provided for. An inspector should remove the limitations when

the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

- (3) If an instrument rating is added to a license using a single-engine aircraft, and the applicant has a multi-engine rating (land or sea), enter a visual flight rules (VFR) limitation for those multi-engine privileges.
- (4) Complete CA-24(I) & CA-32(I),
- (5) Collect fee for the license
- (6) Provide applicant with license

## **7.5 Task outcomes**

Completion of this task results in the issuance of one of the following: (a)

A Commercial Pilot License, or

(b) An additional rating to the CPL, or

(c) Notice of Denial, or

(d) Letter of Discontinuance.

## **7.6 Future activities**

(a) Applicant may return for an added category, class or single-pilot type rating.

(b) An applicant may return for a higher level of license (Example ATP).

## 7.7 Job Aids

### 7.7.1 Summary of Requirements for CPL

	<b>Aeroplane</b>	<b>Helicopter</b>
<b>Age</b>	18 years	18 years
<b>Knowledge</b>	Knowledge Training and Test	Knowledge Training and Test
<b>Experience</b>	- 200 hours or 150 hours during integrated approved course at approved ATO (5 hours may be in FS or FPT) - 100 hours PIC or 70 hrs during integrated approved course at approved ATO - 20 hrs cross-country as PIC including flight of 540 km (300 NM) incl. 2 landings at 2 different aerodromes - 10 hrs instrument instruction (5 hours may be instrument at night, 5 hrs night flight including 5 take-offs and 5 landings - 10 hrs Synthetic Flight Trainer (SFT)	- 150 hours or 100 hours during integrated approved course at approved ATO (10 hours may be in FS or FPT) - 35 hours as PIC - 10 hours cross-country as PIC including cross-country flight at 2 different landing points - 10 hours instrument instruction (5 hours may be ground time) - if privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings - 10 hrs Synthetic Flight Trainer (SFT) if available
<b>Flight instruction</b>	- 25 hours dual instruction (5 hours in FS or FPT) - if privileges are exercised at night 4 hrs dual instruction in night flying	- 30 hours dual instruction - if privileges are exercised at night dual instruction in night-flying
<b>Skill</b>	Skill test as PIC	Skill test as PIC
<b>Medical fitness</b>	Class 1 Medical certificate	Class 1 Medical certificate
<b>Language proficiency</b>	<ul style="list-style-type: none"> <li>- The ability to speak and understand the language used for radio telephony communications</li> <li>- Those demonstrating language proficiency at the Operational level (Level 4) should be evaluated at least once every 3 years; and</li> <li>- Those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.</li> <li>- Recurrent testing is not required of anyone, native or non-native speaker, who is able to demonstrate language proficiency at Expert Level (Level 6).</li> </ul>	

**7.7.2 Documents Needed with the Application for a Knowledge Test, Skill Test, Proficiency Check and for the Issue, Renewal and Re-Issue of a License, Rating, Authorization or Validation Certificate**

Actions	Documents
<b>Knowledge test</b>	
Knowledge test	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor</li> <li>- ATO endorsement (if relevant)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign license, when knowledge test is for a validation certificate</li> </ul>
<b>License: issue</b>	
Skill test for issue of a license	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor</li> <li>- ATO endorsement (if relevant)</li> <li>- Knowledge Test Report</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Airworthiness documents</li> </ul>

Skill test for issue of a flight instructor license	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor</li> <li>- ATO endorsement (if relevant)</li> <li>- Knowledge Test Report(s)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Logbook</li> <li>- Class 1 medical certificate</li> <li>- Airworthiness documents</li> </ul>
Issue of a license after suspension	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of additional training (if required)</li> <li>- Report of knowledge test and/or skill test (if required)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> </ul>

Actions	Documents
<b>License: renewal</b>	
Proficiency check for renewal of a license	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>
Proficiency check for renewal of a flight instructor license	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Class 1 medical certificate</li> <li>- Logbook</li> <li>- In lieu of a proficiency check, present a record of endorsement for 5 students of which 80% passed, or a refresher course graduation certificate, or a record that shows services in a position of the evaluation of pilots.</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents when a proficiency check is performed</li> </ul>
<b>License: re-issue</b>	
Skill test for re-issue of a license	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from authorized instructor</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when test is conducted in an aircraft)</li> </ul>
<b>Rating: issue</b>	

Actions	Documents
<b>Rating: renewal</b>	
Proficiency check for renewal of a single-engine class rating, type rating, and instrument rating	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook -Proof of 12 hours flight time</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>



Proficiency check for renewal for a multi-engine class rating, type rating and instrument rating	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook</li> <li>- Proof of route sectors (if required)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>
Proficiency check for renewal of type ratings on an instructor license	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook - Proof of 10 route sectors within 3 months of type rating expiry date.</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when PC is conducted in the aircraft)</li> </ul>
<b>Rating: re-issue</b>	
Skill test for re-issue of a type rating, class rating, instrument rating, and instructor rating	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from authorized instructor</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when test is conducted in an aircraft)</li> </ul>
<b>Authorization: issue</b>	
Skill test for issue of the instructor FSTD Authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License (current or former license holder)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Proof of instructional experience for FSTD instructor</li> </ul>
Skill test for issue of the CAT II and III Authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Proof of instructional experience for FSTD instructor</li> <li>- Airworthiness documents</li> </ul>
Skill test for issue of the	<ul style="list-style-type: none"> <li>- Application Form completed</li> </ul>

Actions	Documents
Examiner authorization	<ul style="list-style-type: none"> <li>- License (current for aircraft)</li> <li>- Relevant medical certificate</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Proof of instructional experience</li> <li>- Airworthiness documents if test conducted in an aircraft</li> </ul>
Issue of a student pilot authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of age, knowledge, pre-solo flight instruction</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Relevant medical certificate</li> </ul>
Issue of a special purpose authorization	<ul style="list-style-type: none"> <li>- Request for special purpose authorization with justification of request and qualifications</li> </ul>
<b>Authorization: renewal</b>	
Proficiency check for renewal of an instructor authorization FSTD	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- FSTD instructor authorization</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> </ul>
Proficiency check for renewal of a CAT II and III authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when PC is conducted in an aeroplane)</li> </ul>
Skill test for renewal of examiner authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Certificate of Designation</li> <li>- Relevant medical certificate</li> <li>- Record of activity</li> <li>- Renewal is subject to the need of Authority approval</li> </ul>
<b>Authorization: re-issue</b>	
Skill test for re-issue of instructor FSTD authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from an authorized instructor</li> <li>- FSTD instructor authorization</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>
Skill test for re-issue of CAT II and III authorization.	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from an authorized instructor</li> <li>- License</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>

Actions	Documents
<b>Validation certificate PPL: issue</b>	
Application for validation certificate	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign license</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> </ul>
<b>Validation certificate (PPL/IR, CPL, CPL/IR, or ATPL): issue</b>	
Skill test for validation for a validation certificate	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign license</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Airworthiness documents</li> </ul>
<b>Conversion of a PPL</b>	
Skill test for conversion of a PPL	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign license</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Airworthiness documents</li> </ul>
<b>Conversion of a PPL/IR, CPL, CPL/IR, or ATPL</b>	
Application for conversion of a license after 200 flight hours in a [State] registered aircraft in the role of the privileges granted by the validation certificate, which aircraft are operated by an operator established in [State]	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign license</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> </ul>

## Chapter 8

### Airline Transport Pilot License

#### 8.1. Objective

The objective of this Chapter is to determine if the applicant meets the requirements for the issue, renewal or re-issue of an airline transport pilot License (ATPL) including type rating(s) under CAR84, Rule 26.

#### 8.2 General requirements

- 8.2.1 (a) **Age:** The applicant shall be not less than 21 years of age on the date of application;

(b) **Knowledge area:**

(1) **Air law:**

- (i) rules and regulations relevant to the holder of an Airline Transport Pilot License; rules of the air; appropriate air traffic services practices and procedures;

Aircraft general knowledge for aeroplane, helicopter and powered-lift

- (ii) General characteristics and limitations of electrical, hydraulic, pressurization and other aircraft systems; flight control systems, including autopilot and stability augmentation;
- (iii) Principles of operation, handling procedures and operating limitations of aircraft power plant; effects of atmospheric conditions on engine performance; relevant operational information from the flight manual or other appropriate document;
- (iv) Operating procedures and limitations of the relevant category of aircraft; effects of atmospheric conditions on aircraft performance in accordance to the relevant operational information from the flight manual;
- (v) Use and serviceability checks of equipment and systems of appropriate aircraft;
- (vi) Flight instruments; compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments and electronic display units;
- (vii) Maintenance procedures for airframes, systems and power plants of appropriate aircraft;
- (viii) For helicopter and powered-lift, transmission (power-trains) where applicable;

**(2) Flight performance and planning:**

- (i) Effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- (ii) Use and practical application of take-off, landing and other performance data, including procedures for cruise control;
- (iii) Pre-flight and en-route operational flight planning; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
- (iv) In the case of helicopter or powered-lift, effects of external loading on handling;

**(3) Human performance:**

- (i) Human performance including principles of threats and error management;

**(4) Meteorology:**

- (i) Interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining; meteorological information; pre-flight and in-flight; altimetry;
- (ii) Aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which effect take-off, en-route and landing conditions;
- (iii) Causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
- (iv) In the case of aeroplane and powered-lift, practical high altitude meteorology, including interpretation and use of weather reports, charts and forecasts; jet streams;

**(5) Navigation:**

- (i) Air navigation, including the use of aeronautical charts, radio navigation aids and area navigation systems; specific navigation requirements for long-range flights;
- (ii) Use, limitation and serviceability of avionics and instruments necessary for the control and navigation of aircraft;
- (iii) Use, accuracy and reliability of navigation systems and landing phases of flight; identification of radio navigation aids;

- (iv) Principles and characteristics of self-contained and external-referenced navigation systems; operation of airborne equipment;

**(6) Operational procedures:**

- (i) Applicant of threat and error management to operational performance;
- (ii) Interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- (iii) Precautionary and emergency procedures; safety practices;
- (iv) Operational procedures for carriage of freight and dangerous goods;
- (v) Requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft;
- (vi) In the case of the helicopter, and if applicable, powered-lift, settling with power; ground resonance; retreating blade stall; dynamic roll-over and other operation hazards; safety procedures, associated with flight in VMC;

**(7) Principles of flight:**

- (i) Principles of flight;

Radiotelephony

- (i) Communication procedures and phraseology, action to be taken in case of communication failure.

**Note:** In addition to the above subjects, the applicant for an airline transport pilot License applicable to the aeroplane or powered-lift category, shall have met the knowledge requirements for the instrument rating at 1(a) of Rule 32 of CAR 84

**(c) Skill Test:**

- (i) The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft of the appropriate category required to be operated with a co-pilot, the following procedures and manoeuvres:
  - (A) Pre-flight procedures, including the preparation of the operational flight plan and filing of the air traffic services flight plan;
  - (B) Normal flight procedures and manoeuvres during all phases of flight;
  - (C) Abnormal and emergency procedures and manoeuvres related to failures and malfunctions of equipment, such as power plant, systems and airframe;

- (D) Procedures: for crew incapacitation and crew co-ordination, including allocation of pilot tasks, crew co-operation and use of checklists; and
  - E) in the case of aeroplane and powered-lift, procedures and manoeuvres for instrument flight described in 1(b)(i)(A) to (D) of Rule 32, including simulated engine failure.
- (ii) In the case of aeroplane, the applicant shall have demonstrated the ability to perform the procedures and manoeuvres described in 1(C) of Rule 26 as pilot-in-command of a multi-engined aeroplane.
- (iii) The applicant shall have demonstrated the ability to perform the procedures and manoeuvres described in 2.6.1.3 with a degree of competency appropriate to the privileges granted to the holder of an airline transport pilot License, and to:
- (A) recognize and manage threats and errors;
  - (B) Smoothly and accurately control the aircraft within its limitations at all times, such that the successful outcome of a procedure or manoeuvre is assured;
  - (C) Operate of aircraft in the mode of automation appropriate to the phase of flight and to maintain awareness of the active mode of automation;
  - (D) Perform, in an accurate manner, normal, abnormal and emergency procedures in all phases of flight;
  - (E) Exercise good judgment and airmanship, to include structured decision making and the maintenance of situational awareness; and
  - (F) Communicate effectively with the other flight crew members and demonstrate the ability to effectively perform procedures for crew incapacitation, crew coordination, including allocation of pilot tasks, crew cooperation, adherence to standard operation procedures (SOPs) and use of checklists.
- (d) **Medical Fitness:** The applicant shall hold medical fitness on the basis of compliance with the requirements as laid down in rules 51 and 52.

**8.2.2 Privileges of the holder of the License and the conditions to be observed in exercising such privileges:**

- (a) Subject to compliance with the requirements of the general rules concerning pilot Licenses and ratings, validity of endorsements and ratings in the License, maintenance of medical fitness and language proficiency, the privileges of the holder of an airline transport pilot License shall be:
  - (i) To exercise all the privileges of the holder of a private and commercial

pilot License of an aircraft within the appropriate aircraft category and , in the case of a License for the aeroplane and powered-lift categories, of the instruments rating; and

- (ii) To act as pilot-in-command in commercial air transport in an aircraft of the appropriate category and certificated for operation with more than one pilot.
- (b) When the holder of an airline transport pilot License in the aeroplane category has only previously held a MPL, the privileges of the License shall be limited to multi-crew operations unless the holder has met the requirements established in 2(a) (i), 2(b) and 2(c) of Rule 256of CAR 84 as appropriate. Any limitation of privileges shall be endorsed on the License.

### **8.2.3 Experience& Flight instruction**

#### **8.2.3.1 Aeroplane category rating:**

##### **(a) Experience:**

- (i) The applicant shall have completed not less than 1500 hours of flight time as a pilot of aeroplanes. Experience as a pilot under instruction in a flight simulation training device approved by the Chairman, is acceptable as part of the total flight time of 1500 hours and credit for the experience shall be limited to a maximum of 100 hours of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.
- (ii) The applicant shall have completed in aeroplanes not less than:
  - (A) 500 hours as pilot-in-command under supervision or 250 hours, either as pilot-in-command, or made up by not less than 70 hours as pilot-in-command and necessary additional flight time as pilot-in-command under supervision;
  - (B) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
  - (C) 75 hours of instrument time, of which not more than 30 hours may be instrument ground time; and
  - (D) 100 hours of night flight as pilot-in-command or as co-pilot.
- (iii) When the applicant has flight time as a pilot of aircraft in other categories, the Chairman shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 3(a) of this rule can be reduced accordingly.



- (b) **Flight instruction:** The applicant shall have received the dual flight instruction required at 3(b) of rule 24 for the issue of the commercial pilot License and t 2(c) of rule 32 for the issue of the instrument rating-or at 2(e) of rule 25 for the issue of the multi-crew pilot License.

#### 8.2.3.2 Helicopter category rating:

(a) **Experience:**

- (i) The applicant shall have completed not less than 1000 hours of flight time as a pilot of helicopters. Chairman shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 1000 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not less than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.
- (ii) The applicant shall have completed in helicopters not less than:
  - (A) 250 hours, either as pilot-in-command, or made up by not less than 70 hours as pilot-in-command and necessary additional flight time as pilot-in-command under supervision;
  - (B) 200 hours cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
  - (C) 30 hours of instrument time, of which not more than 10 ours may be instrument ground time; and
  - (D) 50 hours of night flight, as pilot-in-command or as co-pilot.
- (iii) When the applicant has flight time as a pilot of aircraft in other categories, the Chairman shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 8.4.1.2 (a)(i) of this rule, can be reduced accordingly.

- (b) **Flight instruction:** The applicant shall have received the flight time instruction required for the issue of the commercial pilot License 4(b) of rule 24., CAR 84.

**Note:** The instrument time specified in 8.4.1.2(a)(ii)(C) and the night flying time specified in 8.4.1.2 (a)(ii)(D) do not entitle the holder of the airline transport pilot License-helicopter to pilot helicopters under IFR

### **8.3 Requirements for renewal / revival (Aeroplane)**

Requirements for renewal airline transport pilot License for aeroplanes are given below:

- (a) **Medical Fitness:** Minimum Class-1 required.
- (b) **Flying Experience:**
  - (i) Requirements of ANO (OPS) A-2 for Scheduled Air Transport Aircrew (when applicable).
  - (ii) For the renewal of Instrument Rating, the following may be performed:
    - (A) An aircraft instrument check, and/or
    - (B) A simulator instrument check (CAAB approved)
- (c) **Other Experience (For Scheduled Air Transport Aircrew):**
  - (iii) Type Technical Refresher Training as per company policy (CAAB approved)
  - (iv) CRM Course as per company policy (CAAB approved)
  - (v) SEEP Course as per company policy (CAAB approved)
  - (vi) CFIT refresher as per company policy. (CAAB approved)
  - (vii) Route check. (CAAB approved)

#### **8.3.1 Application Form for Renewal**

The specimen of C.A. Form 26(R) for renewal of Airline Transport Pilot License for Aeroplanes to be used by applicants for personnel licensing.

### **8.4 Requirements for renewal / revival (Helicopter)**

Requirements for issue of airline transport pilot License for helicopter are given below:

- (a) **Medical Fitness:** Minimum Class-1 required.
- (b) **Flying Experience:**
  - (i) Not less than 6 hours of flight time with 6 take-offs & 6 landings during the last 12 months from the date of application or experience as a pilot under instruction in a synthetic flight trainer, approved by Chairman, of not less than 4 hours shall have been acquired in such synthetic trainer within the last 6 month of the date of application provided that 2 take-off 2 landings in actual air craft must be done within 90 days from the date of application.
  - (ii) For the renewal of Night Rating a Minimum 3 take offs & 3 landings during night within 12 months from the date of application provided that 1 night take-off and 1 night landing must be done within 90 days from the date of application. For the renewal of Instrument Rating, the following may be performed:
    - (a) A helicopter Satisfactory flight test & instrument check, and/or
    - (b) A simulator instrument check (CAAB approved) or
    - (c) Satisfactory flight test.

**(c) Other Experience (For Scheduled Air Transport Aircrew):**

- (i) Type Technical Refresher Training as per company policy
- (ii) CRM Course as per company policy (CAAB approved)
- (iii) SEEP Course as per company policy (CAAB approved)
- (iv) Route check / special operation (CAAB approved)

**8.4.1 Application Form for Renewal**

The specimen of C.A. form 30(R) for renewal of Airline Transport pilot License for Helicopters to be used by applicants for personnel licensing.

**8.5 Categories and type ratings**

**(a) Category ratings:** A category rating must be placed on the Airline Transport Pilot License.

**(b) Type ratings:**

- (1) The following division of type ratings exist:
  - (i) Each type of aircraft certificated for operation with a minimum crew of at least two pilots;
  - (ii) Each type of helicopter certificated for single-pilot except where a class rating has been established under the CAR84;
  - (iii) Any aircraft considered necessary by the Authority;
- (2) The applicant for a skill test for an ATPL:
  - (i) According to CAR 84, Rule (26), must demonstrate the ability to perform as PIC of an aircraft (aeroplane and helicopter) required to be operated with a co-pilot.

**8.6 Procedures**

**8.6.1 Pre-requisites requirements**

This task requires the following:

- (a)** Knowledge of the PEL (Personnel Licensing) system including requirements, policies and procedures
- (b)** Qualifications as a CAA Licensing inspector and examiner
- (c)** Organizational skills, and
- (d)** General administrative skills.

**8.6.2 References, forms and job aids**

- (a)** A. References
  - (1) CAR 84, Part I

(b) Forms

- (1) Application Form (CAA Form CA 26(I))
- (2) Skill Test Form (CAAB approved Form for Operator Training Manual)
- (3) Airline Transport Pilot License (CAA Form CA-128 & CA-104)

(c) Job Aids

- (1) Summary of requirements for ATPL
- (2) Documents needed with the application
- (3) Endorsement from authorized instructor and/or ATO

### 8.6.3 Procedures

(a) **Schedule Appointment:** Advise the applicant to bring the following documents to the appointment:

- (1) A properly completed Application Form
- (2) An Airline Transport Pilot License (if for an additional category or type rating or for a proficiency check);
- (3) A class 1 medical certificate;
- (4) An ATO graduation certificate (if applicable)
- (5) A knowledge test report (if applicable); for knowledge test procedures see chapter 4 of this Handbook.
- (6) Personal logbooks or other records substantiating the flight experience shown on the application form;
- (7) The aircraft maintenance records; the aircraft airworthiness certificate; the aircraft registration, and
- (8) Government issued ID with a picture, address, birth date, and signature.

(b) **Applicant arrives for appointment:**

- (1) Collect and review the documents and records listed above.

(c) **Review Application:** Verify that the information on the application is presented accurately and completely.

- (1) Check the Application Form for accuracy, using the instructions attached to the form.
- (2) Ensure that the flight instructor and/or the ATO have signed the endorsement block.

(d) **Verify applicant's identity:** Inspect acceptable forms of identification to establish the applicant's identity. The identification must be a government issued ID that contains a picture, address, birth date and signature of the individual. Compare the identification with the personal information provided on the CA-26(I).

- (1) If the applicant's identity can be verified, proceed with the task.
- (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) If the applicant's identity appears to be different from the information supplied on the form MP-L01, or it appears that an attempt at falsification has been made, do not continue with this task.

(e) **Establish eligibility for original issuance of a License.** Determine if the applicant meets the specific eligibility, theoretical knowledge, competency and experience requirements for licensing as an airline transport pilot. (Rule 26). The following list expands on the basic requirements.

- (1) Age: Ensure that the applicant is at least 21 years of age.
- (2) Knowledge: Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test.
- (3) Experience: Check the record of flight time to determine if the applicant has the minimum experience required for the License and rating sought.
- (4) Flight Instruction: Check whether the applicant for an ATPL aeroplane has received the dual flight instruction required for the issue of the CPL and the IR. Check whether the applicant for an ATPL helicopter has received the dual flight instruction required for the issue of the CPL.
- (5) Instructor's endorsement: Check whether the instructor and/or ATO have signed the endorsement block.
- (6) Skill: Check the form CA-26(I) to determine if the applicant has failed the airline transport pilot skill test
- (7) Check that when the applicant applies for a type rating, that he/she has obtained the necessary instruction in an ATO certificated under CAAB.
- (8) Language proficiency: Check whether the pilot has been checked on language proficiency during the skill test
- (9) Ensure that the medical certificate is appropriate and current.

(f) **Requirements for additional category and type rating:**

- (1) Additional category rating. The requirements are the same as in paragraph (e) above of this section.
- (2) Additional type rating in the same category. These requirements are the same as in paragraph (e) above of this section; however, the knowledge test is not required if the applicant already has a type rating in the same category.
- (3) The applicant must present a class 1 medical certificate for an additional category and type rating.

(g) **Requirements for renewal of the type rating(s):**

- (1) For the renewal of a multi-pilot type rating: within the preceding 12 calendar months, complete a proficiency check and have completed 10 route sectors within the 3 months preceding the expiry date.
- (2) Language proficiency: Those demonstrating language proficiency at the Operational level (Level 4) should be evaluated at least once every 3

years; and those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years; recurrent testing is not required of anyone, native or non-native speaker, who is able to demonstrate language proficiency at Expert Level (Level 6).

- (3) Applicant must present the logbook or other record for the flight time or route sectors required
- (4) The applicant must present a valid class 1 medical certificate

**(h) Requirements for the renewal of a License:**

- (1) The renewal of a License: will take place within the 5 years period:
  - (i) After initial issue of a rating; or
  - (ii) For any administrative reason provided the ratings related to the License and the medical certificate are valid.
- (2) The applicant must present a valid class 1 medical certificate

**(i) Requirements for the re-issue of the rating(s):**

- (1) For the re-issue of a rating the applicant shall:
  - (i) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the skill test; and
  - (ii) Pass the required skill test
- (2) The applicant must present proof of the refresher training
- (3) The applicant must present a valid class 1 medical certificate

**(j) Discrepancies or Ineligibility:**

- (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 License and/or rating cannot be issued and explain how the applicant may correct the discrepancies.
- (2) If the applicant is not eligible for the License and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the License and/or rating.

**(k) Aircraft requirements and/or simulator requirements:**

- (1) Aircraft: An airworthiness inspector should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for a skill test.
- (2) Simulator: The inspector should determine that the simulator has been approved by the CAA and is appropriate for the skill test. The maintenance records should be reviewed to determine if the simulator is acceptable for use.

**(l) Conduct the skill test or proficiency check:** After determining the applicant is eligible and meets all prerequisites for the airline transport pilot License,

category and type rating, conduct the skill test or proficiency check.

- (1) Use the procedures and maneuvers outlined in Rule 26(1)(c) for the category and type of aircraft for which a License 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 or proficiency check, 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.
- (2) Evaluate the language proficiency of the applicant during the skill test, whether the applicant has the ability to speak and understand the language used for radio telephony communications.
- (3) If the skill test or proficiency check is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance.
- (4) Return the Application Form and all submitted documents to the applicant with the original of the Letter of Discontinuance.
- (5) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

**(m) Unsatisfactory Performance:** If an applicant's skill test or proficiency check performance is not satisfactory, terminate the skill test or proficiency check and inform the applicant of the reasons.

- (1) Prepare letter for Notice of Denial.
  - (i) List the areas of operation that were unsatisfactory or not completed. If specific procedures and maneuvers need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed; and
  - (ii) Indicate the number of skill test failures by the applicant for this certificate or rating on the form.
- (2) Sign, date and check the appropriate boxes on the form. Give the applicant a copy of the Notice of Denial and retain the original for the Licensing file.
- (3) Forward the Licenses file to the PEL office.
- (4) Return all submitted documents not forwarded to the PEL office, to the applicant.

**(n) Satisfactory Performance:** When the applicant has satisfactorily met all requirements for the License and/or rating sought:

- (1) Complete CA-26(I), Skill Test Report, sign and date the form.
- (2) Forward the completed file to the PEL office.
- (3) Return all submitted documents not forwarded to the PEL office to the applicant.

**(o) The Personnel Licensing Office:** The personnel License office, after receipt of the applicants file from the inspector or designated examiner will:

- (1) Prepare the CA.128 & CA.104 form in duplicate;
- (2) Enter the correct limitations (when appropriate) in the space provided for. An inspector should remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.
- (3) Complete CA 26(I)
- (4) Collect fee for the License
- (5) Provide applicant with License

**8.7 Task outcomes**

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

- (a) Airline Transport Pilot License, or
- (b) An additional rating to the ATPL, or

**8.8 Future activities**

- (a) Applicant may return for an added category or type rating.



## 8.9 Summary of Requirements for ATPL

	<b>Aeroplane</b>	<b>Helicopter</b>
Age	21 years	21 years
Knowledge	Knowledge Training and Test: Air Law, Aircraft General Knowledge, Flight Performance and Planning, Human Performance, Meteorology, Navigation, Operational Procedures, Principles of Flight and Radio Telephony	Knowledge Training and Test: ir Law, Aircraft General Knowledge , Flight Performance and Planning, Human Performance, Meteorology, Navigation, Operational Procedures, Principles of Flight and Radio Telephony
Experience	- 1500 hours in aeroplanes (100 hours may be in FSTD) - 250 hours PIC or 100 hrs as PIC and rest of co-pilot time as PIC-US (Under Supervision) – 200 hrs cross-country of which 100 hours as PIC or PIC-US - 75 hrs instrument time (30 hours may instrument ground time) - 100 hours of night flight	- 1000 hours in helicopters (100 hours may be in FSTD) - 250 hours PIC or 100 hrs as PIC and rest of co-pilot time as PIC-US (Under Supervision) - 200 hrs cross-country of which 100 hours as PIC or PIC-US - 30 hrs instrument time (10 hours may instrument ground time) - 50 hours of night flight
Flight instruction	Dual required for CPL(A) and IR, and ATPL	Dual required for CPL(H), and ATPL
Skill	Skill test as PIC of an aeroplane required to be operated with a co-pilot	Skill test of a helicopter required to be operated with a co-pilot
Medical fitness	Class 1 Medical certificate	Class 1 Medical certificate
Language proficiency	<p>The ability to speak and understand the language used for radio telephony communications.</p> <p>-Those demonstrating language proficiency at the Operational level (Level 4) should be evaluated at least once every 3 years; and</p> <p>- Those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.</p> <p>- Recurrent testing is not required of anyone, native or non-native speaker, who is able to demonstrate language proficiency at Expert Level (Level 6).</p>	

**8.10 Documents Needed with the Application for a Knowledge Test, Skill Test, Proficiency Check and for the Issue, Renewal and Reissue of a License, Rating, Authorization or Validation Certificate**

Actions	Documents
<b>Knowledge test</b>	
Knowledge test	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor</li> <li>- ATO endorsement (if relevant)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License, when knowledge test is for a validation certificate</li> </ul>
<b>License: issue</b>	
Skill test for issue of a License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor</li> <li>- ATO endorsement (if relevant)</li> <li>- Knowledge Test Report</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Airworthiness documents</li> </ul>
Skill test for issue of a flight instructor License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor</li> <li>- ATO endorsement (if relevant)</li> <li>- Knowledge Test Report(s)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual- Logbook</li> <li>- Class 1 medical certificate</li> <li>- Airworthiness documents</li> </ul>
Issue of a License after suspension	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of additional training (if required)</li> <li>- Report of knowledge test and/or skill test (if required)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> </ul>
<b>License: renewal</b>	
Proficiency check for renewal of a License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>

Proficiency check for renewal of a flight	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> </ul>
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Action	Documents needed
instructor License	<ul style="list-style-type: none"> <li>- Class 1 medical certificate</li> <li>- Logbook</li> <li>- In lieu of a proficiency check, present a record of endorsement for 5 students of which 80% passed, or a refresher course graduation certificate, or a record that shows services in a position of the evaluation of pilots.</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents when a proficiency check is performed</li> </ul>
<b>License: re-issue</b>	
Skill test for re-issue of a License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from authorized instructor</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when test is conducted in an aircraft)</li> </ul>
<b>Rating: issue</b>	
Skill test for issue of a type, class, instrument and rating on a License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor (if relevant)</li> <li>- ATO endorsement (if relevant)</li> <li>- Knowledge Test Report (if relevant)</li> <li>- License</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Logbook</li> <li>- Airworthiness documents (when a test is conducted in an aircraft)</li> </ul>

Skill test for issue of a type, class, instrument and rating on an instructor License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Endorsement from authorized instructor (if relevant)</li> <li>- ATO endorsement (if relevant)</li> <li>- Knowledge Test Report (if relevant)</li> <li>- License</li> <li>- Proof of skill test</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Logbook</li> <li>- Airworthiness documents</li> </ul>
<b>Rating: renewal</b>	

<b>Actions</b>	<b>Documents</b>
Proficiency check for renewal for a multi-engine class rating, type rating and instrument rating	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook</li> <li>- Proof of route sectors (if required)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>
Proficiency check for renewal of type ratings on an instructor License	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook - Proof of 10 route sectors within 3 months of type rating expiry date.</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when PC is conducted in the aircraft)</li> </ul>
<b>Rating: re-issue</b>	
Skill test for re-issue of a type rating, class rating, instrument rating, and instructor rating	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from authorized instructor</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Logbook</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when test is conducted in an aircraft)</li> </ul>

<b>Authorization: issue</b>	
Skill test for issue of the instructor FSTD Authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License (current or former License holder)</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Proof of instructional experience for FSTD instructor</li> </ul>
Skill test for issue of the CAT II and III Authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Relevant medical certificate</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Proof of instructional experience for FSTD instructor</li> <li>- Airworthiness documents</li> </ul>
Skill test for issue of the Examiner authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License (current for aircraft)</li> <li>- Relevant medical certificate</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Proof of instructional experience</li> <li>- Airworthiness documents if test conducted in an aircraft</li> </ul>

<b>Actions</b>	<b>Documents</b>
	individual - Relevant medical certificate
Issue of a special purpose authorization	- Request for special purpose authorization with justification of request and qualifications
<b>Authorization: renewal</b>	
Proficiency check for renewal of an instructor authorization FSTD	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- FSTD instructor authorization</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> </ul>
Proficiency check for renewal of a CAT II and III authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- License</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents (when PC is conducted in an aeroplane)</li> </ul>

Skill test for renewal of examiner authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Certificate of Designation</li> <li>- Relevant medical certificate</li> <li>- Record of activity</li> <li>- Renewal is subject to the need of Authority approval</li> </ul>
<b>Authorization: re-issue</b>	
Skill test for re-issue of instructor FSTD authorization	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from an authorized instructor</li> <li>- FSTD instructor authorization</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>
Skill test for re-issue of CAT II and III authorization.	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Proof of refresher training from an authorized instructor</li> <li>- License</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Airworthiness documents</li> </ul>
<b>Validation certificate PPL: issue</b>	

Actions	Documents
<b>Validation certificate (PPL/IR, CPL, CPL/IR, or ATPL): issue</b>	
Skill test for validation for a validation certificate	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign License</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Airworthiness documents</li> </ul>
<b>Conversion of a PPL</b>	
Skill test for conversion of a PPL	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign License</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> <li>- Airworthiness documents</li> </ul>
<b>Conversion of a PPL/IR, CPL, CPL/IR, or ATPL</b>	
Application for conversion of a License after 200 flight hours in a [State] registered aircraft in the role of the privileges granted by the validation certificate, which aircraft are operated by an operator established in [State]	<ul style="list-style-type: none"> <li>- Application Form completed</li> <li>- Government issued ID with picture, residence, birth date, and signature of individual</li> <li>- Foreign License</li> <li>- Verification of authenticity of the foreign License</li> <li>- Logbook</li> <li>- Relevant medical certificate</li> </ul>

## Chapter-9

### Instrument Rating

#### 9.1 Objectives:

This chapter provides orientation and general completion guidance for the issuance and renewal of instrument rating.

#### 9.2 Applicable Rules

The regulations that are specifically addressed to qualifications for flight in instrument flight rules are—Rule 32 of CAR’84.

#### 9.3 General Requirements

- (a) **Age.** The applicant for an IR shall be not less than 17 year of age.
- (b) **Medical fitness.** The applicant for an IR shall hold either a Class 1 or 2 medical certificates issued under this Part as appropriate to the level of licence held. The applicant for an IR holding a PPL shall have established his/her hearing acuity on the basis of compliance with the hearing requirements for the issue of a Class 1 Medical Certificate.
- (c) **Knowledge.** The applicant for an IR shall receive and log ground training from an authorized instructor on the following subjects:
  - (1) **Air law:**
    - (i) Rules and regulations relevant to flight under IFR; related air traffic services practices and procedures.
  - (2) **Aircraft general knowledge:** for the aircraft category being sought:
    - (i) Use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and navigation of aeroplanes under IFR and in instrument meteorological conditions; use and limitations of autopilot.
    - (ii) Compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments.
  - (3) **Flight performance and planning:** for the aircraft category being sought:
    - (i) Pre-flight preparations and checks appropriate to flight under IFR.
    - (ii) Operational flight planning; preparation and filing of air traffic services flight plans under IFR; altimeter setting procedures.



- (4) **Human performance and limitations:** for the aircraft category being sought:
    - (i) Human performance relevant to instrument flight in aircraft.
    - (ii) Principles of threat and error management.
  - (5) **Meteorology:**
    - (i) Application of aeronautical meteorology; interpretation and use of reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information; altimetry.
    - (ii) Causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance.
    - (iii) In the case of helicopter and powered-lift, effects of rotor icing.
  - (6) **Navigation:** for the aircraft category being sought
    - (i) Practical air navigation using radio navigation aids.
    - (ii) Use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids.
  - (7) **Operational procedures:** for the aircraft category being sought:
    - (i) Application of threat and error management to operational principles.
    - (ii) Interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations, and instrument procedure charts for departure, en-route, descent and approach.
    - (iii) Precautionary and emergency procedures; safety practices associated with flight under IFR; obstacle clearance criteria.
  - (8) **Radiotelephony:**
    - (i) Communication procedures and phraseology as applied to aircraft operations under IFR; action to be taken in case of communication failure.
- (d) **Knowledge testing.** An applicant for an IR shall:
- (1) Have received an endorsement for the knowledge test from an authorized instructor who:
    - (i) Conducted the training on the knowledge subjects.
    - (ii) Certifies that the person is prepared for the required knowledge test.
  - (2) Pass the required knowledge test on the knowledge subjects listed in item (c) above.
- (e) **Experience and flight instruction.** An applicant for an IR shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in this Part.

- (f) **Privileges.** Subject to compliance with the requirements specified in this Part, the privileges of the holder of an IR shall be to pilot an aircraft of the appropriate category under IFR. Before exercising the privileges on multi-engine aircraft, the holder of the rating shall have complied with the multi-engine requirements.
- (g) **Validity.** Subject to compliance with the requirements specified in this Part, the validity period of an IR is 12 months, from the following month of the skill test.
- (h) **Renewal:**
  - (1) For the renewal of a single-engine instrument rating the applicant shall within the preceding 12 calendar months, complete a proficiency check.
  - (2) For the renewal of a multi-engine instrument rating the applicant shall within the preceding 12 calendar months, complete a proficiency check.
  - (3) If a pilot takes the proficiency check required in this section in the calendar month before or the calendar month after the month in which it is due, the pilot is considered to have taken it in the month in which it was due for the purpose of computing when the next proficiency check is due.
- (i) **Re-issue.** If the instrument rating has expired, the applicant shall:
  - (1) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the required skill test; and
  - (2) Pass a required skill test.

#### **9.4 Experience, Flight Instruction, Skill Test and Proficiency Check for the IR**

- (a) **Experience.**
  - (1) The applicant for an IR shall hold a pilot licence with an aircraft category, and class rating if applicable, for the instrument rating sought.
  - (2) The applicant shall have completed not less than:
    - (i) 50 hours of cross-country flight time as PIC of aircraft in categories acceptable to the CAAB, of which not less than 10 hours shall be in the aircraft category being sought; and
    - (ii) 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.
- (b) **Flight instruction.**
  - (1) The applicant for an IR shall have not less than 10 hours of the instrument flight time required in (a) (2)(ii) of this sub-part, while receiving and logging dual instruction in aircraft from an authorized flight instructor.

- (2) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the holder of an instrument rating:
    - (i) Pre-flight procedures, including the use of the flight manual or equivalent document, and appropriate air traffic services documents in the preparation of an IFR flight plan.
    - (ii) Pre-flight inspection, use of checklists, taxiing and pre-take-off checks.
    - (iii) Procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
      - (A) Transition to instrument flight on take-off;
      - (B) Standard instrument departures and arrivals;
      - (C) En-route IFR procedures and navigation;
      - (D) Holding procedures;
      - (E) Instrument approaches to specified minima;
      - (F) Missed approach procedures; and
      - (G) Landings from instrument approaches;
    - (iv) In flight manoeuvres and particular flight characteristics.
  - (3) 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. The instructor shall ensure that the applicant has operational experience in the operation of the aircraft solely by reference to instruments with one engine inoperative or simulated inoperative.
- (c) **Skill.** The applicant for an IR shall:
- (1) Have received an endorsement from an authorized instructor who certifies that the person is prepared for the required skill test.
  - (2) Have demonstrated, by passing a skill test, the ability to perform the areas of operation with a degree of competency appropriate to the privileges granted to the holder of an IR, and to:
    - (i) Recognize and manage threats and errors;
    - (ii) Operate the aircraft within its limitations;
    - (iii) Complete all manoeuvres with smoothness and accuracy;
    - (iv) Exercise good judgment and airmanship;
    - (v) Apply aeronautical knowledge;
    - (vi) Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or maneuver is assured;
    - (vii) Understand and apply crew coordination and incapacitation procedures; and

(viii) Communicate effectively with the other flight crewmembers.

- (3) Have demonstrated by passing a skill test, the ability to operate multi-engine aircraft solely by reference to instruments with one engine inoperative, or simulated inoperative, if the privileges of the instrument rating are to be exercised on such aircraft.

**(d) Skills Test.** The skill test and proficiency check for the instrument rating shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:

**Note:** When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.

- (1) **Preflight preparation** including the applicant's knowledge and performance of the following tasks—
- (i) Weather information.
  - (ii) Cross-country flight planning.
- (2) **Preflight procedures** including the applicant's knowledge and performance of the following tasks—
- (i) Aircraft systems related to IFR operations.
  - (ii) Aircraft flight instruments and navigation equipment.
  - (iii) Instrument cockpit check.
- (3) **Air traffic control clearances and procedures** including the applicant's knowledge and performance of the following tasks—
- (i) Air traffic control clearances.
  - (ii) Compliance with departure, en route and arrival procedures and clearances.
  - (iii) Holding procedures.
- (4) **Flight by reference to instruments** including the applicant's knowledge and performance of the following tasks—
- (i) Straight-and-level flight.
  - (ii) Change of airspeed.
  - (iii) Constant airspeed climbs and descents.
  - (iv) Rate climbs and descents.
  - (v) Timed turns to magnetic compass headings.
  - (vi) Partial panel flying;

- (vii) Steep turns.
- (viii) Recovery from unusual flight attitudes.
- (5) **Navigation systems** including the applicant's knowledge and performance of the following tasks—
  - (i) Intercepting and tracking navigational systems and DME Arcs.
  - (ii) Instrument approach procedures; including the applicant's knowledge and performance of the following tasks—
  - (iii) Non-precision instrument approach;
  - (iv) Precision ILS instrument approach;
  - (v) GPS approaches, if aircraft is so equipped;
  - (vi) Missed approach;
  - (vii) Circling approach;
  - (viii) Landing from a straight-in or circling approach.
- (6) **Emergency operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Loss of communications.
  - (ii) One engine inoperative during straight-and-level flight and turns (ME).
  - (iii) One engine inoperative – instrument approach (ME).
  - (iv) Loss of gyro attitude and/or heading indicators.
- (7) **Post-flight procedures** including the applicant's knowledge and performance of the following tasks—
  - (i) Checking instruments and equipment.

**NB:** Subject to completion of knowledge test and Flying Hours CAAB may issue/endorse IR to PPL. For ATPL, IR is the integrated part. Therefore, IR renewal is not applicable for ATPL holder.

## **9.5 Renewal of Instrument Rating**

The applicant shall submit the following documents—

- I) A completed application –C.A Form-32(R)
- II) Valid Medical Certificate
- III) Current Flying Logbook
- IV) Refresher Course Certificate (if applicable)
- V) PPC Report including IR Check/Skill Test Report(if applicable)

## 9.6 Instrument Rating Renewal Procedures:

Step	Process	Remarks
	Application package is presented by the applicant to CAAB...	
	Upon receiving the application to PEL office, PEL Officers/Office Executives review application for all required documents;	
	Ensure that all necessary fields on the application have been completed;	
	Ensure that the application contains required experience (hours) for the renewal of the IR	
	If the Director (Flight Safety & Regulations) approves the application for renewal of license/certificate	
	Print-out the applicant's license	
	Obtain the signature of the Head of Licensing on the printed license;	
	Notify the operator/applicant that license is ready to pick up.	
	File the hard copy in the designated secure area;	

## 9.7 Validity of Instrument Rating

The validity of Instrument rating is — 12 calendar months both for Issue/Renewal (license remain valid subject to age limit, medical certificate and any other restrictions).

## Chapter 10

### Flight Instructor Rating

#### 10.1 Objectives

The objective of this chapter is to determine if the applicant meets the requirements for:

- (1) The original issue, renewal or re-issue of a Flight Instructor licence, to add a Category, class, type rating, or instrument rating,
- (2) The issue, renewal or re-issue of an instructor licence for instrument rating ratings; and
- (3) The original issue, renewal or re-issue of an instructor authorisation for flight simulation training device

#### 10.2 Applicable Rules

The rules that are specifically addressed to Flight Instructor Rating qualifications and privileges are— Rule-34 of CAR'84. and ANO(OPS)A5Para-

#### 10.3 Flight Instructor Rating Requirements, Skill Test and Proficiency Check

- (a) **Age.** The applicant for a flight instructor rating shall be of the appropriate age for the underlying rating to be held.
- (b) **Medical fitness.** The applicant for a flight instructor rating shall have a Class 1 medical certificate.
- (c) **Knowledge.**
  - (1) Receive and log training from an authorized instructor and pass a flight instructor knowledge test on:
    - (i) The aeronautical knowledge areas for a private and commercial pilot licences applicable to the aircraft category for which flight instructor privileges are sought; and
    - (ii) The aeronautical knowledge areas for the instrument rating applicable to the category for which instrument flight instructor privileges are sought.
  - (2) Meet the requirements for fundamentals of knowledge instruction as listed in the CAAB approved IT manual.
- (d) **Experience.** The applicant shall hold a licence with the aircraft category, and if applicable class and/or type rating, that is appropriate to the flight instructor rating sought as follows:
  - (1) For an instructor licence in the aeroplane category – hold either a CPL or ATPL aeroplane category with instrument rating and appropriate class and/ or type ratings;
  - (2) For an instructor licence in the helicopter category – hold either a CPL or ATPL helicopter category and any applicable class or type rating;

- (3) For an instructor instrument rating – hold an IR in the appropriate category of aircraft.
  - (e) **Flight instruction.** Receive flight instruction from an authorized instructor in the areas of:
    - (1) Flight instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
    - (2) Have practiced instructional techniques in those flight manoeuvres and procedures in which it is intended to provide flight instruction.
    - (3) Before receiving flight instruction, an applicant shall demonstrate his/her suitability by a presentation in a simulated or actual class environment to the satisfaction of CAAB.
    - (4) Minimum flight instruction shall be done as per the training program of the ATO.
  - (f) **Skill.**
    - (1) Receive a logbook endorsement from an authorized instructor to indicate that the applicant is proficient on the areas of operation listed in the Skills Test, appropriate to the flight instructor rating sought and certified as such;
    - (2) Pass the required skill test conducted by an inspector or a designated examiner that is appropriate to the flight instructor rating sought, in an—
      - (i) Aircraft that is representative of the category of aircraft, and if applicable class and/or type, for the aircraft rating sought; or
      - (ii) Approved flight simulation training device (FSTD) that is representative of the category, and if applicable class and/or type of aircraft for the rating sought, and used in accordance with an approved course at an ATO certified under this Part and ANO (OPS) A-7(A).
  - (g) **Skill Test-Aeroplane Category.** The skill test and proficiency check for the flight instructor rating - aeroplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category and class of aircraft:
- Note 1:** When (SE) is indicated the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.
- Note 2:** When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for land and seaplanes.
- (1) **Fundamentals of instruction** including the applicant's knowledge and performance of the following tasks—
    - (i) The learning process



- (ii) The teaching process.
  - (iii) Teaching methods.
  - (iv) Evaluation.
  - (v) Flight instructor characteristics and responsibilities.
  - (vi) Human factors.
  - (vii) Planning instructional activity.
- (2) **Technical subject areas** including the applicant's knowledge and performance of the following tasks—
- (i) Aero-medical factors.
  - (ii) Visual Scanning and collision avoidance.
  - (iii) Principles of flight.
  - (iv) Aeroplane weight and balance.
  - (vi) Navigation and flight planning.
  - (vi) Night operations.
  - (vii) High altitude operations (if applicable).
  - (viii) Regulations and publications.
  - (ix) Use of minimum equipment list (if applicable).
  - (x) National airspace system.
  - (xi) Navigation aids and radar services.
  - (xii) Logbook entries and licence endorsements.
  - (xiii) Water and seaplane characteristics (S)
  - (xiv) Seaplane bases, rules and aids to marine navigation (S).
- (3) **Preflight preparation** including the applicant's knowledge and performance of the following tasks—
- (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Operation of systems.
  - (iv) Performance and limitations. -
  - (v) Airworthiness requirements.
- (4) **Preflight lesson on a maneuver** to be performed in flight; including the applicant's knowledge and performance of the following task—
- (i) Maneuver lesson(s)
- (5) **Preflight procedures** including the applicant's knowledge and performance of the following tasks—
- (i) Preflight inspection.

- (ii) Cockpit management.
  - (iii) Engine starting.
  - (iv) Taxiing (L).
  - (v) Taxiing (S).
  - (vi) Sailing (S).
  - (vii) Before takeoff check
- (6) **Aerodrome and seaplane base operations** including the applicant's knowledge and performance of the following tasks—
- (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome and runway markings and lighting.
- (7) **Takeoff, landing and go-around** including the applicant's knowledge and performance of the following tasks—
- (i) Normal and crosswind takeoff and climb.
  - (ii) Short field (Confined area (S) takeoff and maximum performance climb.
  - (iii) Soft field takeoff and climb (SE).
  - (iv) Glossy water takeoff and climb (S).
  - (v) Rough water takeoff and climb (S).
  - (vi) Normal and crosswind approach and landing.
  - (vii) Slip to a landing (SE).
  - (viii) Go-around/rejected landing.
  - (ix) Short field (Confined area (S)) approach and landing.
  - (x) Soft field approach and landing (SEL).
  - (xi) Power-off 180 degrees accuracy approach and landing (SEL).
  - (xii) Glassy water approach and landing (S).
  - (xiii) Rough water approach and landing (S).
  - (xiv) Touch and Go (L).
- (8) **Fundamentals of flight** including the applicant's knowledge and performance of the following tasks—
- (i) Straight-and-level flight.
  - (ii) Level turns.
  - (iii) Straight climbs and climbing turns.
  - (iv) Straight descents and descending turns.

- (9) **Performance manoeuvres** including the applicant's knowledge and performance of the following tasks—
  - (i) Steep turns.
  - (ii) Steep spirals (SE).
  - (iii) Chandelles (SE).
  - (iv) Lazy eights (SE).
- (10) **Ground reference manoeuvres** including the applicant's knowledge and performance of the following tasks—
  - (i) Rectangular course.
  - (ii) S-turns across a road.
  - (iii) Turns around a point
  - (iv) Eights on pylons (SE).
- (11) **Slow flight, stalls and spins** including the applicant's knowledge and performance of the following tasks—
  - (i) Maneuvering during slow flight.
  - (ii) Power-on stalls (proficiency).
  - (iii) Power-off stalls (proficiency).
  - (iv) Crossed-control stalls (demonstration) (SE).
  - (v) Elevator- trim stalls (demonstration) (SE).
  - (vi) Secondary stalls (demonstration) (SE).
  - (vii) Spins (SEL) (if applicable).
- (12) **Basic instrument man oeuvres** including the applicant's knowledge and performance of the following tasks—
  - (i) Straight-and-level flight.
  - (ii) Constant airspeed climbs.
  - (iii) Constant airspeed descents.
  - (iv) Turns to headings.
  - (v) Partial panel flight.
  - (vi) Recovery from unusual flight attitudes.
- (13) **Emergency operations (SE)** including the applicant's knowledge and performance of the following tasks—
  - (i) Emergency approach and landing (simulated).
  - (ii) Systems and equipment malfunctions.
  - (iii) Emergency equipment and survival gear.
- (14) **Emergency operations (ME)** including the applicant's knowledge and performance of the following tasks—

- (i) Systems and equipment malfunctions.
  - (ii) Engine failure during takeoff before V<sub>1</sub>.
  - (iii) Engine failure after lift-off.
  - (iv) Approach and landing with an inoperative engine.
  - (v) Emergency descent.
  - (vi) Emergency equipment and survival gear.
- (15) Multi-engine operations (ME)** including the applicant's knowledge and performance of the following tasks—
- (i) Operation of systems.
  - (ii) Performance and limitations.
  - (iii) Flight principles – engine inoperative.
  - (iv) Maneuvering with one engine inoperative.
  - (v) V<sub>mc</sub> demonstration.
  - (vi) Demonstrating the effects of various airspeeds and configurations during engine inoperative performance.
- (16) Post-flight procedures** including the applicant's knowledge and performance of the following tasks—
- (i) Post-flight procedures.
  - (ii) Docking and mooring (S).
  - (iii) Beaching (S).
  - (iv) Ramping (S)
- (h) Skill Test-Flight Instructor for Instrument Ratings (A & H).** The skill test and proficiency for the flight instructor for instrument ratings – aeroplane and helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category, and if applicable class, of aircraft:
- Note 1:** When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item and paragraph are for single-engine and multi-engine.
- Note 2:** When (A) is indicated, the item or paragraph is only for Aeroplane. When (H) is indicated, the item or paragraph is only for Helicopter. When nothing is indicated, the item and the paragraph are for all categories.
- (1) Fundamentals of instructing** including the applicant's knowledge and performance of the following tasks—
- (i) The learning process.
  - (ii) Human behaviour and effective communication.

- (iii) The teaching process.
- (iv) Teaching methods.
- (v) Critique and evaluation.
- (vi) Flight instructor characteristics and responsibilities.
- (vii) Planning instructional activity.
- (2) **Technical subject areas** including the applicant's knowledge and performance of the following tasks—
  - (i) Aircraft flight instruments and navigation equipment.
  - (ii) Aero-medical factors.
  - (iii) Regulations and publications related to IFR operations.
  - (iv) Logbook entries related to instrument instruction.
- (3) **Preflight preparation** including the applicant's knowledge and performance of the following tasks—
  - (i) Weather information.
  - (ii) Cross-country flight planning.
  - (iii) Instrument cockpit check.
- (4) **Preflight lesson on a maneuver to be performed in flight** including the applicant's knowledge and performance of the following task—
  - (i) Maneuver lesson(s).
- (5) **Air traffic control clearances and procedures** including the applicant's knowledge and performance of the following tasks—
  - (i) Air traffic control clearances.
  - (ii) Compliance with departure, en-route and arrival procedures and clearances.
- (6) **Flight by reference to instruments** including the applicant's knowledge and performance of the following tasks—
  - (i) Straight-and-level flight.
  - (ii) Turns.
  - (iii) Change of airspeed in straight-and-level and turning flight.
  - (iv) Constant airspeed climbs and descents.
  - (v) Constant rate climbs and descents.
  - (vi) Partial panel flight.
  - (vii) Timed turns to magnetic compass headings.
  - (viii) Steep turns.
  - (ix) Recovery from unusual flight altitudes.

- (7) **Navigation systems** including the applicant's knowledge and performance of the following tasks—
  - (i) Intercepting and tracking navigational systems and DME Arcs.
  - (ii) Holding procedures.
- (8) **Instrument approach procedures** including the applicant's knowledge and performance of the following tasks—
  - (i) Non-precision instrument approach.
  - (ii) Precision instrument approach.
  - (iii) Missed approach.
  - (iv) Circling approach (A).
  - (v) Landing from a straight-in approach.
- (9) **Emergency operations** including the applicant's knowledge and performance of the following tasks—
  - (i) Loss of communications.
  - (ii) Loss of gyro attitude and heading indicators.
  - (iii) Engine failure during straight-and-level flight and turns.
  - (iv) Instrument approach – one engine inoperative.
- (10) **Post-flight procedures** including the applicant's knowledge and performance of the following task—
  - (i) Checking instruments and equipment.

**10.4 Validity.** Subject to compliance with the requirements specified in this Chapter, the validity period of instructor rating is 24 months.

**10.5 Renewal.** A flight instructor rating that has not expired may be renewed for an additional 24 calendar months if the holder—

- (1) Passes a skill test for—
  - (i) Renewal of the flight instructor licence; or
  - (ii) An additional flight instructor rating; or
  - (iii) Recurrent training
- (2) Presents to an inspector—
  - (i) A record of training students that shows during the preceding 24 calendar months the flight instructor has endorsed at least five students for a skill test for a licence or rating, and at least 80 percent of those students passed that test on the first attempt;
  - (ii) A graduation certificate showing that the pilot has successfully completed an approved flight instructor refresher course consisting of ground training or flight training, or both, within the 90 days preceding the expiration month of his or her flight instructor rating.

- (3) If a flight instructor accomplishes the renewal requirements within the 90 days preceding the expiration month of his or her flight instructor licence—
  - (i) The CAAB shall consider that the flight instructor accomplished the renewal requirement in the month due; and
  - (ii) The CAAB shall renew the current flight instructor rating for an additional 24 calendar months from its expiration date.
- (4) A flight instructor may accomplish the skill test required by this Appendix in an approved course conducted by an ATO certified under this Part.

**10.6 Renewal time frame:**

- (1) For the renewal of a single-engine class rating, the pilot shall:
  - (i) Within the preceding 24 calendar months, complete a proficiency check on areas of operation listed in the skill test that is applicable to the level of licence, category and class rating; and
  - (ii) Have completed 12 instructional flight hours flight time within the 12 months preceding the expiry date.

**10.7 Reissue.** If the instructor rating has expired, the applicant shall:

- (1) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the required skill test; and
- (2) Pass the prescribed skill test.

**10.8 Additional flight instructor rating.**

- (a) An applicant for an additional flight instructor rating shall meet the requirements listed in this Appendix that applies to the flight instructor rating sought.

**10.9 Flight instructor records.** A flight instructor shall—

- (1) Sign the logbook of each person to whom that instructor has given flight training or ground training.
- (2) Maintain a record in a logbook or separate document that contains the following—
  - (i) The name of each person whose logbook or student pilot licence that instructor has endorsed for solo flight privileges, and the date of the endorsement; and
  - (ii) The name of each person that instructor has endorsed for a knowledge test or skill test, and a record of the kind of test, the date, and the results.
- (3) Retain the records required for at least 2 years.

**10.10 Flight instructor limitations and qualifications.** The holder of a flight instructor rating shall observe the following limitations and qualifications.

**(1) Duty Limitations.**

- (i) Maximum number of flights a day – 4 flights;
- (ii) Maximum duty time in a day – 10:00 hours including pre-flight and

post flight briefing;

- (iii) Maximum flight time Day – 5:00 hours, may be extended up to 6:00 hours in case of 300 nm x-country flights; OR Night – 3:00 hours; OR Day & Night – 4:00 hours (max 2:00 hours at night)
  - (iv) Maximum Weekly – 25:00 hours;
  - (v) Maximum Monthly – 75:00 hours;
  - (vi) Maximum Yearly – 700:00 hours.
- (2) Limitation of operations of more than one category or class of aircraft.**
- (i) Flight instructors shall not operate more than one category or make, model and series of aircraft in a day.
  - (ii) Flight instructors having ratings in more than one category or make, model and series of aircraft shall maintain currency requirements in each category or make, model and series of aircraft as set forth in this Part.
- (3) Rest Period**
- (i) Minimum rest period shall be 3 times the block time of the previous day or 10 hours, whichever is more.
  - (ii) 24 hours rest in any consecutive 7 days period.

**Note:** Day means consecutive 24 hours.

- (4) Required licence and ratings.** A flight instructor may not conduct flight training in any aircraft for which the flight instructor does not hold a pilot licence and flight instructor rating with the applicable category and if applicable class or type rating.
- (5) For instrument flight training** or for training for a type rating not limited to VFR, an appropriate instrument rating on his or her flight instructor rating and pilot licence.
- (6) Limitations on endorsements.** A flight instructor may not endorse the following:
- (i) Student pilot's licence or logbook for solo flight privileges, unless that flight instructor has—
    - (A) Given that student the flight training required for solo flight privileges required by this Appendix;
    - (B) Determined that the student is prepared to conduct the flight safely under known circumstances, subject to any limitations listed in the student's logbook that the instructor considers necessary for the safety of the flight;
    - (C) Given that student pilot training in the make and model of aircraft or a similar make and model of aircraft in which the solo flight is to be flown; and
    - (D) Endorsed the student pilot's logbook for the specific make and



model aircraft to be flown.

- (ii) Student pilot's licence and logbook for a solo cross country flight, unless that flight instructor has determined that—

- (A) The student's flight preparation, planning, equipment, and proposed procedures are adequate for the proposed flight under the existing conditions and within any limitations listed in the logbook that the instructor considers necessary for the safety of the flight; and

- (B) The student has the appropriate solo cross country endorsement for the make and model of aircraft to be flown.

- (iii) Student pilot's licence and logbook for solo flight in a Class B airspace area or at an airport within Class B airspace unless that flight instructor has—

- (A) Given that student ground and flight training in that Class B airspace or at that airport; an

- (B) Determined that the student is proficient to operate the aircraft safely.

- (7) Training in a multiengine aeroplane or helicopter** A flight instructor may not give training required for the issuance of a licence or rating in multiengine aeroplane or helicopter, unless that flight instructor has at least 5 flight hours of PIC time in the specific make and model of multiengine aeroplane or helicopter, as appropriate.

- (8) Qualifications of the flight instructor for training first-time flight instructor applicants.**

- (i) No flight instructor may provide instruction to another instructor pilot applicant who has never held a flight instructor rating unless that flight instructor—

- (A) Holds a current ground or flight instructor licence with the appropriate rating, has held that licence for at least 24 months, and has given at least 40 hours of ground training; or

- (B) Holds a current ground instructor authorization or flight instructor rating and has given at least 100 hours of ground training in a course which has been approved by the CAAB.

- (ii) Meets the eligibility requirements prescribed in (f) (2) (ii) of this Appendix.

- (iii) For training in preparation for an aeroplane or helicopter rating, has given at least 200 hours of flight training as a flight instructor.

- (9) Prohibition against self-endorsements.** A flight instructor may not make any self endorsement for a licence, rating, flight review, authorization, operating privilege, skill test, or knowledge test that is required by this Appendix.

- (10) Category II and Category III instructions:** A flight instructor may not give training in Category II or Category III operations unless the flight

instructor has been trained and tested in Category II or Category III operations as applicable

## 10.11 Flight Instructors Categories (Aeroplanes & Helicopters)

### 10.11.1 Categories, Requirements, Privileges & Limitations of Flight Instructors

Sl No.	Categories	Experiences			Privileges	Remarks
		Minimum Hours/Qualifications	Minimum Instructional Hours	Minimum Instructional Hours on the Category & Class		
01	A	500	200	25	Privileges to Train all Types of Flight Training of ATOs.	Subject to Satisfactory Evaluation Flight by Inspector/Examiner
02	B	300	100	25	Privileges to train GF, VFR NAV, Instrument, Ab-initio Students	Subject to Satisfactory Evaluation Flight by Inspector/Examiner
03	C	Flight Instructor Rating	Nil	Nil	Privileges to train post solo students for GF, VFR NAV and Instrument	Subject to satisfactory presentation of NAV and Instrument Flight to CAAB.

(\*)

- (1) Minimum total 250 hours and minimum instructional 50 hours; and
- (2) Satisfactory Evaluation Flight by Inspector/Examiner.

(\*\*)

- (1) Minimum total 350 hours and minimum instructional 150 hours; and
- (2) Satisfactory Evaluation Flight by Inspector/Examiner.

### 10.11.2 Check Pilot (ATOs):

To have the privileges to conduct check flights of the ATO, the applicant shall have:

- (1) Minimum total 1000 hours, minimum instructional 500 hours and minimum instructional hours on 'category and class aircraft' 50 hours; and
- (2) Subject to Satisfactory Evaluation Flight by Inspector/Examiner.

**Note:** ATOs shall determine requirements of Flight Instructors and Check Pilots on the basis of the above minimum requirements

**10.12 Documentation**

The applicant shall submit the following documents—

- i) A completed application (C.A Form-34(I));
- ii) Copy of License (CPL/ATPL)
- iii) Instructional Technique (IT) Course Completion Certificate
- iv) Instructional Technique (IT) Result
- v) Experience Certificate
- vi) Flying Logbook
- vii) Bio-data

**10.13 Renewal Of Flight Instructor Rating:**

The applicant shall submit the following documents—

- I) A completed application –C.A Form-34(R)
- II) Ground Refresher Certificate (if applicable)
- III) Yearly Flight Training/Check conducting documents
- IV) Current Flying Logbook

**10.14 Validity Of Fir**

The validity of Flight Instructor Rating is — 01(one) year both for Issue/Renewal

**10.15 Documentation**

The applicant shall submit the following documents—

- i) A completed application
- ii) Copy of License (CPL/ATPL)
- iii) Instructional Technique (IT) Course Completion Certificate
- iv) Instructional Technique (IT) Result
- v) Experience Certificate
- vi) Flying Logbook
- vii) Bio-data

**10.16 Flight Instructor Rating (FIR) issuing Process:**

Step	Process	Remarks
	Application package is presented by the applicant/operator to CAAB...	
	Upon receiving the application to PEL office, PEL Officers/Office Executives review application for all required documents;	
	Ensure that all necessary fields on the application have been completed;	
	Ensure that the application contains required experience for the issuance of the FIR	
	Schedule demonstration class with CAAB authorized person	
	Provide application package to the technical inspector conducting the demonstration class	
	If the technical interview is satisfactory, application package is forwarded to Chairman for final approval	
	If the Chairman approves the application for issuance of Rating	
	Print-out the applicant's License	
	Obtain the signature of Head of Licensing on the printed certificate;	
	Notify the applicant that his license is ready topickup.	
	File the hard copy in the designated secure area;	

## 10.17 Endorsement, Rating and Limitations

Rule-34-1(c)(d) and Rule 34 Sub Rule 2 (Privilege) of CAR'84 Part-I

## 10.18 Renewal Of Flight Instructor Rating:

The applicant shall submit the following documents—

- i) A completed application
- ii) Ground Refresher Certificate (if applicable)
- iii) Yearly Flight Training/Check conducting documents
- iv) Current Flying Logbook

## 10.19 Fir Renewal Procedures:

Step	Process	Remarks
	Application package is presented by the applicant to CAAB...	
	Upon receiving the application to PEL office, PEL Officers/Office Executives review application for all required documents;	
	Ensure that all necessary fields on the application have been completed;	
	Ensure that the application contains required experience for the renewal of the certificate	
	If the Director (Flight Safety & Regulations) approves the application for renewal of license/certificate	
	Print-out the applicant's license	
	Obtain the signature of the Head of Licensing on the printed license;	
	Notify the operator/applicant that license is ready to pick up.	
	File the hard copy in the designated secure area;	

## Chapter 11

### Procedure for Issuance of Pilot licence & ratings based on Military Qualification

#### 11.1 Objective

The objective of this chapter is to determine if an applicant is eligible for a civil pilot licence and/or rating based on military competence. Completion of this task results in the issuance or denial of a pilot licence and/or rating.

#### 11.2 General

A pilot licence may be issued on the basis of military competence to an applicant who meets the requirements stipulated in ANO (OPS) A-4, Issue-5, 2017 on Personnel Licensing Requirements for Aeroplane & Helicopter categories.

#### 11.3 Recognition of Military Flying Experience

Following pilot licences & categories of licences shall be considered under this provision.

- (i) Private Pilot Licence (PPL)- Aeroplane/Helicopter
- (ii) Commercial Pilot Licence (CPL) - Aeroplane / Helicopter
- (iii) Airline Transport Pilot Licence (ATPL)- Aeroplane / Helicopter

#### 11.4 Requirements for issuance of civil pilots licences

- a) **Age:** As applicable for each category of licence.
- b) **Knowledge:** Shall have been successful in all the subjects as appropriate as per ANO(OPS)A-4.
- c) **Experience:** The experience requirement, which should be satisfied, is as per the Standards in ANO (OPS)A-4
- d) **Skill Test:** An applicant shall have been successful in the skill test conducted by a CAAB examiner either on a aircraft of civil registry.
- e) **Type of aircraft for the skill test for the endorsement on the civil licence:**

Aircraft used in the skill test shall be the aircraft type on which the rating is sort on the civil pilot licence.

The aircraft type shall either be a registered or a similar type available in the Civil Aircraft Register at the time of issuance of the licence.

If there is a need by the applicant to enter more than one aircraft in the licence, the applicant is required to undergo skill tests in each additional type and category of aircraft.

The military logbook or acceptable 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.

**f) Medical Certification:**

An applicant shall have been successful in the appropriate medical examination for the issuance of applicable Class of medical assessment, conducted by a Civil Aviation Medical Examiner (CAME) at CAAB.

**g) Recommendation:**

An applicant of Bangladesh Military Pilot shall submit a letter signed by the Commander of SLAF or on his behalf, a designated officer with the recommendation to issue the appropriate civil pilot licence.

## **11.5 Administrative Procedure**

All applicants considered under the provisions of CAR 84 & ANO (OPS) A 5 shall follow the normal administrative procedure of CAAB applicable for the issuance of a pilot licence including payment of the applicable.

## **11.6 Procedures**

**a) Application for the Issue of a Pilot Licence and/or Rating:**

An applicant for recognition of military qualifications and experience must complete and forward to the Licensing Authority a completed application form, available from the Licensing Authority, stating:

- i) Applicant's name and contact details;
- ii) Current assignment;
- iii) Civil licence and rating(s) sought;
- iv) Military aviation qualifications and courses passed;
- v) Aircraft flown;
- vi) Date of last flight;
- vii) Applicant's aircraft command status;
- viii) Instrument or instructor ratings held;

- ix) Hours flown as pilot-in-command;
  - x) Hours flown as co-pilot;
  - xi) Hours of dual instruction received; and
  - xii) Hours pertinent to national requirements (e.g. cross-country navigation or sling load hours).
- b) In addition to the application form, the applicant must include his or her logbook/certified military flying hours (or other acceptable military record), acceptable evidence of qualifying as a military pilot, and the prescribed fee.
  - c) The PEL staff member assessing the applicant's qualifications and experience should confirm that all information has been supplied. If not, the process should be halted and the missing information sought from the applicant.
  - d) The applicant's logbook / certified military flying hours should be assessed to confirm that the applicant has sufficient experience for the licence or rating(s) sought. When the logbook assessment has been completed, photocopies of relevant pages should be taken for file records.
  - e) If there is inadequate information about any qualifications, clarification should be obtained from the applicant or verification sought from the military authority.
  - f) Once the assessment has been completed, the PEL staff member should draft a letter for the applicant advising him or her which qualifications have been recognized and what is required for licence issue (theory examinations, skill test, language proficiency assessment, medical assessment and CAA administrative requirements). If the applicant's experience or qualifications do not qualify for the licence sought, the applicant must be advised of the reasons and the actions that are required to rectify the shortfall. The applicant should be advised if he or she qualifies for credits for, or towards, a lower licence.
  - g) Skill and knowledge requirements for radiotelephony procedures and phraseology are an integral part of all aeroplane, helicopter and powered-lift pilot licences, and a flight radiotelephone operator rating will be granted as a matter of course with each flight crew licence issued to military personnel.

#### **11.7 Issue of the Licence/and or Rating**

When applicant has satisfactorily met all requirements for the licence and/or rating sought, and the application form has been completed, the licence and/or rating will be issued

- (1) Prepare a new licence for applicant.



- (2) Complete all blocks including a licence number.
- (3) When a rating needs to be added, enter additional rating on a new licence.
- (4) Provide applicant with completed licence.
- (5) Collect fee for the licence.

**11.8 Additional Requirements:** Advise the applicant of the following requirements:

- (1) Currency requirements must be met(CAR 84,Part 1 & ANO(OPS)A3
- (2) An appropriate medical certificate must be obtained before the privileges of the licence can be exercised.

**11.9 Task Outcomes**

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

**11.10 Future Activities**

- (a) Applicant may return for added category, class or type rating.
- (b) Applicant may return for an upgraded licence.

## **Chapter-12**

### **Validation of Foreign License:**

#### **12.1 Objectives:**

The objective of this chapter is to determine if the applicant meets the requirements for the issue of a validation certificate based on a foreign licence.

#### **12.2 Applicable Rules:** Rule 21(3), (4), (5) & (6) of CAR 84 and ANO (OPS) A15.

#### **12.3 Purposes to render valid a Foreign Flight Crew Licence & Ratings:**

##### **12.3.1** A foreign Flight Crew licence shall be rendered valid Bangladeshi Licence for any of the purposes listed below:

- a) For Commercial and non-Commercial Air Transportations
- b) For conduct of flying training and checking
- c) To receive flying training to undergo flight test
- d) To ferry an aircraft for registration in Bangladesh from a foreign country

##### **12.3.2** Limitation:

Rendering a foreign flight crew licence for an applicant other than a Bangladeshi nationality for the purpose of employment shall be on condition, that no Bangladeshi citizen with suitable qualification is available for the employment.

#### **12.4 Requirements for Issue of License Validation:**

##### **12.4.1 General requirements**

- (i) The request for validation of foreign licence of flight crew would be considered only from Bangladesh operators when adequate number of such qualified personnel is not available in the country. For this purpose the operator shall furnish necessary details as per Appendix 'A'. The operator shall furnish due justification for employing the foreign personnel and its plan of training Bangladesh flight crew to replace the foreign crew at the earliest.
- (ii) Validation of foreign pilot's licence may be accorded to Pilot-in-Command as well as Co-pilot.
- (iii) The flight crew should not be above the age of 65 years in conformity with Rule 44 of CAR'84, provided that the contracting state which issued licence allows the flight crew to exercise such privileges of their licence up to the age of 65 years.
- (iv) The flight crew operating on the basis of validation of their foreign licences, shall comply with all the applicable Bangladesh rules, ANO, procedures and directives issued from time to time, the operating and maintenance procedures,

FDTL, weather minima, MEL, pre-flight medical check etc. and also the policies of the operator.

- (v) The validation of foreign licence shall no longer be valid if the flight crew discontinues the employment with the Bangladesh operator which sought for his validation.
- (vi) CAAB shall verify the authenticity of documents of the applicant seeking for validation from their issuing authority. The sample of the Form to be used by CAAB meant for such purpose is attached as Appendix-B.
- (vii) Where an operator needs the services of flight crew of the aircraft manufacturers for carrying out training and checks of Bangladesh flight crew or route flying when a new aircraft type is introduced in the country, the requirements relating to minimum experience on the type and passing of examination of Air Law may be exempted.
- (viii) The validation of the foreign licence shall be subjected to suspension or cancellation under the provisions of Rule 297 of CAR'84.
- (ix) The flight crew is required to keep in possession of the original licence along with the validation document issued by CAAB at all times while operating flights.
- (x) The operator/ holder of the validation shall be responsible for keeping current the passport and employment visa as long as exercising the privileges of the validation.
- (xi) Foreign pilot Instructor/ Examiner and flight crew having authorization to conduct Cat-II/Cat-III operations, whose licences and ratings are validated under the provision of this ANO, may be subjected to an assessment check in simulator/aircraft by CAAB nominated Inspector if desired by Chairman.
- (xii) The operator shall specifically mention during the application about the requirements with respect to the foreign pilots' utilization as Instructor/Examiner and on Cat-II/Cat-III operation.

#### **12.4.2 License and experience requirements**

- (i) The flight crew should have been properly licenced and rated on the type of aircraft by the competent authority of a contracting State in accordance with the ICAO requirements and acceptable to CAAB.
- (ii) The foreign licence should be valid with current ratings on the type of aircraft proposed to be flown by operating crew.
- (iii) The flight crew should have current medical fitness certificates (Class I).

(iv) For wide-body commercial-jet aircraft

A. As PIC, the flight crew should have a:

- a) Minimum flying experience – 5000Hrs
- b) Minimum PIC experience -2500Hrs
- c) Minimum PIC on Type/variant – 700Hrs with current IR and Pilot's Proficiency check.
- d) Recent experience – at least three takes-off and landings within the preceding 90 days on the type of aircraft applied for, or in a flight simulator approved for the purpose.

B. As co-pilot, the flight crew should have a:

- a) Minimum flying experience – 3000Hrs
- b) Minimum P2 experience – 2000Hrs
- c) Minimum P2 on Type/variant-500Hrs with current IR/Pilot's Proficiency check.
- d) Recent experience – at least three takes-off and landings within the preceding 90 days on the type of aircraft applied for, or in a flight simulator approved for the purpose.

(v) For narrow-body commercial-jet aircraft

A. As PIC, the flight crew should have a:

- a) Minimum flying experience – 4000Hrs
- b) Minimum PIC experience – 2000Hrs
- c) Minimum PIC on Type/variant – 500Hrs with current IR check/(Pilot's Proficiency Check)
- d) Recent experience – at least three takes-off and landings within the preceding 90 days on the type of aircraft applied for, or in a flight simulator approved for the purpose.

B. As co-pilot, the light crew should have a:

- a) Minimum flying experience – 2000Hrs
- b) Minimum P2 experience – 1000Hrs
- c) Minimum P2 on Type/variant – 500Hrs with current IR check/(Pilot's Proficiency Check)
- d) Recent experience – at least three takes-off and landings within the preceding 90 days on the type of aircraft applied for, or in a flight simulator approved for the purpose.

(vi) For operation of Turbo-prop aircraft having AUW exceeding 5700 Kgs

A. As PIC, the flight crew should have a:

- a) Minimum flying experience – 2000 Hrs
- b) Minimum PIC flying experience – 1000 Hrs

- c) Minimum PIC on type/variant – 100 hrs with current IR check/ (Pilot's Proficiency Checks).
- d) Recent experience – at least three takes-off and landings within the preceding 90 days on the type of aircraft applied for, or in a flight simulator approved for the purpose.

B. As co-pilot, the flight crew should have a:

- a) Minimum 500 hours total flying experience; and
- b) Minimum 100 hours on type/variant as P2, or
- c) Recent experience – at least three takes-off and landings within the preceding 90 days on the type of aircraft applied for, or in a flight simulator approved for the purpose.

(vii) For operation of multi-pilot helicopters, having AUW exceeding 3175 Kg.

A. as PIC, the flight crew should have a:

- a) Minimum flying experience on helicopters – 1000Hrs
- b) Minimum PIC on type/variant – 50Hrs
- c) Shall pass skill test or a test monitored by FOI CAAB.
- d) Minimum flying experience in preceding 90 days on class of helicopter to be flown in Bangladesh – 5Hrs or 3 takes-off and 3 landings.

B. As co-pilot, the flight crew should have a:

- a) Minimum flying experience on helicopters – 500 Hrs.
- b) On class of helicopter to be flown in any contracting state – 50Hrs.
- c) Shall pass skill test or a test monitored by FOI CAAB.
- d) Recent experience on class in preceding 90 days – at least 3 takes-off and 3 landings after endorsement.

(viii) For aircraft having AUW below 5700 Kg or helicopters having AUW below 3175 Kg and certified for single crew operation:

- a) Professional Pilot licence with a minimum flying experience – 500Hrs.
- b) Minimum flying experience on class as PIC – 100 Hrs.
- c) Shall pass skill test or a test monitored by FOI CAAB.
- d) Recent experience on class in preceding 90 days – at least 3 takes-off and 3 landings after endorsement.

(xii) Instructor for Flying Training Institute on aircraft having AUW below 5700Kgs:

The applicant shall:

A. As Flight Instructor Aeroplane

- a) PIC of on class – 2000Hrs
- b) Instructional experience on class – 1000Hrs
- c) Current Instrument Rating on class, with minimum instructional flying experience of 100 Hrs, of which not more than 50Hrs shall be on approved synthetic flight trainer.
- d) Flying experience on class by night – 50Hrs.
- e) Recent experience – at least 10 takes-off and landings within a preceding 90 days on class of aeroplane applied for, or in a flight simulator approved for the purpose.

B. As Flight Instructor Helicopters

- a) PIC of on class – 1000Hrs
- b) Instructional experience on class – 550Hrs
- c) Instrument Rating on class, with minimum instructional flying experience of 50 Hrs, of which not more than 25Hrs shall be on approved synthetic flight trainer.
- d) Flying experience on class by night – 25Hrs
- e) Recent experience – at least 10 takes-off and landings within the preceding 90 days on class of helicopter applied for, or in a flight simulator approved for the purpose.

- (x) The flight crew should be fully proficient to communicate in English language.
- (xi) The flight crew shall have to pass a written examination (CBE) on Air Law for the applicable licences conducted by CAAB.
- (xii) The flight crew is to pass the oral examination conducted by CAAB before the licence can be validated to ensure that he is fully conversant with the operating procedures, Minimum Equipment List (MEL), aircraft cockpit layout, type of equipment installed, Flight and Duty Time Limitations (FDTL) and the other policies of the operator. The original documents like licence, medical certificate of fitness, log books etc. would be examined during the oral examination and returned immediately, thereafter. On the basis of the examination, Chairman CAAB may prescribe flight/simulator check or any other test, which the flight crew will have to undergo.

**Note-1:** His requirement of Para (xi) Air Law examination may not be applicable to the Check / Instructor/ Examiner pilots of manufacturers.

**Note-2:** When a foreign pilot with validation is required to fly for a Bangladesh operator, for more than 06 month, for renewal of his validation PPC shall be carried out by TRE of licence issuing Authority and approved FSTD .

**Note-3:** Copy of valid authorization of the simulator training facility and instructor's valid approval from local CAA along with PPC reports are to be submitted. In

the case of simulator facility valid certificate from manufacturer may also be acceptable.

**Note-4:** The applicant shall have valid work permit for the job.

## **12.5 Validity Period**

The following shall determine the date of expiry of the Validation Certificate:

- a) For expire type the validity shall not be beyond the validity of the licence held.
- b) In case of non-expiry type licence, the maximum period of validity shall not be beyond the validity or for a period of maximum 02 years whichever is less subject to licensee's fulfilling PPC, medical and currency requirements.

## **12.6 Procedures for the issue of a validation certificate with PPL/IR, CPL, CPL/IR or ATPL privileges based on a foreign licence according to CAR 84, Rule**

- (a) The applicant for a validation certificate needs to provide first all information about his/her foreign licence in order that the CAA will be able to verify with the foreign CAA, the authenticity of the licence presented. The CAA sends Authentication form to the foreign CAA, requesting to return the form, when verified.
- (b) As soon as the Authentication form has been received from the foreign CAA and the foreign licence has been verified by the foreign CAA, advise the applicant to bring the following documents to the appointment:
  - (1) A properly completed Application Form
  - (2) The current foreign licence;
  - (3) A relevant and current medical certificate;
  - (4) A knowledge test report for Air Law.
  - (5) Personal logbooks or other records substantiating the flight experience shown on the Application Form;
  - (6) An acceptable form of government issued photo identification.
  - (7) E-visa and Work permit from BIDA
- (c) A knowledge test on Air Law is required for the validation of a PPL/IR, CPL, CPL/IR and ATPL.
- (d) Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the validation certificate according to CAR 84, Rule 21 (3), (4), (5) & (6). The following list expands on the basic requirements.
  - (1) Ensure that the foreign licence is valid and current.
  - (2) Ensure that the medical certificate is relevant to the validation privileges that will be issued and that the medical certificate is current.

- (3) Theoretical Knowledge: Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test.
  - (4) Check the record of flight time to determine if the applicant has the experience required for the validation certificate sought. Use an acceptable logbook or other reliable record that conforms to CAR 84 requirements.
- (e) Issue of the Validation Certificate: After verifying that all CAR 84 requirements are met, the PEL office staff issues Validation Certificate with PPL/IR, CPL, CPL/IR or ATPL privileges, as relevant.

## **12.7 Documentation**

The applicant shall submit the following documents—

- i) A completed application
- ii) Two copies of a passport size photo with a white background;
- iii) Bio-data
- iv) Photocopy of Passport
- v) Photocopy of valid License
- vi) Photocopy of Instructor/Examiner Authorization (if applicable)
- vii) Photocopy of Medical Certificate
- viii) Photocopy of latest PPC (on Type)
- ix) Photocopy of Logbook (Last Four page)
- x) Result of Air Law
- xi) Appointment Letter
- xii) E-visa/Work Permit
- xiii) License Authentication Letter (by CAAB internal)
- xiv) Fees (As per CAAB Circular)



## **Chapter-13**

### **Pilot Licences & Ratings issued on the basis of Foreign Licenses( Conversions):**

#### **13.1 Objectives**

The requirements and procedures to convert a Flight Crew Licence and Ratings in to a Bangladeshi Flight Crew Licence and Ratings.

#### **13.2 Applicable Rules: CAR 84 Rule 21(2) & ANO (OPS) A15, section-4**

#### **13.3 General Provisions**

##### **13.3.1 Applicability**

This chapter explains the procedure to convert the following category of Flight Crew Licences and Ratings.

- (i) Licences
  - a) Private Pilot - aeroplane, airship, helicopter
  - b) Commercial Pilot - aeroplane, airship, helicopter
  - c) Airline Transport - aeroplane, helicopter
- (ii) Ratings
  - a) Aircraft type rating
  - b) Instrument rating
  - c) Flight Instructor rating

##### **13.3.2 Purposes to render convert a Flight Crew Licence & Ratings**

- i. A foreign Flight Crew licence shall be rendered converted into a Bangladeshi Licence for any of the purposes listed below:
  - a) For private flying.
  - b) For Commercial and non-Commercial Air Transportations.
  - c) For conduct of flying training and checking.
  - d) To receive flying training to undergo flight test.
  - e) To ferry an aircraft for registration in Bangladesh from a foreign country.
  - f) For any other purpose, if in the opinion of the chairman, CAAB that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.
- ii. Limitation: This Conversion Procedures is applicable only for Bangladeshi nationality.

#### **13.4 Procedure**

Chairman, CAAB shall convert a foreign Flight Crew Licence into a Bangladeshi Flight Crew Licence for the following Air Transport Operations.

- a) Private Operations.
- b) Charter Operations.
- c) Aerial Work Operations.
- d) Regular Public Transport Operations.

**13.4.1** An applicant seeking conversion of a foreign Flight Crew Licence shall be required to satisfy the related requirements specified in ANO (OPS) A15, Section-4.

**13.4.2** Ratings shall be issued to an applicant for conversion on Bangladeshi registered aircraft of type/types available for training/flight test in Bangladesh.

### **13.5 Requirements and Procedures to convert a foreign Flight Crew Licence**

#### **13.5.1 Application**

An applicant seeking conversion on a foreign Flight Crew Licence shall submit the duly filled and signed application

#### **13.5.2 Supportive Documents**

The original and a copy of each of the following documents shall be submitted together with the application

- a) Foreign licence which is currently valid for the privileges sought under the laws of the state issued the licence.
- b) Valid Medical Certificate.
- c) Duly certified log book.

**After receiving the above documents CAAB shall authenticate the license from issuing authority.**

#### **13.5.3 Proficiency in the English Language and Evaluation for English Language Proficiency**

The applicant shall pass the English Language Proficiency test.

#### **13.5.4 Medical Examination**

The applicant shall pass the appropriate class of medical examination as required by Rule 51 of CAR 84 conducted by an approved medical examiner of CAAB.

#### **13.5.5 Knowledge Test**

An applicant seeking conversion for private operations or Commercial Air Transport Operations shall pass the theoretical examination on “Air Law and composite examination on technical subjects (Flight Performance & Planning,

Human Performance, Navigation & Meteorology). Syllabus & procedure for the examination is available at the CAAB website and PEL section of this Authority.

#### **13.5.6 Additional Training**

An applicant seeking conversion for private operations/commercial operations shall undergo pre-flight test training as required by Chairman, CAAB.

#### **13.5.7 Skill Test**

An applicant seeking conversion for private operations or non-Commercial Air Transport Operations shall pass a Flight Test conducted by a Flight Test Examiner appointed by CAAB.

#### **13.5.8 Commercial Air Transport Operations ----Training on Joining, offered by the Operator's Own Training & Checking Organization and the theoretical/Practical Tests conducted by CAAB.**

##### **13.5.8.1 Training by the Operator's Own Training & Checking Organization**

The Operator (airline/ ATO) shall have established and implemented a training and checking organization approved by CAAB and incorporated into the Company Training Manual in order to train and check its crew members including those crew who are employed to operate with Conversion Licences. This Programme is intended to ensure the operating competency of crewmembers. Such training and checking, which should be conducted by CAAB approved Instructors would basically be as follows.

- a) Company Indoctrination Programme.
- b) Ground School Technical Training Programme.
- c) Simulator Training Programme conducted at an appropriate Simulator approved by the Chairman, CAAB and/or Flying Training Programme conducted in the actual aircraft, whichever is applicable.
- d) Zero Flight Training conducted at a Level D Simulator approved by the Chairman, if applicable.
- e) Simulator Base Training, if applicable.
- f) Base Training in the aircraft, if applicable.
- g) Ground School tests.

At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the operator shall be submitted to the Chairman for further licensing action. The original records of entire training programme and results of the theory/practical tests shall be maintained in the training file of the individual crewmember.

##### **13.5.8.2 Theoretical/Practical Tests conducted by CAAB**

CAAB shall conduct the following tests in respect of training offered to a new recruit by an Operator through his own Training and Checking Organization.

- (i) An examination on Air Law and composite examination on technical subjects (Flight Performance & Planning, Human Performance, Navigation & Meteorology).
- (ii) A test in Radiotelephony Communication Procedures in the English language conducted as per the requirements specified in AELPT Manual.
- (iii) Simulator evaluation at the end of the Simulator Training phase or the Practical Flying Test at the end of the training phase in the actual aircraft, whichever is applicable, conducted by a Designated Check Pilot or Flying Test Examiner or Flight Operations Inspector appointed by the Chairman.
- (iv) Any other theoretical or flying test deemed necessary by the Chairman, when evaluated the level of the standard used in country of origin of licence.

### **13.6 Certificate from the Training Organization**

Bangladeshi nationals who had their flying training in a foreign country & seeking conversion shall submit a certificate from the foreign training organization concerned to prove the successful completion of a training course. The applicant shall also submit the course details together with the course completion certificate.

### **13.7 Documentation**

The applicant shall submit the following documents —

- i) A completed application.
- ii) Two copies of a passport size photo with a white background.
- iii) Bio-data.
- iv) Photocopy of Passport.
- v) Photocopy of valid License.
- vi) Photocopy of Instructor/Examiner Authorization (if applicable).
- vii) Photocopy of Medical Certificate.
- viii) Photocopy of latest PPC (on Type).
- ix) Photocopy of Logbook (Last Four page).
- x) Result of knowledge test.
- xi) Appointment Letter.
- xii) E-visa/Work Permit.
- xiii) License Authentication Letter (by CAAB internal).
- xiv) Fees (As per CAAB Circular).

## **Chapter 14**

### **Validation of Foreign AME License**

#### **14.1 General**

**14.1.1** The Rule 43 of the CARs, 1984, has the provision of validating the licenses issued by the competent authority of other contracting State which is in conformity with at least the minimum conditions required under Annex 1.

**14.1.2** This procedure prescribes the requirements regarding issue of Certificate of Validation to the personnel holding foreign AME licenses issued by a contracting State of ICAO and who have been employed by an Aircraft Maintenance Organization of Bangladesh and are required to exercise privileges of their type rated AME license for certification of maintenance tasks to be performed on aircraft registered in Bangladesh.

#### **14.2 Definitions**

**14.2.1** For the purpose of this procedure, the definitions as mentioned under the Rules 2, 183 and 234 of the Civil Aviation Rules, 1984 shall apply.

#### **14.3 General Procedures**

**14.3.1** The license shall be valid with current ratings on the type of aircraft registered in Bangladesh.

**14.3.2** The AME shall be proficient to communicate in English language and should be capable of understanding all required manuals Aircraft Maintenance Manual (AMM), Minimum Equipment List (MEL) and Work Cards of the Operator.

**14.3.3** The validation of foreign AME license shall stand cancelled if the holder of foreign AME license discontinues his employment with the Bangladeshi operator who sponsored his validation. The certificate of validation shall stand automatically cancelled in case of joining another Bangladeshi Operator without proper release certificate or No Objection Certificate (NOC) from the operator who sponsored for the current Certificate of Validation. In such cases no fresh Certificate of Validation shall be issued in respect of the AME until a lapse of 6 (six) months from the date of cancellation.

**14.3.4** The validation of the foreign license shall also be subject to the requirements/conditions stipulated by the contracting State who has issued the license.

- 14.3.5** The validation of the foreign license shall be subject to the provisions of Rule 10 of the CARs, 1984 and can be suspended or cancelled under the said rule, as in the case of Bangladeshi licenses.

**14.4 Issue Of Certificate Of Validation**

**14.4.1 Submission of Documents by the operator/AMO:**

The Bangladeshi AMO has to submit an application form along with the following documents:

- (a) Copy of the valid AME license in English text showing scope of the certification privileges.
- (b) Photocopy of the applicant's passport.
- (c) Examination Certificate in Module 10 of ANO (AW) Part-66.
- (d) Medical Fitness Certificate in accordance with the rule 51(2) of the CAR'84 in respect of the license holder.
- (e) Copy of the permission of BOI (Board of Investment).
- (f) Photocopy of the contract/appointment letter issued by the AMO in Bangladesh.
- (g) Logbook or equivalent document showing that during the last 24 (twenty four) months from the date of application, the applicant has been engaged for periods totaling at least (6) six months on work affording experience on the category and type of aircraft for which the Certificate of Validation is sought.

- 14.4.2** The original documents i.e. license, medical fitness certificate, log books for assessing the practical (as applicable) etc. would be examined by CAAB.

**14.4.3 Conformity check of license as per ICAO Annex-1:**

- (a) CAAB will check the conformity of the license as per following specifications:
  - I) Name of State (in bold type).
  - II) Title of license (in vary bold type).
  - III) Serial number of the license, in Arabic numerals, given by the authority issuing the license.
  - IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman).
  - V) Date of birth.
  - VI) Address of holder if desired by the State.
  - VII) Nationality of holder.
  - VIII) Signature of holder.
  - IX) Authority and, where necessary, conditions under which the license is issued.
  - X) Certification concerning validity and authorization for holder to exercise privileges appropriate to license.
  - XI) Signature of officer issuing the license and the date of such issue.
  - XII) Seal or stamp of authority issuing the license.

- XIII) Ratings, e.g. category, class, type of aircraft, airframe, engine, avionics etc.
- XIV) Any other details desired by the state issuing the license.
- XV) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, and other information required in pursuance to Article 39 of the Chicago Convention.

(b) When licenses are issued in a language other than English, the license shall include an English translation of at least items I),II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with Annex 1, 1.2.2.1 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.

#### **14.4.4 Authentication of License**

CAAB will make an authentication of the License as per attached form and contact the license issuing authority for authentication of license before granting Certificate of Validation.

#### **14.4.5 Issuance of Certificate of validation**

After successful completion of abovementioned (4.1 to 4.4) step, CAAB will issue the Certificate of Validation in favor of the applicant foreign AME. During issuance of Certificate of Validation, issuing officer will ensure the validity of the Certificate of Validation will not go beyond the period of validity of the original license. The Certificate of validation ceases to be valid if the license upon which it was issued is revoked or suspended.

#### **14.5 Privileges Of Certificate Of Validation**

Privileges of the validation will be in accordance with privileges of the License issued by the contracting state and such other conditions that may be imposed by the Chairman. Certification of Validation issued by CAAB shall not authorize AMEs to perform maintenance unless approved AMO issues Company Authorization based on the company manual.

#### **14.6 Entry Into Effect**

The requirements will be effective immediate from the date of issuance of this in the Airworthiness Procedure Manual.

<b>AWS-53</b>			
<b>ISSUE-1</b>			
<b>APPLICATION FOR VALIDATION OF FOREIGN AME LICENCE1. APPLICANT</b>			
AMO Approval Reference			Contact Person
Telephone		Email	

<b>2. FOREIGN LICENCE DETAILS</b>			
Name:			Nationality
Licence #			Expiry Date
Licence Issuing Authority			
Type Ratings Held			
<b>3. PRIVILEGES REQUESTED</b>		Base/Line/Cat A	

<b>1. SUMMARY OF EXPERIENCE</b>			
PERIOD	COMPANY	AIRCRAFT TYPE	DESCRIPTION OF WORK




**2. CHECKLIST**

1	Licence Copy	<input type="checkbox"/>
2	Passport Copy	<input type="checkbox"/>
3	Examination Certificate in Module 10 of Part-66	<input type="checkbox"/>
4	Medical Fitness Certificate	<input type="checkbox"/>
5	Permission from the Board of Investment	<input type="checkbox"/>
6	Appointment Letter issued by Bangladeshi AMO	<input type="checkbox"/>
7	Experience Record	<input type="checkbox"/>
8	Training Plan and full reason for requesting validation	<input type="checkbox"/>

<b>3. DECLARATION</b>			
I declare that the foregoing particulars and answers are true in every respect.			
Nominator		Signature	
Date			
<b>4. CHARGES</b>			
<p>Fee of Taka:..... In words: .....</p> <p>Bank details:.....</p> <p>Receipt No: ..... Date: .....</p>			

**AWS-52**

**ISSUE-1**

## **AUTHENTICATION OF LICENSE**

In accordance with the provision of ICAO Annex-1 for the purpose of Validation, the particulars of the applicant's license should be verified from the issuing state. For this purpose the following details are required by Civil Aviation Authority, Bangladesh:

<b>Issuing Authority Details</b>	
State of Issue	
Issuing Authority	
Name of the Authorized Person	
Title of the Authorized Person	

We hereby certify the authenticity of the following license. We also confirm that there are no outstanding actions on the mentioned license and this license:

<b>License Details</b>			
Name of the license holder			
License type and number			
Date of issue of the license		License Expiry date	
Nationality of the holder			
Certification concerning validity and authorization for holder to exercise privileges appropriate to license			
Ratings, e.g. category, class, type of aircraft, airframe etc.			
Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, and other information required in pursuance to Article 39 of the Chicago Convention;			
Any other details desired by the State issuing the license			

<b>Signature of the authorized person</b>		Date	
Telephone number			
Fax No.		Stamp	
E-mal No.			

## **Chapter-15**

### **Aircraft Maintenance Licensing**

#### **15.1 Introduction**

The objective of this PROCEDURE is to establish the general principles to be followed by CAAB:

- a) For initial issue of an aircraft maintenance license in accordance with ANO (AW) PART-66.
- b) To renew aircraft maintenance license in accordance with PART-66.
- c) To extend an existing ANO (AW) PART-66 license to include additional basic category or additional type ratings.
- d) To convert a ANO(AW) PART D license to ANO(AW) PART-66 license.
- e) To remove limitations from a ANO (AW) PART-66 license.
- f) To issue duplicate license for lost/stolen/damaged licenses.
- g) To issue license for name/address/nationality change.
- h) Revocation, suspension or limitation of the aircraft maintenance license.
- i) Upon application to do ANO (AW) PART-66 examination.
- j) Upon application to become a CAAB authorized logbook assessor.

For all cases from paragraphs (a) to (g), CAAB Form 19 should be used by the applicant, which is available at CAAB website.

For paragraph (i), CAAB Form 19E should be used by the applicant, which is available at CAAB website.

For paragraph (j), CAAB Form 19A should be used by the applicant, which is available at CAAB website.

When an application is made using the above three forms it shall be accompanied by an attested copy of National ID card (Bangladeshi only) or passport. Originals should be brought with the applicant for verification if the copies are not attested. Originals shall be handed over to the applicant immediately after verification.

In all cases except initial issue and duplicate license issue for lost and stolen licenses the applicant shall submit his/her current original aircraft maintenance license.

This PROCEDURE should be read in conjunction with ANO (AW) Part-66 Guidance Document and ANO (AW) PART-66.

This PROCEDURE has been accepted by the Chairman, CAAB.

## **15.2 Abbreviations/Terminology**

AI	Airworthiness Inspector
ICAO	International Civil Aviation Organisation
CAAB	Civil Aviation Authority, Bangladesh
CAR'84	Civil Aviation Requirement's 1984
GD	ANO (AW) Part-66 Guidance Document
LWTR	License Without Type Rating
CAAB website	<a href="http://www.caab.gov.bd">www.caab.gov.bd</a>

## **15.3 References**

PART-145 Approved Maintenance Organizations

PART-M Continuing Airworthiness

ANO (AW) PART-66 Maintenance Personnel Licensing

PART-147 Approved Maintenance Training Organizations

ICAO Annex 1 – Chapter 4.2

ANO(AW) Chapter-A.10 – Fees/Charges for Airworthiness Services

ANO (AW) Part-66 Guidance Document

## **15.4 Resources**

- a) The number of staff must be appropriate to carry out the requirements as detailed in this procedure.
- b) AI involved in ANO (AW) PART-66 must have:
  - i. Practical experience and expertise in the application of aviation safety standards.
  - ii. Comprehensive knowledge of:
    - Relevant parts of CAR'84, ANOs.
    - ANO (AW) PART-66, ANO (AW) Part-66 Guidance Document, and CAAB Form 19, CAAB Form 26.
    - Airworthiness Procedure Manual.
    - The rights and obligations of an AI.
  - iii. Received training on ANO (AW) PART-66 where relevant, including its intended meaning and standard.
  - iv. Three years relevant work experience to work as an AI independently. This may include experience gained during training to obtain the qualification under (v).
  - v. Knowledge of maintenance standards.
- c) In addition to technical competency, AI's should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
- d) AI's should undergo continuation training that ensures the AI's remain competent to perform their allocated tasks.

## **15.5 Application For Initial Issue Of Ano (Aw) Part-66 License**

### **15.5.1 Initiation Process**

- (a) Interested applicants seeking Aircraft Maintenance Engineer's License (AME) shall submit their application via the form CAAB Form 19. Along with the application, the applicant shall pay the respective fees specified in ANO(AW) Chapter-A.10 in the designated account of Civil Aviation Authority, Bangladesh.

**Note:** For foreigners, the application can only be accepted if employed by a Bangladeshi AMO, maintaining Bangladeshi Registered aircraft.

- (b) Along with the fully completed application form, the applicant should supply the following documents to proceed with the application (Ref: Guidance Document for CAAB Form 19).

- The log book/other acceptable document (AMC-66.20(b)) showing details of practical experience. The log book is available on our website.
- Details of Type training and their certificates (PART-147 Format as specified in PART-147 Appendix III), on the type of aircraft requested to be endorsed.
- Details of any PART-147 training or other technical training completed with the transcript (PART-147 format). Refer ANO (AW) Part-66 Guidance Document Chapter 11.
- Air Law (ANO (AW) Part-66 Module 10 or Part Module 10– Aviation Legislation) pass.
- Copy of attested National ID or Passport (foreigners only). If copy is not attested verify by comparing with the original.



The Summary of supporting documents required with the application.

Application	Passport for foreigners and National ID for Bangladeshis	ANO (AW) Existing Part-D/PART-66 Licence(s)/Foreign license	Copy of Exam Module Results	Certified Copies of Course Completion Certificates (Part-147)	Change of Name/Nationality deed	Certified copies of worksheets or logbook	Air Law (Module 10/Part Module-Air Leg)
Initial Issue	✓		✓	✓		✓	✓
Part- D to ANO (AW) PART-66 Conversion		✓	✓	✓			
Inclusion of another Category	✓	✓	✓	✓		✓	
Type Rating	✓	✓		✓		✓	
Removal of Limitation (Type)	✓	✓		✓		✓	
Removal of Limitation (Basic)	✓	✓	✓			✓	
Change of Name/Nationality	✓	✓			✓		
Duplicate License Request	✓						
Renewal of License	✓	✓					

- c) Failure to provide the above documents will invalidate their application.
- d) The respective Airworthiness Inspector should inform the applicant about incomplete application and its justification via a letter.

### **15.5.2 Actions Required**

- a) Upon receipt of the application form, fee and the respective documents, the airworthiness inspector should evaluate the form for completeness. If the application was found to be incomplete, return the application. Or if it is a minor incompleteness ask the applicant to make the application complete before a given date if not return the full application.
- b) Complete the tracking form in Appendix II as the following steps are carried out. For log book assessor applications use the tracking form in Appendix IV.
- c) Knowledge requirement: The AI shall verify an applicant's examination status and/or confirm the validity of any credits to ensure that all required modules of ANO (AW) PART-66 Chapter 3, Appendix 1 have been met. A candidate must complete all required written and/or oral examinations within 10 years of their first pass. Passes falling outside that time limit will lapse. The papers can be attempted in any order (Ref: ANO (AW) PART-66 Appendix II, 1.11 & 1.12). ANO (AW) PART D Airworthiness Legislation does not have an expiry date and hence recognized as a protected right.
- d) Check whether the applicant meets the requirements of the category applied for as given below:

ANO (AW) PART-66.30 & AMC 66.30 or following sections of ANO (AW) Part-66 Guidance Document

- a) For category A see Chapter 3
- b) For category B1 see Chapter 4
- c) For category B3 see Chapter 5
- d) For category B2 see Chapter 6
- e) For category C see Chapter 7

Training	A, B1.2, B1.4 & B3	B2, B1.1 & B1.3
No Training	3 Years	5 Years
Skilled Worker	2 Years	3 Years
(ANO(AW) PART-147	1 Year	2 Years

C category	
Large Aircraft	3 years experience exercising B1.1, B1.3 or B2 privileges on large aircraft or as ANO(AW) PART -145 B1.1, B1.3 or B2 support staff, or a combination of both.
	5 years experience exercising B1.2 or B1.4 privileges on large aircraft or as ANO(AW) PART -145 B1.2 or B1.4 support staff, or a combination of both.
Non-Large Aircraft	3 years experience exercising B1 or B2 privileges on non-large aircraft or as ANO(AW) PART -145 B1 or B2 support staff, or a combination of both.
Academic Route	3 years of maintenance experience including 6 months of observation of base maintenance

**Note:** A list of tasks required for the issuance of basic license is given in the AME's log book section.

- e) **Non-Civil Experience:** Applicants claiming credit against the ANO (AW) PART-66.30(a) total experience requirement by virtue of ANO (AW) PART-66.30(d) non-civil aircraft maintenance experience may only be granted such credit where the CAAB has recognized such non-civil aircraft maintenance experience. The CAAB in recognizing non-civil aircraft maintenance experience will have specified who within the non-civil environment may make a statement that the applicant has met relevant maintenance experience. The applicant should include a detailed statement of such maintenance experience signed by the non-civil maintenance authority in accordance with the conditions specified in the CAAB's letter of recognition.
- f) **Additional experience:** For category A the additional experience of civil aircraft maintenance should be a minimum of 6 months. For category B1 or B2 the additional experience of civil aircraft maintenance should be a minimum of 12 months. (Ref: ANO (AW) PART-66.30(e) and AMC 66.30(e).
- g) **Recent Experience:** For all applicants, at least one year of the required experience must be recent maintenance experience on aircraft of the category/subcategory for which the initial aircraft maintenance license is sought. For subsequent category/subcategory additions to an existing aircraft maintenance license, the additional recent maintenance experience required may be less than one year, but must be at least three months. The required experience must be dependent upon the difference between the license category/subcategory held and applied for. Such additional experience must be typical of the new license category/subcategory sought. (Ref: ANO (AW) PART-66.30).
- h) To be considered as recent experience; at least 50% of the required 12 month experience should be gained within the 12 month period prior to the date of application for the PART- 66 aircraft maintenance license. The remainder of the experience should have been gained within the 7 year period prior to application. It must be noted that the rest of the basic experience required by 66.A.30 must be obtained within the 10 years prior to the application as required by 66.A.30(f).
- i) The AI should check that the experience record satisfies above paragraphs in terms of content and the countersigning signature.
- j) **For inclusion of type ratings** see ANO (AW) PART-66.45 & ANO (AW) Part-66 Guidance Document Chapter 9. Aircraft type practical experience list of tasks are given in ANO (AW) PART-66 appendix II of AMC and also in AME log book.

- k) **Manufacturer Sub-Group Ratings** may be granted after complying with the type rating requirement of two aircraft types representative of the group from the same manufacturer. (Ref: ANO (AW) PART-66.45, AMC-66.45, GM-66.45 & ANO (AW) Part-66 Guidance Document Chapter 9)
- l) Full Group Ratings may be granted after complying with the type rating requirement of three aircraft representative of the group from different manufacturers. (Ref: ANO (AW) PART-66.45, AMC-66.45, GM-66.45 & ANO (AW) Part-66 Guidance Document Chapter 9). No full group rating may be granted to B1 multiple turbine engine aeroplanes, where only manufacturer group rating applies.

Appendix VI summarizes the type training requirement for each category.

- m) Where the maintenance organization approved under PART-145 conducts the practical training, it must confirm to the CAAB that the trainee has been assessed and has successfully completed the practical elements of type training course to satisfy the requirements of ANO (AW) PART-66.45. The CAAB is required to agree how the practical elements are assessed, for example under a procedure as agreed by the CAAB or on a case by case basis.
- n) The CAAB present policy does not intend to authorize any ANO (AW) PART-145 approved maintenance organization to carryout licensing activity on behalf of CAAB.
- o) For foreign license holders see ANO (AW) Chapter D.6.

### **15.5.3 Issuance of License**

- a) Once the application is approved after checking compliance with the regulatory requirements in accordance with the 2.2 of this PROCEDURE, the applicant may be issued with a ANO (AW) PART-66 License for a period of five years.
- b) Update the applicants file with the personal and license details of the applicant and endorse inspector stamp on the relevant portion of the file. AME license number, for initial issuance, will be numerical number available in the AELD file register unless in the case of a license converted from ANO (AW) PART D license, in which case the original number shall be used.
- c) The License format is available to each AI. The license format shall not be altered without approval of the Chairman, CAAB. Aircraft type endorsement shall be used according to the standard codes contained in Appendix I of Chapter 4 of ANO (AW) Part.

- d) Prior to issuing AME License, the AI should make sure that the applicant signs of the license book. The license holder should sign the license in ink. A copy of this signed license shall be filed in the applicant's folder.
- e) Any document regarding the License of the applicant, for example, **Signed** license copies, application form, NID/PP copy, CV, Logbook copy, certificates/transcripts, employer letters...etc should be filed in the applicant's file. Any documents received pertaining to the applicant after the AME License issued shall be filed in the applicant's file.

## **15.6 Converting A Part-D License To A Ano (Aw) Part-66 License**

An ANO (AW) PART D license will be converted to a ANO (AW) PART-66 license with or without limitations reflecting the scope of the ANO (AW) PART D license held. This is known as conversion of Protected Rights. There are two instances where there will be a conversion. They are:

- Renewal of a ANO (AW) PART D license after the effective date of ANO (AW) PART-66.
- Applicant request to convert a ANO (AW) PART D license to a ANO (AW) PART-66 license even though the existing license is not close to expiry date.

In all cases of conversion the original license number will be retained and used as the license number for the new ANO (AW) PART-66 license issued. This is for license history tracking purpose.

See ANO (AW) Part-66 Guidance Document Chapter 2, Appendix A for conversion tables with limitations.

Refer to the table in Para 2.1 (b) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b)2 to 2.3 (e) before issue of a converted license.

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

### **15.6.1 Qualifications giving protected rights**

See ANO (AW) Part-66 Guidance Document Chapter 2.1

**15.6.2 Conversion of ANO (AW) PART D LWTR to PART-66 basic license**

See ANO (AW) Part-66 Guidance Document Chapter 2.2

**15.6.3 Conversion of ANO (AW) PART D type ratings to PART-66 license**

See ANO (AW) Part-66 Guidance Document Chapter 2.3

**15.6.4 Protected rights to category C**

**Note:** Category C will not have limitations.

See ANO (AW) Part-66 Guidance Document Chapter 2.4

**15.6.5 Limitations on a converted license**

See ANO (AW) Part-66 Guidance Document Chapter 2.5

**15.7 Removal Of Limitations**

Limitations maybe removed from a basic license or a license with type ratings. Limitations maybe removed during conversion to a PART-66 license or after conversion to a ANO (AW) PART-66 license.

Refer to the table in Para 2.1 (b) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations.

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

**15.7.1 Removing limitations from a basic license**

See ANO (AW) Part-66 Guidance Document Chapter 2.6

**15.7.2 Converting to a non-restricted (without limitations) basic category license**

See ANO (AW) Part-66 Guidance Document Chapter 2.7

### **15.7.3 Removing limitations from a type rating**

See ANO (AW) Part-66 Guidance Document Chapter 2.8

## **15.8 Extension Of Licence Privileges To Include Another Category**

ANO (AW) PART-66 often requires different levels of knowledge for the different category and sub-category licenses. In order to extend a license to include another category or sub-category, additional training and/or examinations may be required.

Refer to the table in Para 2.1 (b) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

### **15.8.1 Examination requirements**

See ANO (AW) Part-66 Guidance Document Chapter 8

### **15.8.2 Experience requirements**

See ANO (AW) Part-66 Guidance Document Chapter 8

## **15.9 Renewal Of Licenses**

Refer to the table in Para 2.1 (c) to check the completeness of the application. Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations

For all cases, complete the checklist (tracking form) in Appendix III.



### **15.9.1 Renewal of ANO (AW) PART D license**

An application for renewal of ANO (AW) PART D license shall be taken as a conversion to ANO (AW) PART-66 license. See section 3 of this PROCEDURE for conversion.

If the application was made after the expiry of ANO (AW) PART D license refer Appendix B to Chapter 10 of ANO (AW) Part-66 Guidance Document.

### **15.9.2 Renewal of ANO (AW) PART-66 license**

- a) The holder of an aircraft maintenance license shall complete the relevant parts of CAAB Form 19 and submit it with the holder's copy of the license to the CAAB not more than 60 days before the expiry, unless the Approved Maintenance Organization has a procedure in its exposition whereby such organization may submit the necessary documentation on behalf of the aircraft maintenance license holder (Refer ANO (AW) Part-66 Guidance Document Chapter 1).
- b) The AI shall compare the holder's aircraft maintenance license with the applicants file at the CAAB and verify any pending revocation, suspension or variation action pursuant to Chapter 7 of this PROCEDURE. If the documents are identical and no action is pending pursuant to Chapter 7 of this PROCEDURE, the holder's copy shall be renewed for five years and the file endorsed accordingly.
- c) If the application for renewal of ANO (AW) PART-66 was made after the expiry the same renewal procedure applies since the license alone does not grant the certification privileges and it is the responsibility of the maintenance organization to check if the applicant has recent experience before issuing certification privileges.
- d) If the applicant's file is different from the aircraft maintenance license held by the license holder:
  - The AI shall investigate the reasons for such differences and may choose not to renew the aircraft maintenance license.
  - The AI shall inform both the license holder and any known PART-145 or PART-M approved maintenance organization affected of such fact and shall, if necessary, take action under paragraph Chapter 7 of this PROCEDURE to revoke, suspend or amend the license in question.

- e) The AI will not be carrying out any investigation to ensure that the license holder is in current maintenance practice as this is a matter for the maintenance organization approved under PART-145 in ensuring validity of the PART-145 certification authorization. For the purpose of ensuring the continued validity of the certification privileges the AI may, when periodically reviewing the organizations in accordance with PART-145 PROCEDURE, or during on the spot checks, request the license holder for documentary evidence of compliance with ANO (AW) PART-66.20(b) when exercising certification privileges.

#### **15.10 Revocation, Suspension Or Limitation Of The Aircraft Maintenance Licence**

The CAAB shall suspend, limit or revoke the aircraft maintenance license where it has identified a safety issue or if it has clear evidence that the person has carried out or been involved in one or more of the following activities:

1. Obtaining the aircraft maintenance license and/or the certification privileges by falsification of submitted documentary evidence.
2. Failing to carry out requested maintenance combined with failure to report such fact to the organization or person who requested the maintenance.
3. Failing to carry out required maintenance resulting from own inspection combined with failure to report such fact to the organization or person for whom the maintenance was intended to be carried out.
4. Negligent maintenance.
5. Falsification of the maintenance record.
6. Issuing a certificate of release to service knowing that the maintenance specified on the certificate of release to service has not been carried out or without verifying that such maintenance has been carried out.
7. Carrying out maintenance or issuing a certificate of release to service when adversely affected by alcohol or drugs.
8. Issuing certificate of release to service while not in compliance with ANO (AW) PART-66.
9. Update the applicants file at CAAB, endorse inspector stamp on the relevant portion of the file after an action is taken.

## **15.11 Issuing Duplicate License For Lost/Stolen/Damaged Licenses**

Refer to the table in Para 2.1 (c) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations For all cases, complete the checklist (tracking form) specified in 2.2 (b).

- a) The application form should be accompanied with a letter stating whether the renewal is due to a lost, stolen or damaged license and it should explain the incident. In case of lost or stolen licenses, a police report should be submitted depending on the circumstances. The damaged license should be submitted if the renewal is to replace a damaged license.
- b) The inspector should review the application and history of the applicant to check for similar incidents (lost, stolen or damaged) and the expiry of the said license.
- c) If the application was made before the expiry date of the previous license issued then it may be renewed with same expiry date.

See ANO (AW) Part-66 Guidance Document Chapter 1.14

## **15.12 Issuing License For Name/Address/Nationality Change**

### **15.12.1 Change of address**

See ANO (AW) Part-66 Guidance Document Chapter 1

### **15.12.2 Change of name**

See ANO (AW) Part-66 Guidance Document Chapter 1.

### **15.12.3 Change of nationality**

See ANO (AW) Part-66 Guidance Document Chapter 1.

Refer to the table in Para 2.1 (c) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paras 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations.

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

## **15.13 Caab Authorized Logbook Assessor Application**

There are two type of logbook assessor.

### **15.13.1 ANO (AW) PART-145 & ANO (AW) PART-147 logbook assessor**

The Assessor will be nominated by the ANO (AW) PART-145 or ANO (AW) PART-147 organization by virtue of holding a supervisory or management position within the approved organization. In this case the CAAB would expect the nominated person or persons to be included in that organization's exposition. This will allow the person or persons of that organization to act as an Assessor for that organization for the duration of that organization's ANO (AW) PART-145 or ANO (AW) PART-147 approval or whilst they remain in the employ of that organization.

### **15.13.2 CAAB Authorized Assessor**

The Assessor will be a senior licensed aircraft maintenance engineer whose licence coverage encompasses that for which the application is being made or the Assessor will be a person with acceptable experience who holds or who has held a senior position in an approved aircraft maintenance organization. In this case an application will need to be made to the CAAB on CAAB Form 19A, which can be downloaded from CAAB web site. A letter of approval will be issued to the CAAB Authorized Assessor and will be valid for two years. After this period the Assessor must re-apply.

A file should be made on the applicants name and all his details should be kept up-to-date on his file. This includes the application, supporting documents and all correspondences.

Complete the checklist given in Appendix IV.

See ANO (AW) Part-66 Guidance Document Section 1.11

### **15.14 Record-Keeping**

- a) The CAAB shall establish a system of record-keeping that allows adequate traceability of the process to issue, revalidate, amend, suspend or revoke each aircraft maintenance license.
- b) The records for the oversight of the ANO (AW) PART-66 shall include:
  - 1. The application for an aircraft maintenance license or change to that license, including all supporting documentation;
  - 2. A copy of the aircraft maintenance license including any changes;
  - 3. Copies of all relevant correspondence;
  - 4. Details of any exemption and enforcement actions;
  - 5. Any report from other competent authorities relating to the aircraft maintenance licence holder;
  - 6. Records of examinations conducted by the CAAB;
  - 7. Aircraft maintenance license conversion reports;

8. Examination credit reports.
  9. The application for a CAAB authorized logbook assessor, including all supporting documentation;
  10. The application for AME written examination, including all supporting documentation;
- c) All the above records shall be kept in the applicant's file at CAAB. Whenever a license is issued, renewed, varied or converted, relevant portion of the individual AME file shall be updated signed by respective AI. All the file shall be secure and password protected.
- d) Records referred to in paragraph (b), 1. to 5. shall be kept at least **five years** after the end of the licence validity.
- e) Records referred to in paragraph (b), 6. shall be kept at least **five years**.
- f) Records referred to in paragraph (b), 7. and 8. shall be kept for an **unlimited period**.
- g) Records flagged for destruction must be shredded or burned. They must not be thrown out in the general rubbish.
- h) All documents and information received and held by CAAB related to the licensing, AME written examination and CAAB authorized assessor application which originates from the License Holder/Applicant or a third party are subject to protection from disclosure in accordance with CAR and these internal working procedures. Access to the files must be restricted to AELD personnel.

### **15.15 Exemptions**

All exemptions granted in accordance shall be recorded and retained by the CAAB. This record shall be recorded in the Exemption register and filled in the relevant file (personal file & exemption file).

## APPENDIX I - AIRCRAFT TYPE RATINGS FOR ANO (AW) PART-66 AML

Refer to the list in Appendix 1 of Chapter 4 of ANO (AW) Part-66.

## APPENDIX II - ANO (AW) PART-66 License Application Tracking form

<b>Name of Applicant:</b>			<b>Applicant's Organization</b>		
<b>Address of Applicant:</b>			<b>Nationality</b>		<b>Date</b>
<b>Basic: Yes/No</b>		<b>Category: _____</b>	<b>Type Rating:</b>	_____	
1	Is CAAB Form 19 completed and correct?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	Have the fees been paid as per ANO (AW) CHAPTER A.10?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3a	Does the applicant hold a valid license ? An attested copy submitted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3b	Does the AMEL expire for a period less than 24 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3c	Does the AMEL expire for a period more than 24 months but less than 48 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3d	Does the AMEL expire for a period more than 48 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Category of License _____, Type Rating _____?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Copy of passport/National ID card submitted and verified (if not attested)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6	If the applicant is a foreigner, is he/she employed by an AMO? Was the application made by the AMO on behalf of the applicant? (GD:1.7)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Is there <b><u>NO</u></b> pending revocation, suspension or variation action pursuant to chapter 7 of this PROCEDURE?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>Knowledge Requirements</b>					
8	Has the applicant met the knowledge requirements given in 2.2 of PROCEDURE?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9	Has the applicant submitted the Modules or Part Modules completion certificates (ANO(AW) PART-147 format) ? Verified (if required)? Refer GD 11.12.1		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
10	If examination credits claimed, has applicant submitted the		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

	Degree/Master's course completion certificate and transcript?	
11	Qualification assessed before giving examination credit (accredited certificate)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12	Has the applicant submitted type training certificates (theoretical element)? Are they attested or verified? Refer GD 11.12.1 Or Has the applicant pass in the type examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13	Has the applicant submitted type training certificates (Practical element)? Are they attested or verified? Refer GD 11.12.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14	Has the applicant met the OJT requirements for the issue of type? Refer to OJT compliance report (Type Rating) as mentioned in section 3 of AME Logbook	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Experience</b>		
15	Has the applicant submitted the logbook to check for experience requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16	Has the applicant met the <b>practical experience</b> requirements as given in 2.2 of PROCEDURE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17	Are the maintenance experience are broad based? Refer to section 3 of AME Logbook Summary of Experience (Basic category)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18	Has the experience been completed within last 10 years from the date of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19	Has the recency of experience been met? 50% of the 12 month experience are completed 1 year from the date of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20	Remaining 50% of the 12m experience are completed within the last 7 years	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
21	Has the applicant met the experience requirements for the issue of type? Circle the % of task completed as per Appendix II of AMC 50%, 30%,20%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
22	Has the applicant met the demonstration of practical experience for the issue of type on _____?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23	Item 14 to 22 has been verified by another inspector.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24	<b>No</b> exemptions given. If, yes, follow exemption issuing PROCEDURE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25	Has the applicant passed Module 10 – Aviation Legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



26	Has the applicant met the Group Rating Qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27	Is the application successful? License prepared? Category: Type: Limitation: Withdraw of Limitation: Manufacturer Group Rating: Sub Group Rating : Full Group Rating:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28	Is the license verified by another inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
29	Has a file been opened in applicant's name. If not a new file is opened?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30	Copies of all licensing docs including the license copy kept the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
31	AME file updated and inspector stamped endorsed on the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
32	Has the License been signed in ink by the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
33	Has a copy of signed license been filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
34	Has the applicant signed in the "License"? License issued to the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
35	All the documents filed in the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Reviewing Inspector:		<b>Sign</b>
Verified by:		<b>Sign</b>

### APPENDIX III – License Renewal Application Tracking form

<b>Name of Applicant:</b>		<b>Applicant's Organization</b>			
<b>Address of Applicant:</b>		<b>Nationality</b>		<b>Date</b>	
1	CAAB Form 19 completed and correct	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
2	Fees paid with application as per ANO(AW) A.10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
3	Original current AME licenses submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
4	Attested copy of passport/National ID card submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
5	If not attested, passport/National ID card originals submitted for verification by CAAB, then after verification the originals returned immediately	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
6	The submitted license compared with the applicants file at the CAAB check whether both are identical and to verify any pending suspension or variation action pursuant to Chapter 7 of	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

	this Procedure	
7	When checked as in paragraph 6 of this checklist, there is <b>no</b> pending revocation, suspension or variation action pursuant to chapter 7 of this PROCEDURE?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
8	When checked as in paragraph 6 of this checklist, is the applicant's file at CAAB same as the AML held (submitted) by the license holder?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
9	When checked as in paragraph 6 of this checklist, if the applicant's file is different from the aircraft maintenance license held by the license holder, then 6.2.3 of this PROCEDURE followed?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
10	<b>No</b> exemptions given? If, yes, follow exemption issuing PROCEDURE	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
11	If the application failed, applicant informed regarding reason for application failure	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
12	Copies of all licensing docs including the license copy kept the applicant's file?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
13	Update and AME file	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
14	Applicant/recipient signed on " LICENSE " book	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
15	License handed over to the applicant	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
16	License signed in ink by the applicant at the time of issue and file a copy of signed license.	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
17	Filed all the documents in the applicants personal file	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
18	Hole punched on the old license	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
19	All the pages on old license stamped "CANCELLED"	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>
Reviewing Inspector:		<b>Sign</b>
Verified by:		<b>Sign</b>

**APPENDIX IV - CAAB Authorized Logbook Assessor Application Tracking form**

<b>Name of Applicant:</b>			<b>Applicant's Organization</b>		
<b>Address of Applicant:</b>			<b>Nationality</b>		<b>Date</b>
1	CAAB Form 19A completed and correct		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
2	Attested copy of passport/National ID card submitted		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
3	If not attested, passport/National ID card originals submitted for verification by CAAB, then after verification the originals returned immediately		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
4	Attested copy of the foreign AME licenses, if held from other regulatory authorities, submitted		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
5	Copy of the foreign AME licenses, if submitted, verified		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
6	Copy of the CAAB AME licenses held submitted		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
7	Sufficient work experience and responsibilities held		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
8	If successful, letter of CAAB authorization as logbook assessor handed over/sent to the applicant or his organization		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
9	File all the documents (if a new applicant, a file should be opened)		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b>		
Reviewing Inspector:				<b>Sign</b>	
Verified by:				<b>Sign</b>	

**APPENDIX V – Change of address/Name/Nationality Tracking form**

<b>Name of Applicant:</b>			<b>Applicant's Organization</b>		
<b>Address of Applicant:</b>			<b>Nationality</b>		<b>Date</b>
1	CAAB Form 19 submitted and all required information included? For change of address a letter/fax should be submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	New Permanent address/Name/Nationality included?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3	Documents to support the change submitted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Verify the supporting documents submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Attested copy of passport/National ID card submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6	If not attested, passport/National ID card originals submitted for verification by CAAB, then after verification the originals returned immediately		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Original AME License submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8	The submitted license compared with the applicants file at the CAAB to check whether both are identical and to verify any pending revocation, suspension or variation action.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9	If the application failed, applicant informed regarding reason for application failure		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
10	If the application is acceptable, amend the license as required.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
11	AME License File updated.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
12	License signed by the applicant and file a signed copy.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
13	Applicant/recipient signed on "Aircraft Maintenance Engineer License" book and License handed over to the applicant.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
14	File all the documents in the applicant's personal file.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
15	Hole punched on the old license		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
16	All the pages on old license stamped "CANCELLED"		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Reviewing Inspector:				<b>Sign</b>	
Verified by:				<b>Sign</b>	

**APPENDIX VI: Aircraft rating requirements**

<b>Aircraft Groups</b>	<b>B1/B3 licence</b>	<b>B2 licence</b>	<b>C licence</b>
<p><b><u>Group1</u></b></p> <ul style="list-style-type: none"> <li>• Complex motor powered aircraft.</li> <li>• Multiple engine helicopters.</li> <li>• Aeroplanes certified above FL290.</li> <li>• Aircraft equipped with fly- by-wire.</li> <li>• Other aircraft defined by CAAB</li> </ul>	<p><b>(For B1)</b></p>		
	<p><b>Individual TYPE RATING</b></p>	<p><b>Individual TYPE RATING</b></p>	<p><b>Individual TYPE RATING</b></p>
	<p>Type training:                      - Theory + examination                      - Practical + assessment  <b>PLUS</b>                      OJT (for first aircraft in licence subcategory)</p>	<p>Type training:                      - Theory + examination                      - Practical + assessment  <b>PLUS</b>                      OJT (for first aircraft in licence subcategory)</p>	<p>Type training:- Theory + Examination</p>
<p><b><u>Group 2</u></b>  <b><u>Subgroups:</u></b></p> <p><b><u>2a: single turboprop aeroplanes (*)</u></b></p>	<p><b>(For B1.1, B1.3, B1.4)</b></p> <p><b>Individual TYPE RATING</b>                      (type training + OJT) <b>or</b>                      (type examination + practical experience)</p>	<p><b>Individual TYPE RATING</b>                      (type training + OJT) <b>or</b>                      (type examination + practical experience)</p>	<p><b>Individual TYPE RATING</b>                      type training <b>or</b> type examination</p>

<p><b>2b: single turbine-engine helicopters (*)</b></p> <p><b>2c: single piston-engine helicopters (*)</b></p> <p>(*) Except those classified in Group1.</p>	<p><b>FULL SUBGROUP RATING</b></p> <p>(type training + OJT) <b>or</b> (type examination + practical experience) on at least 3 aircraft representative of that subgroup</p>	<p><b>FULL SUBGROUP RATING</b></p> <p>based on demonstration of practical experience</p>	<p><b>FULL SUBGROUP RATING</b></p> <p>type training <b>or</b> type examination on at least 3 aircraft representative of that subgroup</p>
	<p><b>Manufacturer SUBGROUP RATING</b></p> <p>(type training + OJT) <b>or</b> (type examination + practical experience) on at least 2 aircraft representative of that manufacturer subgroup</p>	<p><b>Manufacturer SUBGROUP RATING</b></p> <p>based on demonstration of practical experience</p>	<p><b>Manufacturer SUBGROUP RATING</b></p> <p>type training <b>or</b> type examination on at least 2 aircraft representative of that manufacturer subgroup</p>

<p><b><u>Group3</u></b></p> <p><b>Piston engine aeroplanes</b> (except those classified in Group1)</p>	<p><b>(For B1.2)</b></p> <p><b>Individual TYPE RATING</b> (type training + OJT) <b>or</b> (type examination + practical experience)</p> <p><b>Full GROUP 3 RATING</b> based on demonstration of practical experience</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• Pressurized aeroplanes</li> <li>• Metal aeroplanes</li> <li>• Composite aeroplanes</li> <li>• Wooden aeroplanes</li> <li>• Metal tubing &amp; fabric aeroplanes</li> </ul>	<p><b>Individual TYPE RATING</b> (type training + OJT) <b>or</b> (type examination + practical experience)</p> <p><b>Full GROUP 3 RATING</b> based on demonstration of appropriate experience</p>	<p><b>Individual TYPE RATING</b> type training <b>or</b> type examination</p> <p><b>Full GROUP 3 RATING</b> based on demonstration of practical experience</p>
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<p><b>Piston engine non-pressurized Aeroplanes of 2000 kg MTOM and below</b></p>	<p><b>(For B3)</b></p> <p><b>FULL RATING</b></p> <p><b>"Piston engine non-pressurized aeroplanes of 2000 kg MTOM &amp; below"</b></p> <p>based on demonstration of practical experience</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• Metal aeroplanes</li> <li>• Composite aeroplanes</li> <li>• Wooden aeroplanes</li> <li>• Metal tubing &amp; fabric aeroplanes</li> </ul>	<p><b>Not applicable</b></p>	<p><b>Not applicable</b></p>
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## **Chapter 16**

### **Flight Navigator Licence**

**Reserved**

## Chapter 17

### Air Traffic Controller Licences and Ratings

**17.1 Objectives:** The objective of this chapter is to prescribe the requirements for the issue, renewal and re-issue of an air traffic controller licence and ratings.

**17.2 Applicable Rules:** Rule 21(14), 40 & 41 of CAR 84 and ANO (AT) A1

#### 17.3 Air Traffic Controller Licence

Before issuing an Air Traffic Controller Licence, Chairman CAAB shall require the applicant to meet the following requirements including at least one of the ratings set out in rule 41 of CAR 84:

##### 17.3.1 General requirements for the issue of Air Traffic Controller Licence.

- (a) **Age:** The applicant shall be not less than 21 years of age on the date of application
- (b) **Medical fitness:** The applicant shall hold Class 3 Medical Assessment CAR 84 Rules 51 and 54 shall be applicable
- (c) **Language proficiency:** The applicant has demonstrated proficiency in the language used for radiotelephony communications and, if different, in the English language to at least ICAO Operational Level (Level 4) in an approved oral language test.

##### 17.3.2 Experience

The applicant shall have completed an approved Training Course and shall have rating in at least one of the ATC units.

##### 17.3.3 Knowledge areas

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller licence, in at least the following subjects:

- (1) **Air law**
  - a) Rules and regulations relevant to the air traffic controller :
- (2) **Air Traffic control equipment**
  - b) Principles, use and limitations of equipment used in air traffic control ;
- (3) **General knowledge**
  - c) Principles of flight; principles of operation and functioning of aircraft, powerplants and systems; aircraft performances relevant to air traffic control operations;

**(4) Human performance**

- d) Human performance including principles of threat and error management.

**(5) Meteorology**

- e) Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

**(6) Navigation**

- f) Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and Operational procedures
- g) Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

**17.4 Validity of ATC licence:**

The validity of ATC licence shall be 24 months from the date of issue subject to medical fitness and having current rating in at least one ATC unit.

**17.5 Air Traffic Controller ratings**

**17.5.1 Categories of Air Traffic Controller Ratings-**

Air traffic controller ratings shall comprise the following categories

- (a) Aerodrome control rating;
- (b) Approach control procedural rating;
- (d) Approach precision radar control rating;
- (e) Area control procedural rating; and

**17.5.2 General requirements for air traffic controllers' ratings:**

- A. Licence:** The applicant holds, or qualifies for the issuance of, a current air traffic controller licence, including a current endorsement for the language used for radiotelephony communications and, if different, for the English language.
- B. Knowledge:** The applicant has passed examinations, conducted by an ATO or a certified air traffic service organization, in the following subjects for:

- a) Aerodrome control rating:
  - 1) Aerodrome layout; physical
  - 2) Applicable rules, procedures and characteristics and visual aids;
  - 3) Airspace structure;
  - 4) Source of information;
  - 5) Air navigation facilities;
  - 6) Air traffic control equipment and its use;
  - 7) Terrain and prominent landmarks;
  - 8) Characteristics of air traffic;
  - 9) Weather phenomena; and
  - 10) Emergency and search and rescue plans.
- b) Approach and area control procedural ratings:
  - 1) Airspace structure;
  - 2) Applicable rules, procedures and source of information;
  - 3) Air navigation facilities;
  - 4) Air traffic control equipment and its use;
  - 5) Terrain and prominent landmarks;
  - 6) Characteristics of air traffic and traffic flow;
  - 7) Weather phenomena; and
  - 8) Emergency and search and rescue plans.
- c) Approach and area control surveillance ratings or an approach precision radar control rating:

The applicant has demonstrated a level of knowledge of the subjects specified in b) appropriate to the privileges granted to the holder of the rating sought and has passed examinations, conducted by an ATO or a certified air traffic service organization, in the following additional subjects:

- 1) Principles, use and limitations of radar, other surveillance systems and associated equipment, as applicable; and
- 2) procedures for the provision of approach and area ATS surveillance services, and approach precision radar control services, as appropriate, including procedures to ensure appropriate terrain clearance.

### **17.5.3 Experience:**

#### **17.5.3.1**

- a) The applicant has satisfactorily completed an approved training course conducted by an ATO or a certified air traffic service organization;
- b) The applicant has satisfactorily provided under the supervision of an appropriately rated air traffic controller:
  - 1) For an aerodrome control rating: an aerodrome control service for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought; or
  - 2) For an approach control procedural, approach control surveillance, area control procedural or area control surveillance rating: the control service for which the rating is sought for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought; or
  - 3) For an approach precision radar control rating: not less than 200 precision approaches of which not more than 100 shall have been carried out on an approved radar simulator. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the rating is sought;
- c) If the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated approach radar controller; and
- d) The experience specified in ii) shall have been completed within the 6-month period immediately preceding application.

**17.5.4 Skill:** The applicant has demonstrated, at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly and expeditious control service.

**17.5.5 Privileges:** The holder of a current air traffic controller rating may:

- a) For an aerodrome control rating: provide and/or supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;
- b) For an approach control procedural rating: provide and/or supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) For an approach control surveillance rating: provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service. Provided the rating holder has the experience specified in b) iii) above, the privileges include the provision of surveillance radar approaches;
- d) For an approach precision radar control rating: provide and/or supervise the provision of precision approach radar service at the aerodrome for which the licence holder is rated;
- e) For an area control procedural rating: provide and/or supervise the provision of area control service within the control area or portion thereof for which the licence holder is rated; and
- f) For an area control surveillance rating: provide and/or supervise the provision of area control service with the use of an ATS surveillance system within the control area or portion thereof, for which the licence holder is rated.

**17.5.6** The holder of an air traffic controller licence and rating(s) may not provide instruction in an operational environment unless the holder holds a current air traffic service instructor rating.

**17.5.7 Validity of ratings:**

A rating shall become invalid when an Air Traffic Controller has ceased to exercise the privileges of the rating for a period exceeding 180 days and the rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

## **17.6 Initial issue of ATC licence**

### **17.6.1 Procedures of issuing Initial ATC licence:**

The following procedures shall be followed for issuing initial ATC licence:

- 1) After an ATCO is checked for 'SOLO' in an ATC unit and the Solo-check Board declares him/her fit for doing solo duty in that unit, SATO/ APM shall send the "Solo-check report" to Chairman, CAAB, attention Director (ATS & Aerodromes), for approval of "Rating".
- 2) Director (ATS & Aerodromes) shall forward the file to Chairman, CAAB, with his recommendation.
- 3) After the file is approved by Chairman, Director (ATS & Aerodromes) shall inform SATO/ APM in writing.
- 4) SATO/ APM shall inform the ATCO(s) to submit the application(s) within one month of getting the rating, with all relevant documents (Ref. 4.1.2 of this Manual).
- 5) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for issuance of ATC licence in favor of the ATCO(s).
- 6) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 7) On receipt of the application Director (FSR) shall process the issuance of the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the Directorate shall arrange the assessments.

### **17.6.2 Documents to be submitted for Initial ATC licence:**

The following items shall be submitted for issuing initial ATC licence:

- 1) Duly filled Application form;
- 2) Certificate of completion of the appropriate and approved training course;
- 3) Rating Certificate(s);
- 4) Medical Assessment Certificate (if available);
- 5) Valid AELPT Certificate (if available);
- 6) Two stamp size colored photographs;
- 7) Receipt of payment of Fees and Charges.

## **17.7 Refusal of Application for ATC licence:**

If the application for ATC licence is refused, the applicant shall be informed in writing outlining the reason(s) for such refusal.

**17.8 Renewal of ATC licence:**

**17.8.1 Procedures of Renewal of ATC licence:**

The following procedures shall be followed for irenewal of ATC licence:

- 1) ATCO(s) shall submit applications for renewal of an ATC licence at least 30 days before the date of expiry of the licence.
- 2) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for renewal of ATC licence in favor of the ATCO(s).
- 3) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 4) On receipt of the application Director (FSR) shall process the renewal of the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the Directorate shall arrange the assessments.

**17.8.2 Conditions for renewal of ATC licence:**

The following conditions shall be applicable for renewal of ATC licence:

- 1) The applicant shall hold at least one valid rating; and
- 2) He/she shall meet the medical fitness requirements as mentioned in 17.3.1(b)

**17.8.3 Documents to be submitted for renewal of ATC licence:**

The following documents shall be submitted for renewal of ATC licence:

- 1) Duly filled Application form;
- 2) Rating Certificate(s);
- 3) Medical Assessment Certificate (if available);
- 4) Valid AELPT Certificate (if available);
- 5) ATC licence;
- 6) Receipt of payment of Fees and Charges.

**17.8.4 Refusal of Application for renewal of ATC licence:**

If the application for renewal of ATC licence is refused, the applicant shall be informed in writing outlining the reason(s) for such refusal.

**17.9 Endorsement of additional rating(s) in the ATC licence:**

**17.9.1 Procedures of endorsement of additional rating(s) in the ATC licence:**

The following procedures shall be followed for endorsement in the ATC licence:



- 1) ATCO(s) shall submit applications for endorsement in an ATC licence within one month of getting the additional rating in an ATC unit.
- 2) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for endorsement in the ATC licence.
- 3) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 4) On receipt of the application Director (FSR) shall process the endorsement in the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the Directorate shall arrange the assessments.

**17.9.2 Documents to be submitted for endorsement of additional rating(s) in the ATC licence:**

For the endorsement of additional rating(s) in the ATC licence the following documents shall be submitted:

- 1) Duly filled Application form [APPENDIX –17A];
- 2) Additional Rating Certificate(s);
- 3) ATC licence;
- 4) Receipt of payment of Fees and Charges.

**17.9.3 Refusal of Application for renewal of ATC licence:**

If the application for endorsement of additional rating(s) in the ATC licence is refused, the applicant shall be informed in writing outlining the reason(s) for such refusal.

**17.10 Replacement of ATC licence:**

**17.10.1 Reasons for replacement of ATC licence:**

Replacement of ATC licence shall be made in the following cases:

- 1) Loss of the licence;
- 2) Damage of the licence;
- 3) Change of personal details;

**17.10.2 Documents to be submitted for replacement of ATC licence:**

For the replacement of ATC licence the following documents shall be submitted:

- 1) Duly filled Application form [APPENDIX –17A];
- 2) The damaged/ defaced ATC licence;
- 3) Two stamp size colored photographs;
- 4) Receipt of payment of Fees and Charges;

### **17.10.3 Procedures for replacement of ATC licence:**

The following procedures shall be followed for replacement ATC licence:

- 1) ATC(s) shall submit applications for replacement of an ATC licence within one week of the occurrence of the reason(s) for replacement. In case of loss/theft of the licence, a copy of GD made in the concerned PS shall be attached with the application.
- 2) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for replacement of the ATC licence.
- 3) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 4) On receipt of the application Director (FSR) shall process the replacement in the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the

### **17.11 Fees and other charges relating to ATC licence:**

The fee for the issue, renewal and replacing of ATC licences shall be Tk. 100/=Taka

#### **17.11.1 The fees for initial issue, renewal, replacement, endorsement of ATC licenses shall be as follows:**

- i) Initial issue: Tk.1000/= (One thousand);
- ii) Renewal: Tk.500/= (Five hundred);
- iii) Replacement: Tk.500/= (Five hundred);
- iv) Endorsement: Tk.300/= (Three hundred);

**Note:** Fees are exempted for CAAB Personnel.

## **Chapter-18**

### **Flight Operations Officer License (FOOL)**

#### **18.1 Objectives**

The objective of this task is to determine if the applicant meets the requirements for the issue, renewal or re-issue of a Flight Operations Officer License (FOOL) as per rule 42 of CAR 84.

#### **18.2 General:**

- (a) An applicant shall, before being issued with a flight operations officer licence, meet such requirements in respect of age, knowledge, experience, skill, medical fitness and language proficiency as are specified for that licence.
- (b) An applicant shall for renewal or re-issue of a licence meet the requirements as are specified for that licence.
- (c) An applicant shall demonstrate the ability to read, write, speak, and understand the language of Bangladesh and English if required by the CAAB.

#### **18.3 Requirements for the issue of Flight Operations Officer Licence**

For the issuance of a flight operations officer licence, the applicant shall meet the following general requirements:

**18.3.1 Age.** The applicant for a flight operations officer licence shall be not less than 21 years of age.

**18.3.2 Knowledge.** The applicant for a flight operations officer licence shall receive and log training from an authorized instructor on following subjects appropriate to the privileges of the flight operations officer:

##### **(1) Air Law:**

- (i) Rules and regulations relevant to the holder of a flight operations officer licence; and
- (ii) Appropriate air traffic services practices and procedures.

##### **(2) Aircraft general knowledge:**

- (i) Principles of operation of aeroplane power plants, systems and instruments;
- (ii) Operating limitations of aeroplanes and power plants; and
- (iii) Minimum equipment list.

**(3) Flight performance calculation, planning procedures and loading:**

- i) Effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
- (ii) Operational flight planning; fuel consumption and endurance calculations; alternate airport selection procedures; en-route cruise control; extended range operation;
- (iii) Preparation and filing of air traffic services flight plans; and
- (iv) Basic principles of computer-assisted planning systems.

**(4) Human performance:**

- (i) Human performance relevant to dispatch duties, including principles of threat and error management.

**(5) Meteorology:**

- (i) Aeronautical meteorology; the moment of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions
- (ii) Interpretation and application of aeronautical meteorological reports, charts and forecasts, codes and abbreviations; use of, and procedures for obtaining, meteorological information.

**(6) Navigation:**

- (i) Principles of air navigation with particular reference to instrument flight.

**(7) Operational procedures:**

- (i) Use of aeronautical documentation;
- (ii) Operational procedures for the carriage of freight and dangerous goods;
- (iii) Procedures relating to aircraft accidents and incidents; emergency flight procedures;
- (iv) Procedures relating to unlawful interference and sabotage of aircraft;

**(8) Principles of flight:**

- (i) Principles of flight relating to the appropriate category of aircraft.

**(9) Radio communication:**

- (i) Procedures for communicating with aircraft and relevant ground stations.

**18.3.3 The applicant for the Flight Operations Officer licence shall:**

- (1) Have received an endorsement for the knowledge test from an authorized instructor who:
  - (i) Conducted the training on the knowledge areas; and
  - (ii) Certifies that the person is prepared for the required knowledge test.
- (2) Pass the required knowledge test.

**18.3.4 Experience.**

- (1) The applicant for a flight operations officer licence shall have gained the following experience:
  - (i) A total of 2 years' service in any one or in any combination of the capacities specified in (A) to (C) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
    - (A) A flight crewmember in air transportation; or
    - (B) A meteorologist in an organization dispatching aircraft in air transportation; or
    - (C) An air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems.
  - (ii) At least one year as an assistant in the dispatching of air transport, or
  - (iii) Have satisfactorily completed a course of approved training, or.
- (2) The applicant shall have served under the supervision of a flight operations officer for at least 90 working days within the 6 months immediately preceding the application.

**18.3.5 Skill.** The applicant has demonstrated the ability to:

- (1) Make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general vicinity of a specific air route and on forecast weather trends pertinent to air transportation with particular reference to destination and alternates;

- (2) Determine the optimum flight path for a given segment and create accurate manual and/or computer-generated flight plans; and
- (3) Provide operating supervision and other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer licence.
- (4) Recognize and manage threats and errors.

**18.3.6 Privileges.** Subject to compliance with the requirements specified in this Part, the privileges of the holder of a flight operations officer licence shall be to serve in that capacity with responsibility for each area for which the applicant meets the requirements of CAR 84.

**18.3.7 Validity.** The validity period of the licence is 5 years. A licence shall become invalid when a flight operations officer has ceased to exercise the privileges of the licence for a period of 6 months. A licence shall remain invalid until the flight operations officer's ability to exercise the privileges of the licence has been re-established.

**18.3.8 Renewal.** The Flight Operations Officer Licence may be renewed by presenting to the CAAB evidence of successfully passing a competency check.

**18.3.9 Reissue.** If the Flight Operations Officer Licence Reissue. If the Flight Operations Officer Licence has expired, the applicant shall have received refresher training acceptable to the CAAB, and passed a skill test.

#### **18.4 Skill Test for the Flight Operations Officer Licence :**

The applicant shall have demonstrated the ability, by passing a skill test. The skill test for the flight operations officer licence shall test the applicant's knowledge and performance in at least the following areas of operation:

- (1) Flight planning/dispatch release, including the applicants' knowledge and performance of the following tasks—
  - (i) Regulatory requirements.
  - (ii) Meteorology.
  - (iii) Weather observations, analysis, and forecasts.
  - (iv) Weather related hazards.
  - (v) Aircraft systems, performance, and limitations.
  - (vi) Navigation and aircraft navigation systems.

- (vii) Practical dispatch applications.
  - (viii) Manuals, handbooks and other written guidance.
- 
- (2) Preflight, takeoff, and departure, including the applicants' knowledge and performance of the following tasks—
    - (i) Air traffic control procedures.
    - (ii) Aerodrome, crew, and company procedures.
  - (3) In-flight procedures, including the applicants' knowledge and performance of the following tasks—
    - (i) Routing, re-routing, and flight plan filing.
    - (ii) En route communication procedures and requirements.
  - (4) Arrival, approach, and landing procedures, including the applicants' knowledge and performance of the following tasks—
    - (i) Air traffic control and air navigation procedures.
  - (5) Post flight procedures, including the applicants' knowledge and performance of the following tasks—
    - (i) Communication procedures and requirements.
    - (ii) Trip records.
  - (6) Abnormal and emergency procedures, including the applicants' knowledge and performance of the following tasks—
    - (i) Abnormal and emergency procedures.

## **18.5 Application Form for Issue**

The specimen of C.A. Form 42(I) for issue of Flight Operations Officer Licence to be used by applicants for personnel licensing is as shown in Appendix A-29 of ANO (OPS) A5.

## 18.6 License Issuing Process:

Step	Process	Remarks
	Application package is presented by the applicant to CAAB...	
	Upon receiving the application to PEL office, PEL Officers/Office Executives review application for all required documents;	
	Ensure that all necessary fields on the application have been completed;	
	Ensure that the application contains required experience (hours) for the issuance of the FOOL	
	Schedule technical interview with CAAB authorized person	
	Provide application package to the technical inspector conducting the interview.	
	If the technical interview is satisfactory, application package is forwarded to Chairman for final approval	
	If the Chairman approves the application for issuance of license/certificate...	
	Print-out the applicant's license	
	Obtain the signature of Head of Licensing on the printed license;	
	Notify the applicant that his license is ready for pickup.	
	Require the applicant to sign the license;	
	File the hard copy in the designated secure area;	

## 18.7 Requirements for renewal

Requirements for renewal of flight operations officer licence are given below:

### (a) **Experience:**

Not less than 14 days actual duties of a flight operations officer during the last 6 months of which at least 7 days actual duty of a flight operations officer or 7 days duty under supervision of a qualified flight operations officer must be done within 90 days from the date of application.

### (b) **Annual Requirement for Recurrent Training & Testing:**

- (i) A two-day refresher training under CAAB approved Institute, Instructor(s) and the training programme shall be required. The training syllabus shall



include the contents for the approved operational manual in addition to the specific duties of flight operations officer/flight dispatcher.

- (ii) At least one Annual Qualification Flight of demonstration on the flight deck over routes for which the holder will have supervision covering at least 2 landing stations. The demonstration should include the knowledge about the following:
  1. Radio and navigation equipment used in the aeroplane.
  2. Seasonal meteorological condition and the sources of meteorological information.
  3. Effects of meteorological conditions on radio reception on the aeroplanes .
  4. The peculiarities and limitations of navigation system used.
  5. The aeroplane loading instruction.
  6. Knowledge and skill related to human performance related to operations and dispatch duties.

### 18.8 Application Form for Renewal

The specimen of C.A. Form 42(R) for renewal of Flight Operations Officer Licence to be used by applicants for personnel licencing is shown in Appendix A-30 of ANO(OPS)A5

### 18.9 Fool Renewal Procedures:

Step	Process	Remarks
	Application package is presented by the applicant to CAAB...	
	Upon receiving the application to PEL office, PEL Officers/Office Executives review application for all required documents;	
	Ensure that all necessary fields on the application have been completed;	
	Ensure that the application contains required experience (hours) for the renewal of the FOOL	
	If the Director (Flight Safety & Regulations) approves the application for renewal of license/certificate	
	Print-out the applicant's license	
	Obtain the signature of the Head of Licensing on the printed license;	
	Notify the operator/applicant that license is ready to pick up.	
	File the hard copy in the designated secure area;	

## Chapter 19

### Aviation English Language Proficiency Test

Refer to Manual of Aviation English Language Proficiency Test, ISSUE -3, March 17

## Chapter 20

### Ground Instructor Authorization

#### 20.1 Objective

This chapter provides the produces for the issue and renewal of Ground Instructor Authorization.

#### 20.2 General Requirements: For Issuance of Ground Instructor Authorization.

As per Rule 126 (2) of CAR '84, the requirements for approval of Ground Instructors on Technical Subjects for Flight Crew Members & Personnel other than Flight Crew Members specific to the type of licenses shall be based on the following criteria:-

- (a) Candidate from Civil or Military background, having been an existing Ground Instructor and has accumulated minimum 2 (two) years of experience in teaching ATPL subjects may continue teaching subjects on ATPL/FOOL/CPL/PPL and a person having 2 (two) years' experience in teaching CPL subjects may continue teaching CPL and PPL subjects.
- (b) To conduct ground classes on Technical Subjects for Flight Crew members & Personnel other than Flight Crew members for a new candidate either from Civil or Military background, the following requirements should be fulfilled:
  - (i) Successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Government approved Centre;
  - (ii) Successfully completed ATPL / FOOL Course (CAAB approved Training Institution/Center) in order to teach ATPL/FOOL/CPL/PPL subjects OR CPL Course in order to teach CPL/PPL subjects;
  - (iii) Successfully delivered lectures of one hour under the supervision of a CAAB approved instructor of equivalent level in presence of CAAB Personnel.

#### 20.3 Ground Instructors for the specific subjects:

**Note:** In all cases an applicant should successfully complete the IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Government approved Centre.

##### 20.3.1 Air Law:

- (a) Teaching experience of ground subject on Air Law of 2 (two) years for ATPL or 4 (four) years for CPL. OR
- (b) 5 (five) years' experience as Air Traffic Controller and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved Air Law instructor. OR

- (c) Has passed in Air Law of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved Air Law instructor.

**20.3.2 Meteorology:**

- (a) Teaching experience of ground subject on Meteorology of 2 (two) years for ATPL or 4 (four) years for CPL. OR
- (b) Has 5(five) years experience as meteorological officer in Met Briefing section and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved Meteorology instructor. OR
- (c) Has passed in Meteorology of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved Meteorology instructor.

**20.3.3 Human Performance and limitations:**

- (a) Teaching experience of ground subject on Human Performance and limitations of 2 (two) years for ATPL or 4(four) years for CPL.OR
- (b) Has passed in Human Performance and Limitations of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Human Performance and Limitations instructor.

**20.3.4 Navigation:**

- (a) Teaching experience of ground subject on Navigation of 2(two) years for ATPL or 4(four) years for CPL. OR,
- (b) Has passed in Navigation of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Navigation instructor.

**20.3.5 Flight Performance and Planning:**

- (a) Teaching experience of ground subject on Flight Performance and Planning of 2(two) years for ATPL or 4(four) years for CPL. OR,
- (b) Has 4 (four) years' experience as Flight Dispatcher with FOO license having experience for Departures on International routes and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved Flight performance & Planning instructor, OR

- (c) Has passed in Flight Performance and Planning of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Flight Performance and Planning instructor.

**20.3.6 Operational Procedures:**

- (a) Teaching experience of ground subject on Operational Procedures of 2(two) years for ATPL or 4(four) years for CPL. OR,
- (b) 5 (five) years' experience as Air Traffic Controller and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved Operational Procedures instructor. OR
- (c) Has passed in Operational Procedures of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Operational Procedures instructor.

**20.3.7 Principles of Flight:**

- (a) Teaching experience of ground subject on Principle of Flight of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009; OR,
- (b) Has passed in Principle of Flight of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Principle of Flight instructor.

**20.3.8 Radio Telephony:**

- (c) Teaching experience of ground subject on Radio Telephony of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009; OR,
- (b) Has passed in Radio Telephony of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Radio Telephony instructor; OR,
- (c) 5 (five) years experience as Air Traffic Controller and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Radio Telephony instructor.

**20.3.9 Aircraft General Knowledge for Airplane, Helicopter and Powered-lift:**

- (a) Teaching experience of ground subject on Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- (b) Has passed in Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent

Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift instructor.

**Notes:**

- (i) A person qualified to conduct classes on subjects of ATPL/FOOL will also be able to conduct the same of PPL and CPL.
- (ii) Evaluation and supervision of new instructor when required, will be done by a supervising CAAB approved equivalent instructor on an evaluation form/format prescribed by CAAB (sample evaluation form: Appendix – 'A'). The form shall be signed by the supervising instructor and should be countersigned by the Chief of Training or Head of Training Centre of an operator or Training Organization.
- (iii) 'Higher' means that the course contents is more expanded than ATPL.
- (iv) The terminology 'Equivalent' has been used in relevance to the subjects for ATPL/FOOL/CPL/PPL TYPE TECHNICAL/SEEP/ DGR/CRM/ SECURITY ETC **OR** CPL/PPL ETC as the case may be.

**20.4 Ground Instructors For The Type Technical subject based on the following outline:**

The requirements for approval of Ground Instructors for Type Technical Subjects shall be based on the following criteria:- A person may conduct ground classes for Type Technical Subjects in a CAAB approved Training Centre provided:-

- (a) He has been an existing Ground Instructor for on-Type Technical Subjects and has accumulated minimum 2(two) years of experience in teaching on-Type Technical Subjects **OR**,
- (b) For a new applicant, the following requirements should be fulfilled:
  - (i) Has successfully completed IT (Instructional Techniques) or TOT (Training Trainers) from a CAAB approved Training Organization or Government approved Centre.
  - (ii) He/she has successfully completed and passed CAAB approved pilot's Type Technical Course conducted by an approved instructor in an approved organization.
  - (iii) In case of a non-flight crew/grounded flight crew, he/she shall attend on type simulator conversion course as an observer.
  - (iv) In case of flight crew, he/she shall successfully complete on type simulator conversion course from the designated seat.

- (v) Exemption will not be admissible as regards to (b) i in any case and as regards to (b) iii and iv if the on-type Flight Simulation Training Device (FSTD) is in existence anywhere in the world. However, in case of non-existence of the on type FSTD, minimum 6 sectors of jump seat observation of line flying may be done by the prospective instructor instead of simulator observation/conversion.
- (vi) Has satisfactorily conducted a minimum of two hours of classes under supervision of an Type Technical Instructor approved by CAAB. The conduct of class may consist of lecture delivery or management of CBT (Computer Based Training) of Pilots Type Courses, as appropriate and approved by CAAB. In case of CBT, the instructor should be able to properly manage the CBT (start, run, use menu, exit, etc). He/she should also be able to pause and explain the relevant topic of the CBT. Class under supervision will not be required in case of induction of new aircraft, if the ground course is conducted at a training centre owned by or recommended by the aircraft manufacturer.
- (vii) Has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved ATPL/Type Technical instructor, if FSTD is not available.

#### **20.5 Ground Instructors for SEEP (Safety Equipment and Emergency Procedures) Course:**

The requirements for approval of Ground Instructors for SEEP Course shall be based on the following criteria:-A person may conduct ground classes for SEEP Course in a CAAB approved Training Centre provided:-

- (a) He has been an existing on-type SEEP Instructor and has accumulated minimum 2(two) years of experience in teaching on-type SEEP Subjects OR,
- (b) For a new applicant the following requirements should be fulfilled:
  - (i) Only on-type Technical Instructor as in B and who has successfully completed and passed a CAAB approved on-type SEEP course for flight and cabin crew including all associated drills and practices.
  - (ii) Has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent instructor.

#### **20.6 Ground Instructors for Aviation Security/DGR/CRM Course:**

The requirements for approval of Ground Instructors for Aviation Security/DGR/CRM Course shall be based on the following criteria:-A person may conduct ground classes for Aviation Security/DGR/CRM Course in a CAAB approved Training Centre provided:-

- (a) He has been an existing Aviation Security/DGR/CRM Instructor and has accumulated minimum 2(two) years of experience in teaching Aviation Security/DGR/CRM Subjects OR,
- (b) For a new applicant the following requirements should be fulfilled:
  - (i) Has successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Government approved Centre
  - (ii) Has successfully completed and passed CAAB approved Aviation Security/DGR/CRM course.
  - (iii) Has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent instructor.

#### **20.7 Application Procedure for Ground Instructor Authorization:**

An applicant seeking CAAB approval for Ground Instructor of Flight crew shall submit application to Director Flight Safety and Regulations mentioning Name, Designation, Subject(s)/Area(s) of teaching, employment status (full-time/part-time employee/guest lecturer). The application shall be signed and dated by the applicant and in case the applicant is a full-time/part-time employee/guest lecturer of a CAAB approved Operator or Training Organization, it shall be forwarded with a letter from the Chief of Training or Head of Training Organization. The application must be accompanied by Instructor Evaluation forms duly completed and signed together with other documentary evidence(s) as may be necessary to meet the requirements. The application may contain request for approval of new subject(s) or area(s) along with renewal of existing subjects as required. In case of renewal, the existing approval shall be submitted along with application together with documentary evidence as may be necessary.

#### **20.8 Validity and Renewal Requirements Ground Instructors:**

(Sample of Instructor's authorization certificate: Appendix – 'B')

- (a) The period of validity of approval for Ground Instructors shall be of 5 (five) years.
- (b) CAAB will renew the instructor approval provided:-
  - (i) The instructor will apply for renewal of approval within 60 days prior to the date of expiry.
  - (ii) Has satisfactorily delivered minimum 04 lectures per year on each or as many subjects for which the renewal is sought. In case of any shortfall due to unforeseen circumstances, CAAB will scrutinize on case to case basis as to the disposal of the case for renewal.

**Note 1:** If an instructor has CAAB approval to conduct ATPL course or equivalent subject(s), he/she will be able to conduct courses like ETOPS, RVSM etc, provided he /she has successfully completed and passed CAAB approved



course(s) on the respective area(s). However, prior to conducting such course(s), he/she should satisfactorily deliver 2 lectures of 1 hour each under supervision of a CAAB approved instructor on such areas.

**Note 2:** A Ground instructor holding a valid approval to impart lesson on any or more subjects will also be able to conduct refresher courses on those subject(s).

- (c) If the Ground Instructor's approval remains lapsed for not more than 2 (two) years, he/she will be required to satisfactorily deliver 2 demonstrative lectures of 1 hour each in the relevant area(s) under supervision of a CAAB approved Instructor for Flight Crew. In case the lapsed period is in excess of two years, the applicant will have to complete the full requirement for Instructor approval.
- (d) If FSTD is available renewal of instructors' approval on type will require two (02) sessions SIM observation once in three years.

## **20.9 Ground Examiners on Technical Subjects for Flight Crew and FOO:**

A person who has obtained instructor's authorization on one or more subject(s) and has been renewed the same at least 2 (two) times will become eligible for becoming CAAB Approved Examiner on that subject(s). Prior to approval, an applicant shall be interviewed by CAAB FOI.

(Sample of Approved Examiner's Certificate: Appendix – C).

**Appendix 'A'**

**CA-**

Civil Aviation Authority, Bangladesh  
Evaluation Form

Name of the Instructor - \_\_\_\_\_

Type of Evaluation - Initial/Renewal

Subject/Area - \_\_\_\_\_  
(Describe – ATPL, Type, SEEP, etc, as applicable)

Date of Evaluation - \_\_\_\_\_

Sl. No.	Items	Scale									
		1	2	3	4	5	6	7	8	9	10
1	Compliance and relevance with requirements, syllabus, topic, etc										
2	Subject Knowledge and Resourcefulness										
3	Organization of Thought										
4	Analytical Ability										
5	Self Confidence										
6	Language Clarity										
7	Postures and Gestures										
8	Art of Speaking and Communication Skills										
9	Use of Conventional Audio Visual Aids										
10	Use and management of CBT (Computer Based Training) or Power Point Presentations										

Evaluation on items 9 and 10 are conditional and may not always be applicable.

Pass Marks is 70% on the average and 50% on individual items.

Marks obtained \_\_\_\_ out of \_\_\_\_, i.e. \_\_\_\_ %. The candidate has passed/failed (✓).

\_\_\_\_\_  
(Signature, Name, Designation  
and Approval No. of Evaluator)

\_\_\_\_\_  
(Signature & Seal of witness)

The evaluator or supervising instructor must be a CAAB approved instructor in the relevant subject(s)/area. He/she shall evaluate on behalf of CAAB and sign the form. The Chief of Training or Head of Training Centre of a CAAB approved Operator or Training Organization shall countersign.

**Appendix – ‘B’**

**CA-**

**INSTRUCTORS AUTHORIZATION CERTIFICATE**

Ref: CAAB .....

Date: .....

Mr./Mrs./Ms ....., Staff Number ..... is hereby approved as an Instructor for conducting courses on the subject(s) .....with the period of validity mentioned underneath. The holder is authorized to conduct the under-mentioned courses in accordance with the CAAB approved Training & Procedure Manual (TPM):-

Sl. No.	Name of Course	Validity	Remarks/Restrictions
01.			
02.			
03.			
04.			

**Appendix – ‘C’**

**CA-**

**EXAMINER’S CERTIFICATE**

Ref: CAAB .....

Date: .....

Mr./Mrs./Ms ....., Staff Number  
..... is hereby approved as an Examiner for conducting courses and taking  
examinations on the subject(s) .....with the period of validity  
mentioned underneath:-

Sl. No.	Subject	Validity	Remarks/Restrictions
01.	PPL, CPL, ATPL / FOOL		
02.	.....Pilots Type Technical Course		
03.	.....		
04.	.....		

## Chapter 21

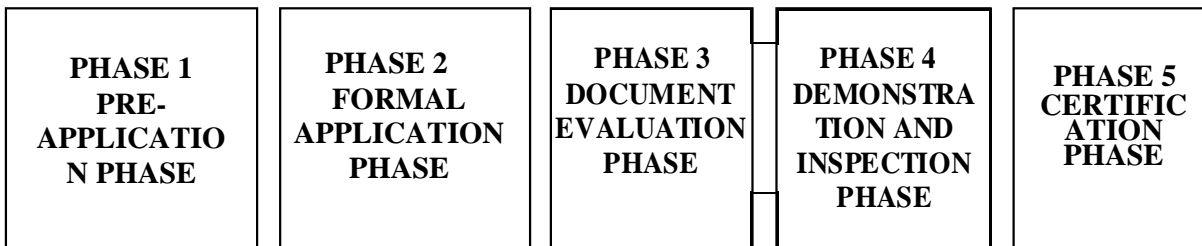
### Certification and Administration of Approved Training Organizations

#### 21.1 Objective

- (a) This Chapter describes the process of applying for and obtaining an Approved Training Organization (ATO) Certificate to conduct Ground and Flight Training according to ANO(OPS) A.6. This Chapter provides basic information applicable to the certification process.
- (b) ANO(OPS) A.6 will be briefed in as much detail as necessary regarding the preparation of facilities, personnel, manuals and other required documents during meetings with CAAB.

#### 21.2 Background.

- (a) To conduct an ATO, the prospective ATO holders must be a citizen of Bangladesh. The CAAB recognizes the responsibility of an ATO to provide ground and flight training with the highest degree of safety and standard. The certification process is designed to ensure that prospective ATO holders understand and are capable of fulfilling these duties. When satisfactorily completed, the certification process should ensure that the ATO is able to comply with the Bangladesh Aviation Law, CAAB regulations (ANOs), and the international standards pertaining to the operation of an ATO as published in relevant Annexes to the convention on international civil aviation.
- (b) There are five phases in the ATO certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five phases are:
  - (1) Pre-application
  - (2) Formal Application
  - (3) Document Evaluation
  - (4) Demonstration and Inspection
  - (5) Certification



- (c) In some cases, the guidance and suggested sequence of events in this Chapter may not be entirely appropriate. In such situations, the CAAB and the prospective ATOs should proceed in a manner that considers existing conditions and circumstances. The prospective ATOs, however, should not expect to be certificated until the CAAB is assured that the Bangladesh aviation law and its Civil Aviation Regulations (ANOs) will be complied within an appropriate and continuing manner.

### **21.3 Pre-Application Phase.**

- (a) As far in advance as possible of an anticipated start of operations, a prospective ATO should make an initial application to inform CAAB of its intent to apply for an ATO certificate. The prospective operator will be invited to meet briefly with CAAB. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective ATO intends to proceed with certification, CAAB Form No ATO-01 Prospective Operators Pre-assessment Statement (POPS) will be furnished. The POPS should be completed, signed by the prospective operator, and returned to the CAAB Office.
- (b) CAAB personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with the reasons for its return. If the information is complete and acceptable, a pre-application meeting with the prospective operator and the selected CAAB certification team members will be held.
- (c) The CAAB will form a two member certification team consisting Air and Ops inspectors, one of them shall be appointed and act as the leader (PM). The team leader (PM) will be the official CAAB spokesperson throughout the certification process.
- (d) The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is required that the prospective ATO's key management attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an ATO.
- (e) It is important to establish good working relationships and clear understandings between the CAAB and the prospective ATO's representatives. The CAAB recognizes that a wide range of capabilities and expertise exists among prospective ATOs. This background experience will be considered by the CAAB and adjusted to during these initial meetings.
- (f) To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:
  - (1) The certification job aid that will be used by CAA inspector(s) during the certification process.
  - (2) A schedule of events that must be completed and submitted with the formal

- application.
- (3) An example set of Training Specifications (Trg Specs).
  - (4) Other publications or documents the PM believes will be useful to the operator.
- (g) **POPS.** An application for an ATO shall be made in a form and manner acceptable to the Authority; and, containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made by a letter requesting certification as an ATO. The Accountable manager must sign the letter and should include a statement that the letter serves as formal application for an ATO Certificate. It should also contain a copy of the POPS (amended if required).
- (h) **ATO Certification Job Aid and Schedule of Events.** The schedule of events is a key document that lists items, activities, programs, and aircraft and/or facility acquisitions that must be accomplished or made ready for the CAAB's inspection before certification. It should include dates when the crewmembers will start ATO's indoctrination procedures. In addition, the schedule of events should include dates when maintenance personnel and maintenance facilities will be ready for the CAAB's inspection; when each of the required manuals will be available for evaluation; when aircraft will be ready for inspection; when terminal facilities will be ready for inspection; when flight trainings are planned to be performed, and the date of the proposed assessment of the key position holders approval should take place. These estimated dates must be logical in terms of sequence. Reasonable times for the CAAB to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.
- (i) **ATO Manuals.** These manuals, which may be issued in separate parts for specific users, contain information about the ATO's general policies, duties and responsibilities of personnel, operational control policy, training curricula and procedures. These are commonly referred to as the Training and Procedure Manual, the Maintenance Control Manual and the SMS Manual. ANOs require these manuals to include instructions and information necessary to permit flight, ground, and personnel to perform their duties and responsibilities with a high degree of safety and standard.
- (j) **Management Structure and Qualification:**
- (1) ANO of this Part establishes basic management positions and the GM establishes minimum qualifications for ATO's proposing to conduct ground and flight training operations. It may be possible to obtain a deviation from these required basic management positions and qualifications, depending on the complexity and size of the ATO as

provided in ANO(OPS)A.6. Individuals assigned to the required management positions are expected to have a thorough knowledge of the ATO's manuals, operating provisions, the ANOs and the planned operations relevant to the position. The resumes shall contain the qualifications, licenses (including license numbers), ratings, and aviation experience for each of the following positions, or their equivalent:

- (i) Accountable Manager;
- (ii) Head of Training;
- (ii) Chief Flying Instructor;
- (iv) Chief Ground Instructor;
- (v) Maintenance Manager.
- (vi) Quality Manager;
- (vii) Safety Manager.

(k) **Documents of Purchase, Leases, Contracts, and/or Letters of Intent.**

These attachments should provide evidence that the operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of trainings proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:

- (1) Aircraft;
- (2) Station facilities and services;
- (3) Weather gathering facilities and services;
- (4) Communications facilities and services;
- (5) Maintenance facilities and services;
- (6) Maintenance contractual arrangements;
- (7) Aeronautical charts and related publications;
- (8) Aerodrome analysis and obstruction data;
- (9) Contract training and training facilities.

- (l) **Initial Statement of Compliance Attachment.** This attachment should be a complete listing all ANOs applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to manuals or other documents. The brief descriptions or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and acceptable to the Authority.

## **21.4 Formal Application Phase.**

- (a) It is recommended that the formal application be submitted at least 180 days before training operations are expected to begin, although the application should be submitted to the CAA Authority as far in advance of the proposed start-up date as possible.
- (b) The CAA will review the application to determine that it contains the required information and required attachments. If there are omissions or



errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

- (c) The prospective ATO's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.
- (d) If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The CAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

## **21.5 Document evaluation phase.**

- (a) After the formal application has been accepted, inspector(s) will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the CAAB. The CAAB will endeavor to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted, as required by ANOs. Approvals may be indicated by letter as appropriate, or by approval of Training Specifications (Trg Specs). Acceptance of information that does not require formal approval will be indicated by letter of the lack of CAAB's objection to the information.
- (b) The complexity of the information which must be addressed in the operator's manuals and other documents depends on the complexity of the planned training. The following list provides examples of information that must be provided by the operator and evaluated by the CAA during this phase:
  - (1) Management personnel resume, outlining proposed management qualifications and civil aviation compliance histories.
  - (2) Training and Procedure Manual (may be in one or more parts).
  - (3) Maintenance Control Manual (may be in one or more parts), including the Approved Maintenance Organisations (AMO) and Maintenance Procedures Manual (MPM).
  - (4) Mass and balance procedures/program.
  - (5) Approved Aircraft Flight Manual or Pilot Operating Handbook.

- (6) Minimum Equipment List (MEL) (if applicable)
  - (7) Configuration Deviation List (CDL) (if applicable)
  - (8) Cockpit checklist.
  - (9) Noise and emission plan (if applicable).
  - (10) Dispatch/flight following/flight locating procedures.
  - (11) Fully completed Statement of Compliance.
- (c) The fully completed Statement of Compliance is the final evolution of the Initial Statement of Compliance that was submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programs, and/or procedures.

## **21.6 Demonstration and Inspection Phase.**

- (a) ANOs require an ATO to demonstrate its ability to comply with regulations and safe operating practices before beginning actual training operations. These demonstrations include actual performance of activities and/or operations while being observed by CAA inspector(s). This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the CAA evaluates the effectiveness of the policies, procedures, methods and instructions as described in the ATO's manuals and other documents. Emphasis is placed on the ATO's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.
- (b) The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase.
- (1) Conduct of training programs (classroom, simulators, aircraft, and flight and ground personnel training).
  - (2) Crewmember and Flight Operations Officer testing and certification.
  - (3) Station facilities (equipment, procedures, personnel, fuelling/De-fuelling, de-icing, technical data).
  - (4) Recordkeeping procedures (documentation of training, flight and duty times, flight papers).
  - (5) Flight control (Flight Supervision and Monitoring system or Flight Following system).
  - (6) Maintenance and inspection programs (procedures, record keeping).
  - (7) Aircraft (conformity inspection, aircraft maintenance records, etc.).
  - (8) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
  - (9) Mass and balance program (procedures, accuracy, and document control).
  - (10) Demonstration Flights. Includes full-scale simulation of training operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable ANOs.

**Note:** An applicant for an approved training organization (ATO) certificate may concurrently seek CAA approval of its maintenance organization (AMO). The applicant needs to co-ordinate the progress of both certification projects. Both certification projects must be in the Demonstration and Inspection Phase at the same time. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organization to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) are in agreement.

## **21.7 Certification Phase.**

- (a) After the document compliance and the demonstration and inspection phases have been completed satisfactorily, the CAA will prepare an Air Operator Certificate and approve the Training Specifications. The Trg Specs contain authorizations, limitations, and provisions specific to an ATO's operation. The ATO must acknowledge receipt of these documents.
- (b) The certificate holder is responsible for continued compliance with ANOs and the authorizations, limitations, and provisions of its certificate and Trg Specs. As a certificate holder's operation changes, the Trg Specs will be amended accordingly. The process for amending Trg Specs is similar to the certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The CAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the ANOs and safe operating practices.

## 21.8 ATO CERTIFICATION JOB AIDS AND SCHEDULE OF EVENTS

<b>GENERAL</b> 01. Official Name of Proposed ATO:  02. Pre-Certification <span style="border: 1px solid black; padding: 2px;">PC No.</span> 03. Certification Team: (a) _____ Ops (b) _____ Air (c) _____ Team Leader	04. Addresses: (a) Principle Place of Business  – (b) Operations Base –  (c) Satellite Base –						
<b>1. PRE-APPLICATION PHASE</b>	Submission Date	Completion Date	Assess ment	Re Assess ment	Initials Ops      Air		Remarks
(1) Initial Application from the Prospective ATO							
(2) Initial Meeting with the Prospective Applicant							
(3) Prospective Operator obtains ANOs and relevant Documents							
(4) Applicant is provided with the POPS form							
(5) Applicant submits POPS. CAAB reviews POPS for its completeness and acceptance							
(6) Pre-Application meeting with the Applicant							
<b>2. FORMAL APPLICATION</b>							
(1) Applicant submits Formal Application with required Attachments							
(2) CAAB Team Performs Cursory Review of Formal Submissions:  (a) Full and Official name (Legal);  (b) Mailing Address;							

(c) Principle Place of Business; (d) Maintenance Base; (3) Key Management Personnel and Qualifications: (a) Accountable Manager;  (b) Head of Training;  (c) Chief Flight Instructor; (d) Chief Ground Instructor; (e) Maintenance Manager; (f) Quality Manager							
(4) Formal Application Attachments: (a) Schedule of events; (b) Initial compliance statement.							
(5) Company Manuals: (a) Training Manual; (b) Procedure Manual; (c) Safety Management Manual; (d) Maintenance Control Manual; (e) Aircraft Maintenance Program							
(6) Documents of purchase/ contract(s)/lease(s)/letters of intent							
(7) Formal Application Meeting: (a) Discuss each Submission; (b) Resolve Discrepancies; (c) Review Impact if Schedule of Events are not met; (d) Review Certification Process							
(8) Issue Letter Accepting/Rejecting Application							
<b>3. DOCUMENT EVALUATION  PHASE</b>							
(1) ATO Manuals:							

(a) Training Part of TPM:							
(b) Procedure Part of TPM:							
(c) Safety Management Manual;							
(d) Maintenance Control Manual;							
(e) Aircraft Maintenance Program;							
(f) Quality Control Manual.							
(2) Evaluate Training Programs:							
(a) PPL:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Validation Trg Curriculum;							
(iv) Conversion Trg Curriculum;							
(v) Renewal Trg Curriculum;							
(vi) Re-issue Trg Curriculum;							
(b) CPL:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Validation Trg Curriculum;							
(iv) Conversion Trg Curriculum;							
(v) Renewal Trg Curriculum;							
(vi) Re-issue Trg Curriculum.							
(c) IR:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Validation Trg Curriculum;							
(iv) Conversion Trg Curriculum;							
(v) Renewal Trg Curriculum;							
(vi) Re-issue Trg Curriculum.							
(d) FIR:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Validation Trg Curriculum;							
(iv) Conversion Trg Curriculum;							
(v) Renewal Trg Curriculum;							
(vi) Re-issue Trg Curriculum.							
(e) Flt Ops Officer Training							

(3) Evaluate Key Position Holders Qualifications:  (a) Accountable Manager; (b) Quality Manager (QA & QS); (c) Head of Training; (d) Chief Flight Instructor (CFI); (e) Chief Ground Instructor (CGI); (f) Engineering Manager; (g) Safety Manager (SMS).							
(4) Aircraft Operating Information Manual: (a) POH; (b) Normal Checklist: (c) Abnormal/Emergency Checklist: (d) SOP							
(5) Other Manuals/Documents: (a) Refueling Procedure Manual (b) Load & Balance Manual (c) Emergency Response Plan							
<b>4. DEMONSTRATION &amp; INSPECTION PHASE</b>							
(1) Gnd Trg Facilities:  (a) Location (b) Class Rooms (c) Library (d) Instructors' Preparation Room (e) Students' Resting Area (f) Trg Aids (g) Office Aids (h) Admin Accommodations (i) Toilets (Gents & Ladies)							
(2) Flt Trg Facilities (Ops Base):  (a) Location (b) Class Rooms (c) Library (d) Briefing Room(s)							

(e) Ops Room							
(f) Students' Resting Area							
(g) Trg Aids							
(h) Office Aids							
(i) Toilets (Gents & Ladies)							
<b>3) Maintenance Facility:</b>							
(a) Aircraft Housing Facility							
(b) Spare Storing Facility							
(c) Battery Shop							
(d) Tire Shop							
(e) Instrument Shop							
(f) Library							
(g) Office Accommodation							
(h) Office Aids							
(i) Toilet(s)							
<b>5. CERTIFICATION PHASE</b>							
(1) Finalize Approval of ATO							
(2) Present ATO Certificate							
(3) Present Training Specifications							
Team Leader Signature and Seal							



Appendix ATO-01

(Sample of Initial Application for obtaining ATO Certificate): CAAB FORM NO. xxx



CIVIL AVIATION AUTHORITY BANGLADESH

**PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS)**  
(INITIAL APPLICATION FOR OBTAINING ATO CERTIFICATE)  
(Extra sheets may be used)

1. Name of the Applicant :
2. Address of the Applicant :
3. Principle Place of Business :
4. Operations Base :
5. Satellite Base :
6. Company Detail :
  - 6.1 Name & Address :  
(Attach Certified Copy of  
Article of Association)
  - 6.2 Share Holders :  
(Names, Addresses & % of  
Shares of the Directors)
7. Financial Data:
  - 7.1 Paid-up Capital :
  - 7.2 Authorized Capital :  
(Supported by Certificate from  
Bank Or Chartered Accountant)
8. Organizational Structure (Name,  
Qualification, Experience):
  - 8.1 Accountable Manager :
  - 8.2 Head of Training :
  - 8.3 Chief Flying Instructor :

- 8.4 Chief Ground Instructor :
- 8.5 Engineering Manager :
- 8.6 Quality Manager :
- 9. Particulars of Aircraft:
  - 9.1 Total Number of Proposed Aircraft :
  - 9.2 Type of Aircraft :
  - 9.3 Model of Aircraft :
  - 9.5 MSN :
  - 9.6 All Up Weight :
  - 9.7 Year of Manufacture :
  - 9.8 Engine Hours/Hours Left :
  - 9.9 Aircraft Hours :
  - 9.10 Present Registration :
- 10. Maintenance Arrangement:
  - 10.1 Aircraft :
  - 10.2 Aircraft Equipment :
- 11. Aircraft Housing Arrangement :
- 12. Ground Class Facilities :
- 13. List of Flight & Ground Instructors :
- 14. Particulars of Non-Refundable Deposit:  
(Tk 50,000.00)
- 15. Proposed Date of Operations :

**DECLARATION**

I, hereby declare that the proposed operation, if permitted, will be conducted in accordance with ICAO standards, Civil Aviation Rules, 1984, Air Navigation Orders and any other directive issued by the Civil Aviation Authority, Bangladesh from time to time.

SIGNATURE, NAME & DESIGNATION OF APPLICANT

**Note:** (1) CAAB reserves the right to reject or cancel any application without assigning any reason.

Appendix ATO-02

CAAB FORM NO. xxx

(SAMPLE OF FORMAL APPLICATION LETTER)

(Name and Address of Applicant)

[Date]

Civil Aviation Authority Attn: (Name),  
Manager (Appropriate Address)

Dear (Name):

This letter serves as formal application for a Civil Aviation Authority (CAA) air operator certificate. (Name of Applicant), initially intends to certificate and operate as a [scheduled or non-scheduled passenger, freight, or mixed passenger and freight] commercial air transport operation under Parts 8 and 9 of the Model Civil Aviation Regulations (MCARs). We intend to use (Number and Type) aeroplane(s) between (location) and (location). We have enclosed a copy of [(our report of) or (our filing with) (identify the STATE agency)] for a Financial Economic and Legal Matters assessment.

Our company will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base (if company intends to conduct maintenance under its AOC) will be located at (appropriate address) (if the company intends to apply under separate cover for an approved maintenance organization, so state here). A copy of our contract with (name of maintenance organization) is enclosed. Our management personnel are as follows:

- (i) Accountable Manager – A;
- (ii) Head of Training – B
- (iii) Chief Flying Instructor – C
- (iv) Chief Ground Instructor – D
- (v) Maintenance Manager – E
- (vi) Quality Manager – F
- (vii) Safety Manager – G

Also enclosed is the revised Schedule-of-Events and Initial Statement of Compliance which was agreed to at our last meeting with your representatives.

Sincerely,

Accountable Manager  
Enclosures:

(Sample ATO Certificate)

**CIVIL AVIATION AUTHORITY BANGLADESH**



**Approved Training Organisation (ATO)  
Certificate of Approval (COA)  
No. 01**

This certificate is issued to: **BANGLADESH FLYING ACADEMY & GENERAL  
AVIATION LTD.**

Whose principle place of business is located at: Hazrat ShahJalal International Airport,  
Kurmitola, Dkaka-1229, Bangladesh.

Upon finding that the organization complies in all respects with the regulations of Bangladesh Civil Aviation Authority relating to the establishment and continuation of an approved training organization is empowered to operate as an approved training organization in accordance with the training specifications issued herewith, and may conduct the following courses:

- a) Private Pilot License Course;
- b) Commercial Pilot License Course;
- c) Instrument Rating Course;
- d) Flight Instructor Rating Course.

This certificate, unless cancelled, suspended or revoked, shall continue in effect until .... October 2017.

Date of Issue:  
Date of Initial Issue:

**Chairman**

Appendix ATO-04

(Sample Form)

		CAAB FORM NO- XXX
	CIVIL AVIATION AUTHORITY BANGLADESH	TRAINING SPECIFICATION

**A. GENERAL**

These Training Specifications issued to **Bangladesh Aviation Academy Ltd.**, whose detail information are given below:

- |  |  |
|--|--|
| (01) Name of Approved Training                       | <b>Bangladesh Aviation Academy Ltd;</b>                                      |
| (02) Approval No:                                    | <b>CERTIFICATE OF APPROVAL (COA) #</b>                                       |
| (03) Principal Place of Business located at:         | Hazrat Shahjalal International Airport,<br>Kurmitola, Dhaka-1229, Bangladesh |
| (04) Operational Base:                               | (i) Same as above; and   |
| (05) Satellite Base:                                 | (ii) Shah Mokhdum Airport, Rajshahi Nil                                      |
| (06) Operational point of contact:                   | Accountable Manager  |
|  | Tel +88 02 8901199   |
|  | Email- academy <a href="mailto:2009@gmail.com">2009@gmail.com</a>            |
| (07) Aircraft Details                                | (i) Cessna-152, 566, 1982, S2-ABC, 5000                                      |
| (Make, Model, MSN, Yr of<br>Registration and Hours): | (ii) Cessna-152, 596, 1983, S2-ACB, 4000                                     |

**B. COMPLIANCE WITH RULES AND REGULATIONS**

The ATO shall observe with all the Rules and Regulations applicable for ATOs. In addition, it shall comply with the following terms and conditions:

- (01) The Approved training Organization shall use the name which appears on the certificate to conduct the operation of the ATO;
- (02) The ATO shall conduct operations in accordance with the specific authorizations, limitations, procedures and appropriate rules and regulations;
- (03) Grant of the COA or any modification of its Training Specification shall not be construed in any way absolving any person from the obligation of complying with the Civil Aviation Rule or with the rules and regulations made there under or with any other statutory provisions governing operations of an ATO;
- (04) The officials of the Civil Aviation Authority, authorized by the Chairman, shall have the right of access, in normal course of discharge of their duties, to the ATO's aircraft, classes, maintenance facilities, workshops, stores and offices, aircraft records and other relevant documents as applicable;
- (05) The Flight Training School shall not, as a right, be entitled to the

extension/renewal of the period of this Certificate granted if, for any reason, the ATO wholly or partially ceases to operate their services during the period of validity of its certificate or Chairman thinks that the continuation of operation of training flights is not possible remaining within the framework of the policy made by the CAAB for the class of operation or non-compliance of Civil Aviation Rules and related Air Navigation Orders issued there under; and any of the conditions of this COA;

- (06) Nothing in these Training Specifications shall be construed as conferring upon the holder of this COA, on its expiry any right to the issue of a new COA for the operation of services or to the continuance of any other benefits arising from the provisions of this COA or any privileges granted there under;
- (07) Subject to the provisions of Rule 297 of Civil Aviation Rules, 1984, Chairman may revoke or suspend for such period as he thinks fit, this COA, if he is satisfied that any of the conditions of the COA has not been complied with or that the failure to comply is due to any willful act or omission on the part of the holder of this COA, or has been so frequent, or is due to such negligence on his part that the COA should in the public interest be revoked, or as the case may be, suspended.
- (08) These training specifications are effective for the period shown in the certificate and shall remain in effect as long as the ATO continues to meet the requirements specified certification unless sooner suspended, revoked, amended or surrendered;

**C. MAN-POWER**

- (01) ATO shall ensure that it has at all times appropriate man-power required for safe and efficient operations of its flight training;
- (02) ATO shall ensure that key position holders are appropriately qualified and approved by CAAB;
- (03) ATO shall ensure that all its aircraft, instructors, students and examiners / inspectors are properly and adequately insured;

**D. OPERATIONS AND TRAINING-GENERAL**

The ATO shall conduct the operations of the Training Organization according to the training specifications given below:

- (01) The ATO is authorized to conduct training, testing and checking in the aircraft owned or leased (Provided accepted by the Authority);
- (02) The ATO is authorized to conduct pilot training, testing and checking as per the procedure let down in the approved Training and Procedure Manual for the issue of pilot licences by CAAB;
- (03) The Approved training Organization is authorized to conduct flight training

activities from the approved operations and satellite bases only, or from any other base duly approved by the authority;

**E. GROUND TRAINING**

- (01) Ground Training shall be conducted as per the guidance provided by ANO-PART 3 and other CAAB regulations and shall follow approved syllabus given in the TPM;
- (02) ATO shall ensure that the minimum hours prescribed for each course is completed and the candidates qualify in the in-house examination before forwarding names for CAAB examination;
- (03) Ground Training shall be conducted only by CAAB approved instructors;

**F. FLIGHT TRAINING**

- (01) Flight Training shall be conducted by appropriately qualified, experienced and approved instructors;
- (02) All flight trainings shall be approved appropriately and conducted according to the approved syllabus let down in the TPM;
- (03) ATO must ensure that all solo flights are duly authorized by the CFI and conducted under approved meteorological condition;
- (04) Solo flights and solo x-country flights including PIC flights are conducted as per the let-down procedures of TPM;
- (05) ATO must ensure that flight instructors are subjected to regular refresher courses and periodical evaluation flights.

**G. QUALITY ASSURANCE**

- (01) ATO shall adopt and adhere to the requirement of appropriate Quality Assurance and Safety Management System;
- (02) ATO shall ensure that all aircraft are maintained in air-worthy status according to the Aircraft Maintenance Schedule (AMO) / Aircraft Maintenance Program (AMP) approved by CAAB;
- (03) The ATO shall submit the following monthly report in the prescribed form to the CAAB within 10<sup>th</sup> day of the following month:
  - (i) Statistics of students training activities;
  - (ii) Engineering & maintenance report; and
  - (iii) Details of Instructors (Ground & Flight) activities.

**H. FINANCE**

- (01) The financial accounts of the Company (Operator) shall be properly

maintained and duly audited each year by Chartered Accountant and a copy in duplicate of the Annual Accounts and Auditor's Report shall be submitted to the CAAB by 31 December.

- (02) The ATO shall be liable for payment of all charges/expenses to the affected organization(s) / person(s) for all attributable damages due to accident / incident.
- (03) The ATO shall pay all aeronautical and non-aeronautical charges (where applicable) according to the rates prescribed by the Chairman within specified time.
- (04) All expenses incurred by CAAB inspectors / officials for the purpose of inspections /examinations shall be borne by the ATO;
- (05) The ATO shall be liable for any expenses incurred by the Authority or Government in connection with Air / Sea Search & Rescue operations resulting from improper or negligent operation of the aircraft;

#### **I. ENFORCEMENT**

- (1) The Certificate that expires shall forthwith be deposited by the holder to the Chairman.
- (2) ATO shall be liable to be cancelled or operation suspended or subjected to financial enforcement for any of the following reasons:
  - (i) Failure to comply with operational & airworthiness requirements;
  - (ii) Absence of required number of airworthy aircraft registered in Bangladesh in the name of the Approved Training Organization;
  - (iii) Disregard of safety and operating procedures by the ATO;
  - (iv) Non-compliance of Civil Aviation Rules and related Air Navigation Orders;
  - (v) Failure to make payments of the charges raised by CAAB within the period specified;
  - (vi) Running into heavy debt or being unable to meet the day-to-day liabilities by the ATO.

**Director,**  
**Flight Safety & Regulations**  
**CAAB, HQ, Kurmitola,**  
**Dhaka-1229,Bangladesh**  
Tel: 880 2 890 14 06  
Fax: 880 2 890 14 18  
Email: [dfscaab@bracnet.net](mailto:dfscaab@bracnet.net)



## Chapter-22

### Designated Pilot Examiners

#### 22.1 Objective

The Objective of this Chapter is CAAB designate private individuals to act as representatives of the Chairman in Examining, Inspecting, And testing persons and aircraft for the purpose of issuing pilot licences, Ratings, Authorizations and certificates. The requirements for each type of designated examiner are contained in this Chapter.

#### 22.2 General

- (a) The CAAB may designate private individuals to act as representatives of the Chairman in examining, inspecting, and testing persons and aircraft for the purpose of issuing airmen and aircraft licences, ratings, authorizations and certificates.

#### 22.3 Requirements and Skill Test

- (a) **Age.** An applicant for a designated pilot examiner shall be at least 21 years of age.
- (b) **Medical.** An applicant for a designated pilot examiner shall have a Class 1 medical certificate.
- (c) **General eligibility.** An applicant for a designated pilot examiner shall:
  - (1) Hold at least the license and/or class/type ratings as applicable for which examining authority is sought;
  - (2) Hold at least the flight instructor ratings for which examining authority is sought or be serving in a comparable position as an air operator check airman or check pilot or comparable position in an Approved Training Organization;
  - (3) Have a reputation for integrity and dependability in the industry and the community;
  - (4) Have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations; and
  - (5) Have pilot and instructor license/ratings that have never been revoked for falsification or forgery.
- (d) **Knowledge.** The applicant for a designated pilot examiner shall pass a pre-designation knowledge test in the areas appropriate to the category of aircraft for which designation is sought.
- (e) **Skill Test.** The applicant for a designated pilot examiner shall pass a skill test conducted by an inspector of the CAAB who holds a current and valid license with appropriate category, and if applicable, class and type ratings.

- (f) **Maintaining currency.** After designation, a designated pilot examiner shall maintain currency by:
  - (1) Attending initial and recurrent training provided by the CAAB, and
  - (2) Maintain a current and valid:
    - (i) Pilot license, and if applicable, class/type ratings appropriate to the designation;
    - (ii) Flight instructor license and ratings applicable to the designation; and
    - (iii) Class I medical certificate.
- (g) **Privileges.** Subject to compliance with the requirements specified in this Part, the privileges of the examiner's designation are to conduct skill tests and proficiency checks for a license and rating(s) as listed on the designated pilot examiner's certificate of designation and identification card.
- (h) **Validity.** Subject to compliance with the requirements specified in this Part, the validity period of an examiner's designation is 2 years.
- (i) **Renewal.**
  - (1) Renewal will be at the discretion of the CAAB.
  - (2) An applicant for renewal shall pass the appropriate skill test on the areas of operation listed in the STS.
- (j) **Additional designations.** When the CAAB deems it necessary for a designated pilot examiner to receive additional designations, the designated pilot examiner:
  - (1) Shall meet all the requirements in this Part for the designation;
  - (2) Need not take an additional knowledge test provided the designation is within the same aircraft category.

#### 22.4 Experience Requirements for Private Pilot Examiner (PPE)

- (a) Experience: PPE— Aero plane Category. The applicant shall have at least:
  - (1) A CPL(A), appropriate class rating(s) and in IR(A);
  - (2) A valid flight instructor license with an aero plane category and appropriate class rating(s).
  - (3) 2,000 hours as PIC which includes at least:
    - (i) 1,000 hours in aero planes, of which 300 hours were accrued within the past year;
    - (ii) 300 hours in the class of aero plane for which the designation is sought; and
    - (iii) 100 hours in aero planes at night.
  - (4) 500 hours as a flight instructor in aero plane which includes at least 100 hours of flight instruction given in the class of aero plane appropriate to the designation sought.

- (b) Experience: PPE—Helicopter Category. The applicant shall have at least:
- (1) A CPL (H), appropriate class rating(s).
  - (2) A valid flight instructor license with a helicopter category and appropriate class rating(s).
  - (3) 1,000 hours as PIC which includes at least:
    - (i) 500 hours in helicopters, of which 100 hours were accrued within the past year; and
    - (ii) 250 hours in helicopters as appropriate for the designation sought.
  - (4) 200 hours as a flight instructor in helicopters, as appropriate for the designation sought.
- (c) Experience: PPE—Powered-Lift Category. The applicant shall have at least:
- (1) A CPL powered-lift category with an instrument powered-lift rating.
  - (2) A valid flight instructor license with a powered-lift category.
  - (3) 2,000 hours as PIC which includes at least:
    - (i) 1,000 hours in powered-lift, of which 300 hours were accrued within the past year; and
    - (ii) 100 hours in powered-lift at night.
  - (4) 500 hours as a flight instructor in powered-lift.
- (d) Experience: PPE—Airship Category. The applicant shall have at least:
- (1) A CPL airship category and any applicable class rating(s).
  - (2) A valid flight instructor license with an airship category and any applicable class rating(s).
  - (3) 1,000 hours as PIC which includes at least:
    - (i) 500 hours in airships, of which 200 hours were accrued within the past year; and
    - (ii) 50 hours in airships at night.
  - (4) 100 hours as a flight instructor in airships.
- (e) Experience: PPE—Balloon Category. The applicant shall have at least:
- (1) A CPL balloon category and applicable class rating(s).
  - (2) A valid flight instructor licence with a balloon category and appropriate class rating(s).
  - (3) 200 hours as PIC which includes at least:
    - (i) 100 hours in balloons; and
    - (ii) 20 hours in balloons in the class for which the designation is sought within the past year, including 10 flights in balloons of at least 30 minutes duration each.

- (4) 50 hours as a flight instructor in balloons in the class for which the designation is sought, of which 10 hours were accrued within the past year.
- (f) Experience: PPE—Glider Category. The applicant shall have at least:
  - (1) A CPL glider category rating.
  - (2) A valid flight instructor licence with a glider category rating.
  - (3) 500 hours as PIC which includes at least:
    - (i) 200 hours in gliders; and
    - (ii) 10 hours in gliders within the past year that includes at least 10 flights in gliders.
  - (4) 100 hours as a flight instructor in gliders.

**22.5 Experience Requirements for Commercial and Instrument Rating Pilot Examiner (CIRE)**

- (a) Experience: CIRE—Aeroplane Category. The examiner applicant shall have at least:
  - (1) A commercial pilot licence with an aeroplane category rating, appropriate class rating(s) and an Instrument –Aeroplane rating.
  - (2) A valid flight instructor certificate with an aeroplane category rating, the appropriate class rating(s) and an Instrument-Aeroplane rating.
  - (3) 2,000 hours as PIC, which includes at least:
    - (i) 1,000 hours in aeroplanes, of which 300 hours were accrued within the past year;
    - (ii) 500 hours in the class of aeroplane for which the designation is sought;
    - (iii) 100 hours at night in aeroplanes;
    - (iv) 100 hours of instrument flight time in actual or simulated conditions; and
    - (v) For authority to conduct skill tests in large or turbine-powered aeroplanes—
      - (A) 300 hours in large or turbine-powered aeroplanes, of which 50 hours are in the type of aeroplane for which designation is sought, and
      - (B) 25 hours for each additional type of large aeroplane for which designation is sought;
  - (4) 500 hours as a flight instructor in aeroplanes which include at least:
    - (i) 100 hours of flight instruction given in the class of aeroplane applicable to the designation sought; and
    - (ii) 250 hours of instrument flight instruction, of which 200 hours were given in aeroplanes.

**(b) Experience: CIRE—Helicopter Category.** The examiner applicant shall have at least:

- (1) A commercial pilot licence with a helicopter category rating, appropriate class rating(s) and an Instrument –Helicopter rating.
- (2) A valid flight instructor certificate with a helicopter category rating, the appropriate class rating(s) and an Instrument-Helicopter rating.
- (3) 2,000 hours as PIC, which includes at least:
  - (i) 500 hours in helicopters, of which 100 hours were accrued within the past year.
  - (ii) 100 hours of instrument flight time in actual or simulated conditions.
  - (iii) For authority to conduct skill tests in large or turbine-powered aeroplanes—
    - (A) 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought; and
    - (B) 25 hours for each additional type of large helicopter for which designation is sought.
- (4) 250 hours as a flight instructor in helicopters, which include at least—
  - (i) 100 hours of flight instruction given in the helicopters; and
  - (ii) 50 hours of instrument flight instruction in helicopters.

**(c) Experience: CIRE—Powered-Lift Category.** The examiner applicant shall have at least:

- (1) A commercial pilot licence with a powered-lift category rating, any applicable class rating(s) and an Instrument –Powered-lift rating.
- (2) A valid flight instructor certificate with a powered-lift category rating, any applicable class rating(s) and an Instrument-Powered-lift rating.
- (3) 2,000 hours as PIC, which includes at least:
  - (i) 1,000 hours in powered-lifts, of which 300 hours were accrued within the past year;
  - (ii) 100 hours at night in powered-lifts;
  - (iii) 100 hours of instrument flight time in actual or simulated conditions; and
  - (iv) For authority to conduct skill tests in large or turbine-engine powered-lifts—
    - (A) 300 hours in large or turbine-engine powered-lifts, of which 50 hours are in the type of powered-lift for which designation is sought, and
    - (B) 25 hours for each additional type of large aeroplane for which designation is sought.
- (4) 500 hours as a flight instructor in powered-lifts, which include at least:

- (i) 250 hours of instrument flight instruction, of which 200 hours were given in powered-lifts.

## **22.6 Experience Requirements for Commercial Pilot Examiners (CE)**

(a) Experience: CE—Helicopter Category. The examiner applicant shall have at least:

- (1) A commercial pilot licence with a helicopter category rating.
- (2) A valid flight instructor certificate with a helicopter category rating.
- (3) 2,000 hours as PIC, which includes at least:
  - (i) 500 hours in helicopters, of which 100 hours were accrued within the past year;
  - (ii) For authority to conduct skill tests in large helicopters—
  - (iii) 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought; and
  - (iv) 25 hours for each additional type of large helicopter for which designation is sought.
- (4) 250 hours as a flight instructor in helicopters, which include at least:
  - (i) 50 hours of instrument flight instruction in helicopters.

(b) Experience: CE—Airship Category. The applicant shall have at least:

- (1) A CPL with airship category rating and any applicable class rating(s);
- (2) A valid flight instructor licence with an airship category and any applicable class rating(s).
- (3) 1,000 hours as PIC which includes at least:
  - (i) 500 hours in airships, of which 200 hours were accrued within the past year; and
  - (ii) 50 hours in airships at night.
- (4) 100 hours as a flight instructor in airships.

(c) Experience: CE—Balloon Category. The applicant shall have at least:

- (1) A CPL balloon category and applicable class rating(s).
- (2) A valid flight instructor licence with a balloon category and applicable class rating(s).
- (3) 200 hours as PIC which includes at least:
  - (i) 100 hours in balloons; and
  - (ii) 20 hours in balloons in the class for which the designation is sought within the past year, including 10 flights in balloons of at least 30 minutes duration each.
- (4) Held a commercial pilot licence with balloon category rating and applicable class rating for at least 1 year prior to designation.

- (5) 50 hours as a flight instructor in balloons in the class for which the designation is sought, of which 10 hours were accrued within the past year.
- (d) Experience: CE—Glider Category. The applicant shall have at least:
  - (1) A CPL with glider category rating.
  - (2) A valid flight instructor licence with a glider category rating.
  - (3) 500 hours as PIC which includes at least:
    - (i) 250 hours in gliders; and
    - (ii) 20 hours in gliders within the past year that includes at least 50 flights in gliders.
  - (4) 200 hours as a flight instructor, including 100 hours of flight instruction given in gliders.

## **22.7 Experience Requirements for Airline Transport Pilot (ATPL) Examiners (ATPE)**

- (a) Experience: ATPE—Aeroplane Category. The examiner applicant shall have at least:
  - (1) An ATPL with an aeroplane category rating, appropriate class rating(s) and an Instrument—Aeroplane rating.
  - (2) A valid flight instructor certificate with an aeroplane category rating, the appropriate class rating(s) and an Instrument-Aeroplane rating.
  - (3) 2,000 hours as PIC, which includes at least:
    - (i) 1,500 hours in aeroplanes, of which 300 hours were accrued within the past year.
    - (ii) 500 hours in the class of aeroplane for which the designation is sought.
    - (iii) 100 hours at night in aeroplanes.
    - (iv) 200 hours in complex aeroplanes.
    - (v) 100 hours of instrument flight time in actual or simulated conditions.
    - (vi) For authority to conduct skill tests in large or turbine-powered aeroplanes:
      - (A) 300 hours in large or turbine-powered aeroplanes, of which 50 hours are in the type of aeroplane for which designation is sought; and
      - (B) 25 hours for each additional type of large aeroplane for which designation is sought.
  - (4) 500 hours as a flight instructor in aeroplanes which include at least:
    - (i) 100 hours of flight instruction given in the class of aeroplane applicable to the designation sought;

- (ii) 250 hours of instrument flight instruction, of which 200 hours were given in aeroplanes; and
  - (iii) 150 hours flight instruction given for either a CPL (A) or ATPL (A) or an IR (A).
- (b) Experience: ATPE—Helicopter Category.** The examiner applicant shall have at least:
  - (1) An ATPL with a helicopter category rating, appropriate class rating(s) and an Instrument –Helicopter rating.
  - (2) A valid flight instructor certificate with a helicopter category rating, the appropriate class rating(s) and an Instrument-Helicopter rating.
  - (3) 2,000 hours as PIC, which includes at least:
    - (i) 1,200 hours in helicopters, of which 100 hours were accrued within the past year;
    - (ii) 100 hours of instrument flight time in actual or simulated conditions; and
    - (iii) For authority to conduct skill tests in large helicopters –
      - (A) 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought, and
      - (B) 25 hours for each additional type of large helicopter for which designation is sought.
  - (4) 250 hours as a flight instructor in helicopters, which include at least:
    - (i) 100 hours of flight instruction given in the helicopters; and
    - (ii) 50 hours of instrument flight instruction in helicopters.
- (c) Experience: ATPE—Powered-Lift Category.** The examiner applicant shall have at least:
  - (1) An ATPL with a powered-lift category rating, any applicable class rating(s) and an Instrument –Powered-lift rating.
  - (2) A valid flight instructor certificate with a powered-lift category rating, any applicable class rating(s) and an Instrument-Powered-lift rating.
  - (3) 2,000 hours as PIC, which includes at least:
    - (i) 1,500 hours in powered-lifts, of which 300 hours were accrued within the past year;
    - (ii) 100 hours at night in powered-lifts;
    - (iii) 100 hours of instrument flight time in actual or simulated conditions; and
    - (iv) For authority to conduct skill tests in large or turbine-engine powered-lifts—



- (A) 300 hours in large or turbine-engine powered-lifts, of which 50 hours are in the type of powered-lift for which designation is sought; and
  - (B) 25 hours for each additional type of large aeroplane for which designation is sought.
- (4) 500 hours as a flight instructor in powered-lifts, which include at least:
- (i) 250 hours of instrument flight instruction, of which 200 hours were given in powered-lifts; and
  - (ii) 150 hours flight instruction given for either a CPL- powered-lift, ATPL – powered-lift or IR-powered-lift.

## **22.8 Experience Requirements for Flight Instructor Examiner (FIE)**

- (a) The examiner applicant shall have at least:
- (1) The requirements for a commercial examiner or a commercial instrument rating examiner designation, as appropriate for the category and class of aircraft pertinent to the FIE designation sought; and.
  - (2) Have held a Commercial Examiner or Commercial and Instrument Rating Examiner designation for at least a year prior to designation as a FIE.

### **22.8.1 DESIGNATED EXAMINERS**

- (a) The CAAB may designate private individuals to act as representatives of the Chairman in examining, inspecting, and testing persons and aircraft for the purpose of issuing airmen and aircraft licences, ratings and certificates.
- (b) The specific requirements for each type of designated examiner are contained in the appropriate licensing section of this Part related to the licensing requirements of the persons to be examined.
- (c) The CAAB will issue each designated examiner a certificate of designated authority and a designee identification card specifying the kinds of designation for which the individual is qualified and the duration of the designation.

**22.9 REVOCATION, SUSPENSION OR WITHDRAWAL OF AUTHORISATION**

**22.9.1** The flight tests and or flight surveillance checks shall be carried out to the standards set out in this chapter and the operator's training manual. Failure to comply shall result in the suspension of the Designated Flight Examiner's authorization and possible permanent revocation.

**22.9.2** The CAAB may review the Flight Examiner's authorization if he has been subject to any technical or disciplinary enquiry during his authorization approval.

**22.9.3** The Flight Examiner's authorization shall also be returned to the CAAB and voided due to any of the following:

- (a) The Flight Examiner is no longer required by the organization to exercise his privileges.
- (b) The Flight Examiner is relinquishing his role.
- (c) The Flight Examiner ceases to be employed with the organisation.

## Chapter 23

### Medical Provisions for Licensing

Refer to Civil Aviation Procedure Document on Aircrew Medical, ISSUE -2, April 2017

Chapter 24

Skill Testing for Licensing

Reserved

Chapter 25

Specifications for Personnel Licence

Reserved

Chapter 26

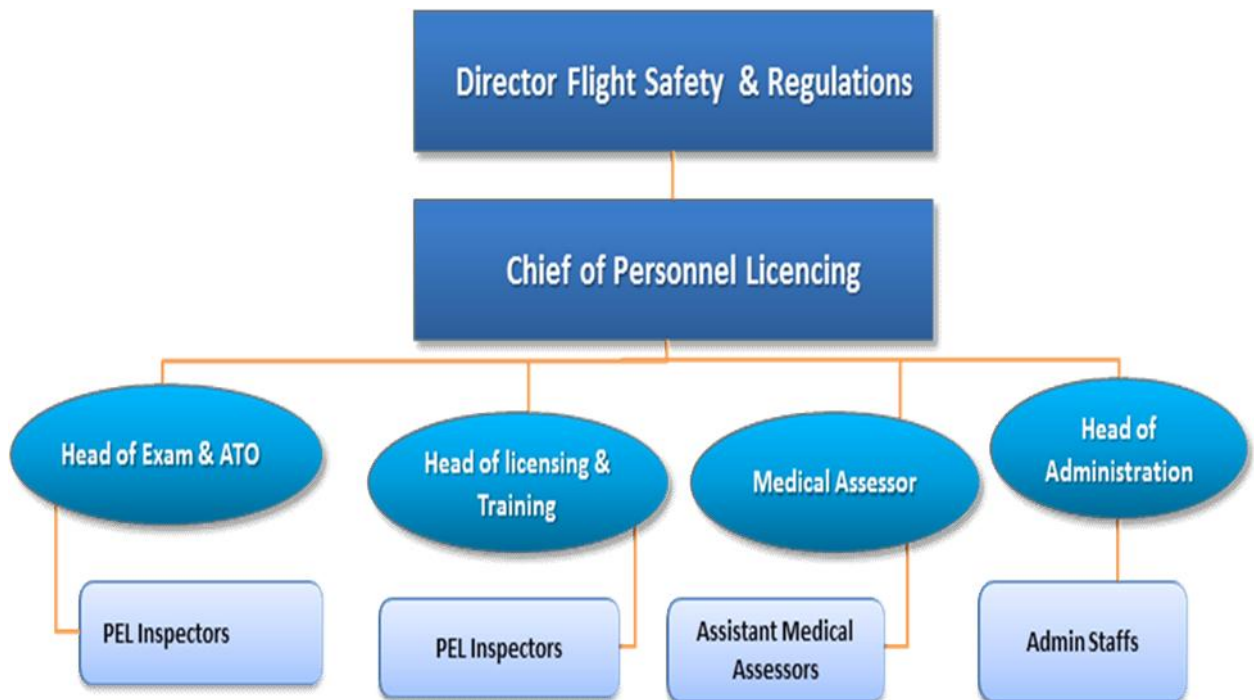
Model Forms for personnel Licence

Reserved

## APPENDIX 1. Existing Organizational Structure of PEL Section

### 1. Organizational Structure of PEL Section

#### Personnel Licensing (PEL) Section



## **2 Responsibilities of Key Personnel in Personnel Licensing Section:**

### **2.1 Chief of Personnel Licensing:**

- a) Develop and maintain standards, recommended practices and procedures relating to the licensing of flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officers/flight dispatchers and other specialities. Ensure that those standards, recommended practices and procedures comply with ICAO requirements and, where appropriate, are compatible with foreign licensing practices;
- b) Promulgate, in civil aviation regulations, civil aviation orders and civil airworthiness requirements, the approved licensing standards as amended from time to time and ensure that guidance material is published in aeronautical information circulars (AICs);
- c) Ensure that approved standards are being complied with and sound practices and procedures are being applied through regular inspections of approved training organizations by CAA staff;
- d) Enforce civil aviation regulations, civil aviation orders and civil airworthiness requirements relating to the licensing and maintenance of competency of flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officers/flight dispatchers and other specialities and submit to the Director recommendations for action to suspend, cancel or amend licences or approvals when appropriate;
- f) Ensure that staffing, facilities and training are adequate and prepare forecasts to facilitate the continued proper functioning of the Personnel Licensing Office;
- g) Regularly advise the Flight Safety Director of the state of work and significant events and developments within the Personnel Licensing Office;
- h) Maintain liaison with the Chiefs of the Medical Office, Flight Operations, Airworthiness, etc., regarding licensing standards and facilitate the inspection functions of their staff charged with licensing duties;
- i) Ensure that the licensing activities are coordinated with other units of the CAA;
- j) Ensure that departmental officers and other persons approved or designated to conduct flight or practical tests on behalf of the Director are properly appointed, trained, briefed and supplied with adequate guidance and documentation to carry out their tasks, and ensure that an efficient recording system of such approved or designated persons and of all licensing actions is maintained;



- k) Arrange for the issue and amendment of:
  - 1) Personnel licences and ratings;
  - 2) Approvals for aviation training organizations and training programmes; and
  - 3) Lists of approved or designated persons;
- l) Ensure that registers of such licences, ratings, approvals and lists are properly maintained and made available to the public;
- m) Maintain liaison with the International Civil Aviation Organization and, where appropriate, aviation authorities of other States on matters concerning standards applicable to licences and ratings and to examination and test standards and techniques for flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officers/flight dispatchers and other specialities;
- n) Act as deputy for the Flight Safety Director when so directed;
- o) Initiate and direct study and research into licensing matters related to flight crew members, aircraft maintenance personnel, air traffic controllers, flight dispatchers and other specialities;
- p) Perform such duties as may from time to time be directed;and
- q) Properly discharge all delegated powers.

## **2.2 Head of Examination and ATO:**

- a) Direct, maintain and develop, as required, an organization for the examination of applicants for all categories of personnel licences and ratings provided for in the civil aviation regulations and orders;
- b) Direct the preparation and review of detailed prescriptions and conditions of examination for the various categories of personnel licences and ratings provided for in the civil aviation orders consistent with the privileges granted therein;
- c) Direct the preparation and review and arrange for the publication of information circulars and requirements relating to the examinations and tests leading to the issue of personnel licences and ratings, of instructor authorizations and of certificates of competency provided for in the civil aviation orders;
- d) Direct the staff of examiners in the preparation of examination question papers and in the marking of candidates' examination response papers to

- ensure that standards consistent with current practices and the privileges granted by the licences or ratings in question are established and maintained;
- e) Maintain close liaison with examiners of the regional offices, as necessary, to ensure harmonization and the feedback of information regarding the oral, written and practical examination of candidates for licences, ratings, approvals, instructor authorizations and certificates of competency;
  - f) Initiate and maintain, where appropriate, liaison with aviation authorities of other States in order to exchange information concerning content of examination syllabi and examining techniques and standards pertinent to the maintenance of effective licensing standards, including adhering to the Standards, Recommended Practices and guidance of the International Civil Aviation Organization;
  - g) Establish and maintain a system for ensuring that oral, written and practical examining techniques are effective and compatible with the current aviation environment;
  - h) Establish and maintain an efficient system for the preparation and recording of examination or test reports;
  - i) Direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for the validation or conversion of foreign licences, approvals or authorizations;
  - j) In respect of approved training organizations and approved training courses:
    - 1) Establish and maintain requirements for approval as provided for in the civil aviation orders, including requirements for the recognition of foreign-approved training organizations;
    - 2) Direct the evaluation of applications for approval;
    - 3) Establish and maintain standards of knowledge and instructing skills for authorized instructors consistent with the standard and scope of the requirements for the trainee's rating in question;
    - 4) Direct the examination and audition of applicants seeking an instructor rating or authorization;
    - 5) Direct the regular formal inspection of premises and records of approved training organizations for compliance with standard requirements and recommend such action as considered necessary in cases of non-compliance; and

- 6) Maintain an inspection programme to observe first-hand and evaluate current training and practices;
- k) Direct the evaluation of applications for exemption from type rating examination from applicants who have completed an approved course of training;
- l) Direct the evaluation of manufacturers' training course examinations and the examination of type rating training courses approved or required by the CAA of other States with a view to granting exemption from type rating examination to applicants for ratings who successfully complete such training course and examination;
- m) Direct the evaluation of aircraft maintenance specialty training courses and testing methods that applicants for an endorsement of specialty rating should successfully complete;
- n) Develop, maintain and direct standards appropriate for the approval of amateur-built aircraft stage inspectors;
- o) Develop and maintain effective liaison with other organizations conducting training and/or examination of civil aviation personnel;
- p) Maintain close liaison with examination supervisors to ensure that the supervision is adequate and correct and that a system of reporting on the conduct of examinations is maintained;
- q) Provide training for examiners to ensure their effectiveness in their allotted duties;
- r) Supervise the training and performance of designated examiners; and
- s) Evaluate applications for approval of a training organization;
- t) Evaluate ground training curricula and study material submitted by approved training organizations in support of applications for approval to conduct approved training courses;
- u) Orally examine, in their specialist subjects and audition in the classroom, ground instructors seeking authorization to instruct at approved training organizations or, if suitable for instructor qualification, approve the training and evaluation conducted by an approved training organization;
- v) Inspect the training facilities, procedures and methods at approved training organizations;
- w) Determine the strengths and weaknesses of programmes for ground training, practical training, on-the-job training and flight training at approved training

organizations and recommend the remedial action to be taken to maintain standards and improve course design;

- x) Evaluate the effectiveness of the quality assurance system and, if required, of the safety management system; and
- y) Carry out such other duties as may from time to time be directed.

### **2.3 Head of Licensing & Training:**

- a) Drafting detailed procedures for licensing staff
- b) Evaluating foreign licences and certificates, and military pilot qualifications, and taking appropriate action, including consultation with the State of licence issue (SOLI) as necessary;
- c) Reviewing the limitations and recent experience of flight crew members, maintenance personnel, air traffic controllers and ground operators and taking the necessary action;
- d) Reviewing and studying the application for a licence and related documentation and recommending actions to be taken by appropriate sections; and
- e) Issuing and renewing licences, adding ratings and issuing temporary approvals or special authorizations.
- f) Studying the PEL training standards and making the necessary recommendations for improvement of domestic and foreign training programmes and oversight;
- g) Developing and executing plans for the surveillance of different aviation training activities;
- h) Reviewing training curricula and programmes submitted for approval and taking appropriate action;
- i) Approving training organizations and training sections at operational and maintenance organizations, air traffic control units, manufacturers and other approved agencies as appropriate;
- j) Qualifying flight simulation training devices, conducting their recurrent evaluations and authorizing their use for defined training tasks;
- k) Exercising continued surveillance of approved training organizations, in cooperation with other contracting States as necessary;
- l) Organizing the appropriate initial and recurrent training for CAA staff; and

- m) Establishing and maintaining personnel training records.

## **2.4 Medical Assessor**

Refer to Civil Aviation Procedure Documents on Air Crew Medical, issue-2, April 2017.

## **2.5 Head of Administration:**

- a) Drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
- b) Enforcing licensing laws and regulations; and
- c) Developing procedures, taking into account best practices and applicable quality standards.
- e) Maintaining an up-to-date, efficient and secure record system for licensing, certification, designation, approval and authorization actions;
- f) Maintaining lists of CAA and designated examiners;
- g) Maintaining the PEL Office library;
- h) Providing supplies, equipment and facilities to the PEL Office;
- e) Maintaining currency of all regulatory material and PEL documents in use by staff;
- i) Drafting and promulgating examination schedules in cooperation with the Chief Examiner(s);
- j) Where paper examinations are provided, printing and collating examination papers and distributing them in order to meet the published scheduled times;
- k) Handling routine correspondence in respect of requests for matters such as study guidance material, dates of examinations, application forms and examination fees;
- l) Dealing with the public when necessary on matters related to:
  - 1) Scheduled examinations;
  - 2) Requests for explanatory pamphlets and queries related to examination administration;
  - 3) Licence, rating, approval or examination applications; and
  - 4) Requests for regulatory interpretation;

- m) Handling routine correspondence with respect to applications for licences or ratings, flight tests or other routine clerical matters;
- n) Processing all licence applications and preparing the material for review and action by technical licensing officers;
- o) Completing licence forms and preparing licences for official signature; and
- p) Managing the PEL Office computer system.