




Civil Aviation Authority of Sri Lanka

PERSONNEL LICENSING PROCEDURES MANUAL

Third Edition – 2018


Issued under the authority of the Director General of Civil Aviation and Chief Executive Officer

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Civil Aviation Authority of Sri Lanka

PERSONNEL LICENSING PROCEDURES MANUAL











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CIVIL AVIATION AUTHORITY OF SRI LANKA

PERSONNEL LICENSING SECTION


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List of Abbreviations

| | |
|---------------|--|
| (A) | - Aeroplane |
| (H) | - Helicopter |
| AME | - Aircraft Maintenance Engineer |
| AML | - Aircraft Maintenance Licence |
| ANR | - Air Navigation Regulations |
| ASN | - Aviation Safety Notice |
| ATC | - Air Traffic Controller |
| ATPL | - Airline Transport Pilot Licence |
| ATS | - Air Traffic Services |
| CAASL | - Civil Aviation Authority of Sri Lanka |
| CAO | - Civil Aviation Officer |
| CFI | - Chief Flight Instructor |
| COSCAP-SA | - Cooperative Development of Operational Safety and continuous Air Worthiness Programme – South Asia |
| CPL | - Commercial Pilot Licence |
| DDG/FSR | - Deputy Director General - Flight Safety Regulations |
| DGCA | - Director General of Civil Aviation |
| DTOPL | - Director Training Organization and Personnel Licensing |
| F/T | - Flight Test |
| FLVC | - Foreign Licence Validation Certificate |
| FOO | - Flight Operations Officer |
| FTO | - Flying Training Organization |
| ICAO | - International Civil Aviation Organization |
| IR | - Instrument Rating |
| IS | - Implementing Standard |
| EASA | - European Aviation Safety Agency |
| NOTAM | - Notice to Airman |
| OPM | - Office Procedures Manual |
| TOPEL Section | - Training Organization and Personnel Licensing Section |
| PIC | - Pilot-in-Command |
| CAI(FCL) | - Civil Aviation Inspector (Flight Crew Licence) |
| CAI (NON FCL) | - Civil Aviation Inspector (None Flight Crew Licence) |
| PLPM | - Personnel Licensing Procedure Manual |
| PPL | - Private Pilot Licence |
| SARPS | - Standards and recommended practices |
| SLCAP | - Sri Lanka Civil Aviation Publication |
| SPL | - Student Pilot Licence |
| SCAI | - Senior Civil Aviation Inspector |




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Definitions

When the following terms are used in the Standards and Recommended Practices for Personnel Licensing, they have the following meanings:

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.

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.

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Airmanship.

The consistent use of good judgment 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.

Approved training

Training carried out under special curricula and supervision approved by a Contracting State.

Approved training Organization.

An organization approved by and operating under the supervision of DGCA Sri Lanka in accordance with the requirements of, paragraph 8.0 of this IS to perform approved training.

ATS surveillance service.

A Term used to indicate a service provided directly by means of 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 monopulse SSR.

Balloon

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

Note. — For the purposes of this Annex, this definition applies to free balloons.

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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.

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.

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Note.-

See Chapter 1 of Annex 19 – Safety Management for a definition of operational personnel

Error management.

The process of detecting and responding to errors with counter measures that reduce or eliminate the consequences of errors, and mitigate the probability of further errors or undesired states.

Note.-

See Attachment C to Chapter 3 of the Procedures for Air Navigation Services – Training (PANS-TRG, Doc 9868) and Circular 314. Threat and Error Management (TEM) in Air Traffic Control (in preparation) for a description of 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 Synthetic flight trainer.

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,

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

Flight simulator

See Synthetic flight trainer.

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.

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Instrument ground time

Time during which a pilot is practicing, on the ground, simulated instrument flight in a synthetic flight trainer 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.

Note.-

In the provision of this IS DGCA Sri Lanka is deemed to be given the following responsibilities by the 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 device 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 IS 036, 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. It is issued following an evaluation by the Licensing Authority of the report submitted by the designated medical examiner who conducted the examination of the applicant for the licence.

Medical assessor.

A physician, appointed by DGCA Sri Lanka, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

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Note 1.-

Medical Assessors evaluate medical reports submitted to DGCA Sri Lanka 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 DGCA Sri Lanka to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

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 center 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.

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.

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 DGCA Sri Lanka.

Powered-lift.

A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low speed flight that 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.

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Problematic use of substances

The use of one or more psychoactive substances by aviation personnel in a way that:
Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
Causes or worsens an occupational, social, mental or physical problem or disorder.

Psychoactive substances

Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Quality system.

Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for 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 standards of airworthiness, by issuing the maintenance release referred to in Annex 06

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.

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Threat.

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

Note.-

See Chapter 1 of Annex 19 – Safety Management for a definition of operational personnel

Threat management.

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

Note.-


See Attachment C to Chapter 3 of the Procedures of Air Navigation Services – Training (PANS – TRG, Doc 9868) and Circular 314 Threat and Error Management (TEM) in Air Traffic Control (in preparation) for a description of undesired states

Synthetic flight trainer.

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.

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Foreword

As a signatory to the 1948 Chicago Convention on International Civil Aviation Sri Lanka is obliged to comply with the Standards and Recommended Practices (SARPs) contained in the eighteen 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 Sri Lanka in terms of the Civil Aviation Act, No. 14 of 2010 and other specific operating regulations. The associated requirements and procedures necessary for the purpose of implementing the International Civil Aviation Organization (ICAO) Annexes and Air Navigation Regulations (ANRs) are published by the Director General of Civil Aviation Authority, as implementing standards and Aviation Safety Notices.

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 Procedures Manual (PLPM) is to provide necessary administrative guidelines based on the legal provisions, to personnel involved in issuance, renewal and revalidation of Licences, ratings, certificates and permits. 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 Training Organization and Personnel Licensing Section.

Therefore this Manual 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. How to do it is interpreted clearly in a similar document known as Personnel Licensing Office Procedures Manual (OPM) with registration number SLCAP 3030.

Nothing in this publication is intended to conflict with Civil Aviation Act No. 14 of 2010 and other specific operating regulations issued thereunder.

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 manual or portion of a procedure is reserved.

H. M. C. Nimalsiri
Director General of Civil Aviation
Civil Aviation Authority of Sri Lanka

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CHAPTER 1- LEGAL AND ADMINISTRATIVE PROVISIONS

1.1. Table of Legal and Administrative Provisions


| PROVISION (L-Legal) (A- Administrative) | EFFECTIVE DATE | FURTHER AMENDED BY | EFFECTIVE DATE | REMARKS |
|---|-------------------|--|-------------------|--|
| Civil Aviation Act, No.14 of 2010 | 4.02.2011 | | | Current |
| Air Navigation Regulations 1955(L) | 01.07.1955 | | 19.06.1969 | Replacement of Schedule 1 |
| Amendment of ANR Schedule One (L) | 19.06.1969 | Gazette Extra ordinary 1264/33 | 28.11.2002 | Replacement of ANR "Schedule 1" with "Annex1" and enforcing and implementing all ICAO Annexes |
| Gazette Extraordinary 1264/33, Replacement of ANR Schedule 1 with Annex1 and enforcing and implementing all ICAO Annexes. Issue of ASNs to implement Annexes (L). | 28.11.2002 | | | Current |
| Gazette Extraordinary 910/18, amendment of Fees and applicable Sections of the ANR(L) | 16.02.1996 | Repealed by Gazette Extra ordinary 1025/6 | 24.04.1998 | Repealed the 910/18 by 1025/6 |
| Gazette Extraordinary 1025/6, amendment of Fees and applicable Sections of the ANR (L) | 24.04.1998 | Gazette Extra ordinary 1187/26 | 29.05.2001 | Further amended the Fees specified in Gazette 1025/6 |
| Gazette Extraordinary 1187/26 amendment of Fees specified in Gazette 1025/6 (L) | 29.05.2001 | Gazette Extra ordinary 1262/33 | 12.11.2002 | Further amended the Fees specified in Gazette 1187/26 |
| Gazette Extraordinary 1262/33 amendment of Fees specified in Gazette 1187/26 (L) | 12.11.2002 | Gazette Extra ordinary 1869/32 | 26.06.2014 | Repealed 1025/6 by 1869/32 |
| Civil Aviation Authority Fees and Charges Regulation No.01/2014 (Published Gazette Extraordinary 1869/32) (L) | 26.06.2014 | | | Current |

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| ASN 28 Requirements to be satisfied in the Establishment, Operation and Maintenance of a Flying School in Sri Lanka. | 2003 | 2010 | 20.10.2010 | Replaced by IS 67 |
| IS 67 Requirements for Establishment , Operations and Maintenance of a Flying Training Organization. | 12.03.2018 | | | Current |
| ASN 008 Administrative Procedures for the conduct of Aircraft Maintenance Engineer –Basic Licence (AME-BL) Examination | With Immediate effect | 2010 | 20.10.2010 | Current |
| ASN 36 Validation of a Flight Crew Licence issued by a Contracting State for the purpose of Air Transport Operations excluding Private Operations in aircraft (aeroplanes & helicopters) registered in Sri Lanka. | 12.09.2003 | Issue No.02 | 25.08.2010 | Replaced by IS 08 |
| IS 08 General Provisions and the Requirements and Procedures to render valid a Foreign Flight Crew Licence and Ratings and to convert a Foreign Flight Crew Licence and Ratings into a Sri Lankan Flight Crew Licence and Ratings. | 20.06.2012 | | | Current |
| ASN 54 Personnel Licensing Requirements – Definitions & General Rules | With Immediate effect | Issue No.04 | | Replaced by IS 50 Personnel Licensing Requirements – Definitions & General Rules |

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|---|-----------------------|-------------|------------|--------------------------|
| IS 50 Personnel Licensing Requirements – Definitions & General Rules | 01.02.2018 | | | Current |
| ASN 55 Personal Licensing Requirements - Licences and Ratings for pilots | With Immediate effect | Issue No.04 | 17.07.2009 | Replaced by IS 51 |
| IS 51 Personal Licensing Requirements - Licences and Ratings for pilots | 29.09.2015 | | | Current |
| ASN 56 Personnel Licensing Requirements and procedures - Licenses for Flight Navigators, Flight Engineers & Flight Radio Telephone Operators | With Immediate effect | sue No.03 | 20.07.2009 | Replaced by IS 43 |
| IS 43 Personnel Requirements – Licenses for Flight Navigators, Flight Engineers & Flight Radio Telephone Operators : Compliance to Annex 01 – Chapter 3 | 18.11.2013 | | | Current |
| ASN 57 Personnel Licensing Requirements - Flight Operations Officers/Flight Dispatcher License | With Immediate effect | Issue No.03 | 01.09.2010 | Replaced by IS 49 |
| IS 49 Personnel Licensing Requirements – Flight Operations Officer/Flight Dispatcher Licence. | 29.10.2015 | | | Current |
| ASN 58 Personnel Licensing Requirements & Procedures - Specifications for Personnel Licences. | With Immediate effect | Issue No.02 | 21.07.2009 | Replaced by IS 68 |

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| IS 68 Specifications for Personnel Licences. | 27.11.2017 | | | Current |
| ASN 59 Personnel Licensing Requirements – Medical Provisions for licensing | 22.07.2009 | Issue No.02 | 16.12.2009 | Replaced by IS 36 |
| IS 36 Personnel Licensing Medical Requirements | 16.09.2015 | | | Current |
| ASN 62 Issuance of Civil Pilot License on Recognition of Military Flying Experience. | 01.04.2005 | Issue No.02 | 30.09.2010 | Replaced by IS 69 |
| IS 69 Issuance of Civil Pilot Licences on Recognition of Military Flying Experience | 18.01.2018 | | | Current |
| ASN 83 Requirements and Standards Relating to Issue and Renewal of Aircraft Maintenance Licenses and Aircraft Type Ratings | With Immediate effect | Issue No.02 | | Replaced By IS 66 |
| IS 66 Personnel Licensing Requirements- Aircraft Maintenance Licence | 01.11.2017 | | | Current |
| ASN 97 Administrative procedures for the conduct of Aircraft maintenance license examination (AML) and conversion of existing aircraft maintenance engineers basic License (AME-BL) to AML | With Immediate effect | | | Current |
| ASN 101 Language proficiency requirement for a | With Immediate effect | | | Replaced by IS 92 |

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| radio telephony communication | | | | |
| IS 92 English Language proficiency requirement for a radio telephony communication | 21.04.2018 | | | Current |
| ASN 111 Personnel Licensing requirements – Aeronautical station operators | With Immediate effect | Issue No.02 | 15.10.2010 | Replaced by IS 48 |
| IS 48 Personnel Licensing Requirements - Aeronautical Station Operator Licence & Aeronautical meteorological personnel Compliance to Annex 1- Chapter 4 | 29.09.2015 | | | Current |
| ASN 112 Personnel licensing requirements –License and ratings for Air traffic Controllers | With Immediate effect | Issue No.02 | 22.02.2010 | Replaced by IS 55 |
| IS 55 Compliance to Annex 1- Chapter 4, 4.3-4.5 - Personnel Licensing Requirements – Licence and Ratings for Air Traffic Controllers | 01.02.2017 | | | Current |
| ASN 122 Requirements for Maintenance of Continuous Validty, Renewal and Reactivation of Pilot License (Aero Palne, Helicopter, Powerd – Lift, Air Ship, Balloon and Glider) and Ratings | 25.09.2010 | | | Current |


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1.2. Personnel Licensing Application forms/ Information Pamphlets

Personnel Licensing Application forms, information pamphlets, relevant regulations can be found in Computerized Licensing System which can be accessed through CAA official website www.caa.lk.

Any applicant for licence shall register with the computerized Licensing System and create a user profile. If any assistance is required to create the profile or add new application, “Help” button should be pressed.

After making the application form applicant shall visit the Personnel Licensing Section with the original documents and shall make the relevant payment to commence the process of evaluation of the application.

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CHAPTER 2 - INTRODUCTION

2.1. Civil Aviation Authority of Sri Lanka

In Sri Lanka, Civil Aviation is regulated and administered by the Civil Aviation Authority of Sri Lanka (CAASL), which was enacted with effect from 27th December 2002 to replace the Department of Civil Aviation, Furthermore CAASL comes under the purview of the Ministry of Transport and Civil Aviation.

2.2. Personnel Licensing Section

2.2.1. Responsibilities

A Licensing Office is an essential arm of a civil aviation regulatory body. It is established to carry out the functions and administrative processes leading up to the issuance of a licence, rating or other certificates to those personnel (s) who are required to be in possession of such documents by law, in order to carry out their respective job functions.

The Organizational Structure and detailed functions of the Section including the job description and responsibility of each staff member of the PEL Section and training requirements are contained in the Office Procedures Manual published by the CAASL (SLCAP 3030).

The PEL Section of the CAASL undertakes licensing of Flight Crew, Aircraft Maintenance Engineers, Air Traffic Controllers, Flight Operations Officers Cabin Crew Members and Aeronautical Station Operators.


2.2.2. Essential Functions of the PEL Section

To discharge its responsibilities, the PEL Section has to carry out many tasks which are normally organized around five major functional areas: examinations (flight crew, aircraft maintenance personnel, air traffic controller, etc.), licensing, training, regulatory and administration. In addition, the PEL Section may be called to cooperate or assist in the investigation of an accident or an incident as and when necessary.

2.2.2.1 The Examination Function

The examination functions of a PEL Section are the most complex, as they require a high level of experience and expertise in the various areas of licensing (Flight Crew, Aircraft Maintenance, & Flight Operations Officer). 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, CAASL use staff from the Operations, Airworthiness , Air Navigation Section of CAASL and qualified personnel from Aviation Industry to carry out examinations, and in particular, knowledge , flight and practical tests/examinations.

The tasks related to the examination function may also be delegated externally, under the oversight of the CAASL, to an organization or an appropriate person (a “designated examiner” with appropriate qualifications). The examination tasks include:


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- a) Designing written examinations for flight crew members, aircraft maintenance personnel, air traffic controllers and ground operations personnel who intend to apply for the issue or renewal of licences or to add new aircraft types, ratings or authorizations to their licence as and when required .
- b) Conducting knowledge examinations relevant to issue of Licences, relevant Ratings, Certificates of Competency or Permits.
- c) Conducting of skill tests , ELPC, RT tests and examinations for appropriate to Licences, relevant Ratings, Certificates of Competency or Permits
- d) Conducting an examination according to the established systems and procedures.
- e) Management and operations of computerized examination system
- f) Management of examination center
- g) Reviewing, evaluating and marking written tests;
- h) Administering and/or carrying out oral examinations of different specialties, as required;
- i) Administering and/or Carrying out flight tests and simulator tests and generating the required test reports;
- j) Administering and/or conducting practical tests as required for the different specialties and generating the necessary test reports;
- k) Coordinating with the Medical Assessor and Medical Examiners(CAME) of the CAASL those aspects related to medical examinations and the issuance of medical assessments, in compliance with Annex 1 and the Medical Examination Procedure Manual (SLCAP 3020) provisions;
- l) administering and/or Carrying out language proficiency examinations, as required, and
- m) Participating in committees or advisory groups to review and recommend improvements to examination syllabi and licensing matters.
- n) Training & monitoring of designated examiners Recommend new personnel for delegated authority of the examiners

2.2.2.2 The Licensing functions

The Licensing functions cover all of the routine tasks associated with the physical issuance and maintenance of Personnel Licenses, Ratings, Certificates of Competency or Permits and includes:

- a) Drafting detailed procedures for licensing Staff and designated examiners;


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- b) Reviewing the limitations and recent experience of flight crew members, maintenance personnel, air traffic controllers , flight dispatchers , aeronautical station operators & cabin crew members', and take the necessary action upon it;
- c) Reviewing and studying the application for a license and related documentation and recommend actions to be taken from appropriate sections; and
- d) The assessment and approval of applications for Licences, relevant Ratings, Certificates of Competency or Permits
- e) The issuance of medical fitness assessments relating to licence requirements
- f) The issuance and renewal of personnel Licences, relevant Ratings, Certificates of Competency or Permits.
- g) Evaluating foreign licences and certificates, and military pilot qualifications, and taking appropriate action, including consultation with the State of licence issue (SOLI) as necessary;
- h) Validation and conversion of Foreign Licenses
- i) Conducting Surveillance on Personnel licences issued in coordination with Operations, Airworthiness and Air Navigation Services Section of the CAASL.
- j) Administrating and/or Conducting Training & monitoring of designated examiners.

2.2.2.3 The Training Functions

Training functions cover the activities related to the certification, approval and surveillance of training organizations (or schools) and training programmes.as well as initial and continuation training delivery for PEL staff. These tasks include:

- a) Studying the PEL training Standards and making the necessary recommendations for improvement of in-country and abroad training(if necessary) issues;
- b) Developing and executing plans for the surveillance of the different aviation training activities;
- c) Reviewing training curriculum and programs submitted for approval and taking appropriate action;
- d) Approving Flying Training Organizations, Flight Operations Officer training Organizations & ATC Training Organizations and other Training organizations as appropriate,
- e) Approving training Programmes at operators and maintenance organizations, air traffic control units, as well as at manufacturers and other approved agencies, as appropriate;

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- f) Qualifying flight simulation training devices, conducting their recurrent evaluations and authorizing their use for defined training tasks
- g) Establishing and maintaining personnel training records;
- h) Certifying and surveying the different Simulators; and
- i) The approval of syllabi and the training programmes used by licensed/Approved Aviation Training Schools
- j) The approval of organizations and Keypost holders for specific tasks related to training and assessment and evaluation inclusive of persons designated by the Director General to carry out specific tasks on his behalf
- k) Certify and survey aircraft and airports used by the training schools.
- l) Exercising continued surveillance of approved training organizations, in cooperation with Operations, Airworthiness and Air Navigation Services Section of the CAASL as necessary.
- m) Organizing the appropriate initial and recurrent training for PEL staff; and
- n) Establishing and maintaining personnel training records.

2.2.2.4 The Regulatory Functions


The regulatory functions 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.

2.2.2.4 The Administrative Functions

The administrative functions of a PEL Section include:

- a) Maintaining an up-to-date efficient and secure record system for licensing, certification, designation, approval, and authorization actions;
- b) Maintaining lists of CAA and designated examiners;
- c) Maintaining the PEL Section library;
- d) Provisioning of necessary PEL Section supplies, equipment and facilities;
- e) Ensuring that all regulatory material and PEL documents held by staff are kept updated;
- f) Drafting and promulgation of examination schedules in co-operation with the Designated Examiners;

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- g) Where paper examinations are provided, printing and collating examination papers and distributing them in order to meet the published scheduled times as appropriate;
- h) Handling routine correspondence in respect to requests for study guidance material dates of examinations, application forms, and examination fees;
- i) Dealing with the public when necessary on matters related to:
 - Scheduled examinations;
 - Requests for explanatory pamphlets and any queries related to examination administration;
 - License, certificates, permits or rating or examination applications;
 - Requests for regulatory interpretation
- j) Handling routine correspondence in respect to applications for licenses or ratings, flight tests or any other routine clerical matters requiring action;
- k) Processing all license applications and preparing the material for review and action by technical licensing staff for licence issuance;
- l) Completing license forms and prepare licenses for official signature;
- m) Managing the PEL Computerised Licensing system(LIMS)
- n) Maintenance and update of Licence Database

2.3. Staffing of the PEL Section and Working Arrangement

2.3.1. CAA Staff

The CAASL PEL Section is suitably organized and staffed to undertake the activities handled by the office. The size of the office and the staff is commensurate with the aviation Industry of the country.

2.3.2. Working Arrangement

The volume of work and the licensing activities generated in the country do not warrant as of today to employ staff on to permanent pay-roll of the PEL Division of the CAASL to subject expert. Therefore administrative arrangements have been made with other organizations, both foreign and local and also chosen individuals to assist and provide necessary inputs and services to accomplish the work functions and tasks detailed in the above paragraphs. It, therefore, is an arrangement for borrowing or hiring or sometimes voluntarily service contributors by State organizations, or outside resources, shared with clear demarcation of responsibility.

2.3.3. Borrowed/Hired Resources

Resource persons under the following categories are borrowed / hired outside the PEL Division;

1. Assistance of Intelligence Agencies to conduct necessary security checks
2. Qualified persons in the industry appointed by the DGCA for the purpose of validating knowledge qualifications, setting up and updating question bank.

3. Examination services hired from organizations like Civil Aviation Authority, United Kingdom based on Framework Agreements
4. Flying Test Examiners designated by the Director General for the purpose of conducting F/Ts for issue, renewal, revalidation of licences and ratings
5. Civil Aviation Medical Examiners designated by the DGCA for the purpose of conducting civil aviation medical examinations
6. Medical practitioners, clinics and laboratories designated and requested to conduct laboratory and other special medical tests and examinations for the issue of medical investigation reports
7. Examiners appointed by the DGCA from the Airworthiness Inspections Division of the CAASL to set and mark the examination papers of the Aircraft Maintenance Engineer Licence Knowledge Examinations.
8. Air Traffic Control Examiners appointed and designated by the Director General to conduct skill tests for the grant, renewal or revalidation of Air traffic Controller (ATC) Licences and ATC Ratings.
9. Check Airmen or Designated Check Pilots so designated by the Director General chosen from commercial airlines for the conduct of necessary type endorsement checks, reactivation checks and Instrument Rating checks.
10. Outside organizations such as COSCAP-SA, ICAO Regional Office in Bangkok who are assigned with special tasks.
11. Committees and Study Groups appointed by the Director General/CAA to provide the CAA with various technical expertise/evaluations and assist in investigations/inquiries as and when necessitated by the Director General
12. Any other as decided by the Director General

The functions of the above entities are described in the subsequent paragraphs of this Manual as and where they appear.

2.4. Roles and Responsibilities in Brief


2.4.1. Director General of Civil Aviation

Subject to the direction of the Hon. Minister, DGCA is charged with the administration of the Civil Aviation Act No. 14 of 2010 and other specific operating regulations. As the regulatory matters are conducted under the above regulations, final authority of the functioning and activities of Training Organization and Personnel Licensing section rest with the Director General.

2.4.2. Director Training Organization and Personnel Licensing - Head of PEL (DTOPL)Section

Reporting to the Director General through Deputy Director General (Flight Safety Regulation), Director, Head of the section administer the licensing laws, directs and maintains overall supervision of, all personnel licensing activities conducted by the Authority as outlined in paragraphs 2.2.2, 2.2.3 and 2.2.4 above and Office Procedures Manual (SLCAP 3030).

2.4.3. Senior Civil Aviation Inspector (SCAI)

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On behalf of the Director Personnel licensing and as directed by him/her the incumbent shall attend to all administrative, regulatory and operational functions in the Personnel Licensing Section of CAASL and monitor all functions performed at the Section with the objective of ensuring that the processing of licensing applications and the issue of licences, ratings and certificates are carried out in conformity with ICAO and CAASL stipulated regulatory requirements.

2.4.4. Civil Aviation Inspector (CAI)

The Duty of the CAI includes support the Director in charge of Personnel Licensing / Senior Civil Aviation Inspector to perform daily, routine, periodic and occasional duties and tasks related to all flying and non-flying matters in the Personnel Licensing Section, with the objective of ensuring that the Division's functions are carried out in accordance with licensing requirements stipulated by DGCA.

2.4.5. Civil Aviation Office (CAO)

The Duty of the CAO includes support the Director in charge of Personnel Licensing / Senior Civil Aviation Inspector and Civil Aviation Inspector to perform daily, routine, periodic and occasional duties and tasks related to all flying and non-flying matters in the Personnel Licensing Section, with the objective of ensuring that the Division's functions are carried out in accordance with licensing requirements stipulated by DGCA.

2.4.6. Responsibility of issuing licences

The responsibility of issuing any personnel license, as indicated in the section 2.4.1,2.4.2 lies with the Director General of Civil Aviation and when properly delegated this responsibility shall be vested upon the Deputy Director (Flight safety regulations) and in his absence upon Director (personnel licensing) or in his absence with SCAI.

CHAPTER 3 - APPLICANT IDENTIFICATION & PERSONNEL DETAILS

3.1. Name

The full name of an applicant for a personnel licence, a certificate or any other written document, which is to be issued by the CAASL, shall be determined and used on all documents and correspondence.

3.1.1. Determination of Full Name

The original document of any one of the following, which contains the full name, may be accepted as proof of the full name of an applicant.

1. Birth certificate issued by a Registrar of Birth/ Duly competent Person or Authority empowered by law for the purpose of such law could be referred to by the PEL staff.
2. A Certificate of Registration of Birth abroad issued by a Registrar of Births or Department of Immigration.
3. A valid Passport issued by a duly competent Authority of any State.
4. A valid Personnel Licence issued by the State of which the applicant is a citizen with photo identity.
5. National Identification Card issued by a duly competent authority a photo identity.

3.1.2. Assumed Name

Usage of an Assumed name instead of the legal name will not be accepted for licensing purposes.

3.1.3. Change of Name

A personnel licence holder is required to notify the PEL office, a change of name. If this has not been done and is detected by the PEL staff, steps need to be taken to correct the name by informing the person and obtaining valid documentary evidence to that effect by means of a Marriage Certificate, Affidavit or any other valid proof. The licensing records thereafter should be maintained in that name. The licence the person holds may be re-issued.

If there exists any doubt about the accuracy of the documents submitted by the applicant under the above sections, 3.1.1 or 3.1.3 to prove the full name, issuance of any licence, rating, certificate or document may be withheld with the approval of the Head of Training Organization and Personnel Licensing section, until such time action is taken and the accuracy of the name is verified by contacting the originator of the document submitted by the applicant or by means of requesting the applicant to submit another document.

3.2. Age

3.2.1. Proof of Age

The minimum age for issue of respective personnel licences are given in the relevant sections of the ANRs and Aviation Safety Notices. The documents listed out in the section 3.1.1 should be used as proof of age.

3.2.2. Underage Applicants

A medical certificate may be issued to an applicant who is not yet old enough to hold a personnel licence in that respective discipline. It serves as an early notification to the applicant of the medical assessment. The applicant may also be allowed to undergo any classroom training in the respective ground school training course. But issue of a licence will strictly be subject to the minimum age requirement for that licence.

If there exists any doubt about the accuracy of the documents submitted by the applicant to prove the age, issue of any licence, rating or certificate may be withheld with the approval of the Head of PEL Section, until such time action is taken and the accuracy of the age is verified by contacting the originator of the document submitted by the applicant or by means of requesting the applicant to submit another document.

As a Personnel Licence should show the date of birth, the document should also indicate clearly, the applicant's date of birth.

3.3. Citizenship

3.3.1. Proof of Citizenship

The documents listed out in the section 3.1.1 should be used as proof of citizenship.

3.3.2. Change of Citizenship of an Existing Licence


A personnel licence holder is required to notify the PEL office, a change of citizenship in writing. If this has not been done and is detected by CAASL staff, action should be taken to obtain the correct citizenship by means of submission of valid documentary evidence as described in the section 3.1.1.

The licensing records should be updated accordingly to include this data. The license, the person holds, may be re-issued.

3.3.3. Dual Citizenship

For applicants who have dual citizenship, the citizenship related to the current permanent residency may be considered for licensing purposes, unless otherwise the applicant has a valid reason acceptable to the DGCA to include the other.

This becomes very important when the laws in force specify priority for Sri Lankan nationals.

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If there exists any doubt about the accuracy of the documents submitted by the applicant to prove the citizenship, issue of any license, rating or certificate may be withheld with the approval of the Head of PEL Section, until such time action is taken and the accuracy of the citizenship is verified by contacting the originator of the document submitted by the applicant or by means of requesting the applicant to submit another document

3.4. Postal Address

3.4.1. Correct & Complete Address

An applicant for a personnel licence should provide the correct and complete Permanent postal address and current mailing address as well if it differs from the permanent postal address.

Also a current Email address could enable early correspondence.

3.4.2. Change of Address

An applicant for a licence or a holder of a licence may notify the PEL Office of any change to permanent and current addresses declared to the PEL Office. The licensing records will be updated accordingly. In the case of an already existing licence, an updated licence will be issued.

A personnel licence contains the address of the licence holder. Maintaining the most updated address in the licence and other office records is very important and safety related as it enables lost licences to be sent to the owner, dispatch of urgent important literature such as ASNs, directives etc.

3.5. Other Important Points

An applicant for a licence or a holder of a licence may notify the PEL Office of any change to personnel details declared to the PEL Office, such as change of contact telephone numbers or any other pertinent information in order to update licensing records for accuracy.

Fee for Re-issuance of a licence under this Chapter should be according to the latest Fee Schedule of the ANRs.

PEL staff should always keep the licences, office copies of licences, registers, personnel files, electronic data bases and all other documents as applicable, most current and updated on the information discussed as above foregoing paragraph of this chapter.

Samples of application forms relevant to this Chapter and information pamphlets for attention of the public are contained in the website www.caa.lk.

CHAPTER 4 - AN INSIGHT TO PERSONNEL LICENSING ACTIVITIES

4.1. General


The Standards & Recommended Practices contained in ICAO Annex 1 on Personnel Licensing requires certain identified categories of aviation personnel to hold a licence and appropriate competencies known as Ratings (in aviation terminology), plus where applicable, a certificate of medical fitness to perform their respective job functions. Furthermore the licence holders are required to have recent experience in their respective disciplines of Licences issued by Sri Lanka (Except Flight Operations Officer Licence and Aeronautical Station Operator Licence) are of Expiry type. The expiry type licences issued in Sri Lanka, hence, are required to renew their licences after producing evidence of the Currency, and Recency to the PEL Section in order to continue to perform the job. When licences, ratings or medical certificates are expired, there are methods of revalidating or reactivating those, generally by either undergoing training and a test or a test alone or by any other means.

The requirements, which should be met by an applicant to obtain a personnel licence is specified in ASN/ISs. The procedures developed based on these ASN/IS are described in this manual in the subsequent chapters accordingly.

4.2. Disciplines which require a Licence

4.2.1. The following personnel licences and ratings shall be issued by the DGCA.

- a) Student pilot licence - Aeroplane
- b) Private pilot licence — Aeroplane
- c) Commercial pilot licence — Aeroplane
- d) Airline transport pilot licence — Aeroplane
- e) Instrument rating — Aeroplane
- f) Private pilot licence — Helicopter
- g) Commercial pilot licence — Helicopter
- h) Airline transport pilot licence — Helicopter
- i) Instrument rating — Helicopter
- j) Flight instructor rating appropriate to aeroplanes and helicopters
- k) Multi Crew Pilot Licence
- l) Glider pilot licence
- m) Free balloon pilot licence
- n) Flight navigator licence
- o) Flight engineer licence
- p) Aircraft Maintenance Licence
- q) Aircraft Maintenance Engineers Licence
- r) Student air traffic controller
- s) Air traffic controller licence
- t) Air traffic controller ratings
- u) Flight operations officer/ flight dispatcher licence
- v) Aeronautical Station Operator Licence

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In addition to issue of the above licences, the PEL Section also issues certificates termed “Validation Certificates” to pilots who hold licences issued by foreign licensing authorities, enabling them to perform either on board Sri Lankan registered aircraft engaged in commercial air transportation or private flying activities. Similar Certificates are issued to aircraft maintenance engineers enabling them to perform with either approved Aircraft Maintenance Organizations or private maintenance activities.

4.2.2. Categories and ratings issued under pilot licences

- a) The following Aircraft Categories may be issued
- b) Aeroplane
- c) Airship of a volume of more than 4600 cubic meters
- d) Free Balloon
- e) Glider
- f) Helicopter
- g) Powered-lift

Until 5 March 2022, DGCA Sri Lanka will endorse a type rating aircraft of the powered lift category on an aeroplane or helicopter pilot licence.

(Ref: Chapter 1 of IS 051 for further details)

The following Class Ratings may be issued for aeroplanes certified for single pilot operation.

- a) Single engine, land
- b) Single engine, sea
- c) Multi engine, land
- d) Multi engine, sea

4.3. Fees

Fees levied in providing services related to personnel licensing process can be found in Gazette Extraordinary 1869/32 “Fees and Charges levied by the CAA” issued by Finance Management Section of Civil Aviation Authority of Sri Lanka which is available in CAA Web site www.caa.lk.

CHAPTER 5 - STANDARDS & REQUIREMENTS FOR ISSUE OF PERSONNEL LICENCES

5.1. General

The Standards contained in the ICAO Annex 1 has been adopted and used as the Standards to be met by an applicant for the issuance of the personnel licenses and ratings mentioned under sections 4.2 and 4.3 requirements are ratified.

For the convenience of applicants for licenses and ratings, Explanatory Pamphlets are available at the PEL section and website, which contain important technical and administrative details for obtaining a particular license and a rating. PEL staff is encouraged to disseminate these technical and administrative details to the public as it helps to clear many a doubts, which may arise at latter stages as a result of an applicant's unawareness of exact requirements.

The regulatory requirements for issue of a personnel license in general are,

- a) Minimum age
- b) Knowledge
- c) Experience
- d) Skill
- e) Medical Certification
- f) Flight Instructions

Additionally, the other administrative requirements that the applicants should comply are described in the subsequent Chapters accordingly.


5.2. Minimum Age

The minimum age for the issue of any license is as per the Standards laid down in ICAO Annex 1 and relevant ASN/IS for different types and categories of licenses. This is summarized in Chapter 6 and through all licensing ASN/ISs.

A prospective applicant is allowed to undertake any training course before reaching the minimum age for issuance of the licence, except in the case of a Student Pilot License, subject to the applicant reaching/passing the minimum age at the completion of the knowledge, experience and skill test requirements during the stipulated time period for each type of licence.

5.3. Knowledge

An applicant's knowledge is tested at ground examinations conducted by the CAASL for various types of licences and where applicable for different types of Ratings. The Chapter 6 of this manual provides the details, on the subjects covered in each such examination, procedures and format of various examinations.

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5.4. Experience

The experience requirements, which should be satisfied as per the Standards in Annex 1 is summarized in Chapter 6. Furthermore the experience required for the issuance of the ratings such as Instrument, Flight Instructor , air traffic control ratings and aircraft maintenance engineer Category ratings are also included in Chapter 06.

5.6. Skill Testing

An applicant for a licence and where applicable a rating must demonstrate his ability to exercise the privileges granted by a licence and or a rating. These tests are conducted by Examiners appointed for the purpose by the DGCA. A detailed overview on this is provided in the Chapter 6.

5.5. Medical Certification

Some of the licences require having a certificate of medical fitness issued by a Designated Civil Aviation Medical Examiner. These certificates have to be renewed at the end of the validity period for the continuing validity of the licence. These administrative provisions are set forth in accordance with the ICAO Annex 1. Furthermore the Chapter 6 of this Manual and Medical Procedure Manual (SLCAP 3020).issued by the DGCA illustrate on these provisions.

CHAPTER 6 - DESCRIPTIONS OF LICENCES

6.1. Requirements for issue of Student Pilot License (Aeroplane)

6.1.1. Requirement for issuance of Student Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.1.2. Information Pamphlets have been published in the CAA website.

6.1.3. An Applicant is required to make an application for issuance of Student Pilot Licence through the computerized licensing system in www.caa.lk.

6.2. Requirements for issue of Private Pilot Licence (Aeroplane, Airship, Helicopter and powered-lift categories)

6.2.1. Requirement for issuance of Private Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.2.2. Information Pamphlets have been published in the CAA website.

6.2.3. An applicant is required to make an application for issuance of Private Pilot Licence through the computerized licensing system in www.caa.lk.


6.3. Requirements for issuance of Commercial Pilot Licence (Aeroplane, Airship, Helicopter and powered-lift categories)

6.3.1. Requirement for issuance of Commercial Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.3.2. Information Pamphlets have been published in the CAA website.

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6.3.3. An applicant is required to make an application for issuance of Commercial Pilot Licence through the computerized licensing system in www.caa.lk

6.4. Requirements for issuance of Airline Transport Pilot Licence (Aeroplane, Helicopter and powered-lift categories)

6.4.1. Requirement for issuance of Airline Transport Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.4.2. Information Pamphlets have been published in the CAA website.

6.4.3. An applicant is required to make an application for issuance of Airline Transport Pilot Licence through the computerized licensing system in www.caa.lk

6.5. Requirements for issuance of Instrument Rating (Aeroplane, Airship, Helicopter and powered-lift categories)


6.5.1. Requirement for issuance of Instrument Rating have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.5.2. Information Pamphlets have been published in the CAA website

6.5.3. An applicant is required to make an application for issuance of Instrument Rating through the computerized licensing system in www.caa.lk

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6.6. Requirements for issuance of Flight Instructor Rating (Aeroplane, Airship, Helicopter and powered-lift categories)

6.6.1. Requirement for issuance of Flight Instructor Rating have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

Training programme requirements for issuance of flight instructor ratings are specified in Appendix 4

6.6.2. Information Pamphlets have been published in the CAA website.

6.6.3. An applicant is required to make an application for issuance of Flight Instructor Rating through the computerized licensing system in www.caa.lk

6.7. Requirements for issuance of Multi Crew Pilot Licence

6.7.1. Requirement for issuance of Multi Crew Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.7.2. Information Pamphlets have been published in the CAA website.

6.7.3. An applicant is required to make an application for issuance of Multi Crew Pilot Licence through the computerized licensing system in www.caa.lk

6.8. Requirements for issuance of Glider Pilot Licence


6.8.1. Requirement for issuance of Glider Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.8.2. Information Pamphlets have been published in the CAA website.

6.8.3. An applicant is required to make an application for issuance of Glider Pilot Licence through the computerized licensing system in www.caa.lk

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6.9. Requirements for issuance of Free Balloon Pilot Licence

6.9.1. Requirement for issuance of Balloon Pilot Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.9.2. Information Pamphlets have been published in the CAA website.

6.9.3. You are required to make an application for issuance of Balloon Pilot Licence through the computerized licensing system in www.caa.lk

6.10. Requirements for issuance of Flight Navigator Licence

6.10.1. Requirement for issuance of Flight Navigator Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 043

6.10.2. Information Pamphlets have been published in the CAA website.

6.10.3. You are required to make an application for issuance of Flight Navigator Licence through the computerized licensing system in www.caa.lk

6.11. Requirements for issuance of Flight Engineer Licence


6.11.1. Requirement for issuance of Flight Engineer Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 043

6.11.2. Information Pamphlets have been published in the CAA website.

6.11.3 You are required to make an application for issuance of Flight Engineer Licence through the computerized licensing system in www.caa.lk

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6.12. Requirements for issuance of Aircraft maintenance (technician/ Engineer/mechanic) Licence.

6.12.1 Requirement for issuance of Aircraft maintenance (technician/ Engineer/mechanic) Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 066

6.12.2 Information Pamphlets have been published in the CAA website.

6.12.3. You are required to make an application for issuance of Aircraft maintenance (technician/ Engineer/mechanic) Licence through the computerized licensing system in www.caa.lk

6.13. Requirements for issuance of Student air traffic controller

6.13.1. Requirement for issuance of Student air traffic controller Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 055

6.13.2 Information Pamphlets have been published in the CAA website.

6.13.3. You are required to make an application for issuance of Student air traffic controller Licence through the computerized licensing system in www.caa.lk

6.14. Requirements for issuance of Air Traffic Controller

6.14.1. Requirement for issuance of Air traffic controller Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 055

6.14.2. Information Pamphlets have been published in the CAA website.

6.14.3. You are required to make an application for issuance of Air traffic controller Licence through the computerized licensing system in www.caa.lk

6.15. Requirements for issuance of Air Traffic Controller Ratings

6.15.1 Requirement for issuance of Air traffic controller Rating have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 055

6.15.2. Information Pamphlets have been published in the CAA website.

6.15.3. You are required to make an application for issuance of Air traffic controller Rating through the computerized licensing system in www.caa.lk

6.16. Requirements for issuance of Flight Operations Officer

6.16.1. . Requirement for issuance of Flight Operations Officer Licence have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 049

6.16.2. Information Pamphlets have been published in the CAA website.

6.16.3. You are required to make an application for issuance of Flight Operations Officer Licence through the computerized licensing system in www.caa.lk

6.17. Requirements for issuance of Ground Instructor Licence

The applicant shall be not less than 21 years of age.


The applicant shall have/ held a licence equivalent or higher for the authorization request.

The applicant shall have 100 hrs experience as a trainee ground instructor who worked under the supervision of Chief Flight Instructor and with the approval of DGCA.

Recommendation letter from the flying school.

If the applicant is educationally qualified with a higher qualification he/she is required to demonstrate the appropriate knowledge at the CAASL examinations.

6.18. Requirements for issuance of class and type ratings

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6.18.1. . Requirement for issuance of class and type ratings have been published in the following Implementing Standards.

Implementing Standard 050

Implementing Standard 051

6.18.2. You are required to make an application for issuance of class and type ratings after completion of the approved training program. You need to complete an application through the computerized licensing system in www.caa.lk

Training program requirements have been specified in Appendix 5

CHAPTER 07 - PROCEDURE FOR ENGLISH LANGUAGE PROFICIENCY CHECK

7.1. Introduction

A personnel who seek issuance of Aero plane, airship, helicopter and powered -lift pilots, air traffic controllers and aeronautical station operators and flight navigators who are required to use the radio telephone aboard an aircraft are required to be evaluated for their English Language Proficiency level for Radio Telephony Communication in order to comply with the standard as per Para 1.2.9 of the ICAO Annex 01 and the requirements published in terms of Para 1.2.9 of IS 050 and IS 92.

All the license holders should be evaluated to determine the level of their English Language Proficiency. The issuance of license is subject to demonstration of level 4 or above.

a) Evaluation levels as per the ICAO Annex 01

ICAO has introduced 06 levels.

1. Level 01 - Pre-elementary level
2. Level 02 - Elementary level
3. Level 03 - Pre-operational level
4. Level 04 - Operational level
5. Level 05 - Extended level
6. Level 06 - Expert level

b) Evaluation intervals (As per ICAO Annex 01)

Every licence holder mentioned above shall attain at least level 04 (Operational level) in English Language Proficiency Check (ELPC) for Radio Telephony Communication to be eligible to exercise the privileges of licence, effective from the date of 05.03.2008.

The holders of above licences who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

1. Operational Level (Level 4) should be evaluated at least once every three years.
2. Extended Level (Level 5) should be evaluated at least once every six years.
3. Level 6 is expert level. No further evaluation on those who achieved this level.

As per IS 050 and I, CAASL shall be evaluating all previous licence holders to determine their levels of proficiency in English Language for RT communication. The proposed system for evaluation will be functioned by the examination panel approved by DGCA.

Further details can be found in Implementing Standard 92 and SLCAP 3040

CHAPTER 8 - DESIGNATED PERSONS/ORGANIZATIONS

8.1. General

The following persons and organizations are designated for specific job functions by the Director General of Civil Aviation (DGCA) and delegated with necessary legal authority, valid for a maximum period of two or three years appropriately.

a) Designated Civil Aviation Medical Examiners

Civil Aviation Medical Examiners designated for the purpose of conducting civil aviation medical examinations on Flight crew, Air Traffic Controllers and Cabin Crew Members.

b) Outsourced Medical services

Hospitals, Medical practitioners, clinics and laboratories have been chosen and designated to conduct laboratory and other special medical tests and examinations for the issue of medical assessment reports.

c) Evaluators of Question Bank

Qualified persons in the industry designated for evaluation of Question Bank or setting and marking knowledge examination papers for issuance of pilot licenses or flight dispatcher licenses.

d) Airworthiness Examiners

Examiners from the Airworthiness Section of the CAASL designated to set and mark the examination papers of the Aircraft Maintenance Engineer License and Aircraft Maintenance License Knowledge Examinations.


e) Air Traffic Control Examiners

Air Traffic Control Examiners designated from Aerodrome and Navigation Services Section of CAASL or Industry to conduct skill tests for the grant, renewal or revalidation of Air traffic Controller (ATC) Licenses and ATC Ratings.

f) Designated Check Pilots

Check Airmen or Designated Check Pilots designated, chosen from commercial airlines for the conduct of necessary skill tests for type endorsement, reactivation and Instrument Rating and skill test for issuance of ATPL.

g) Flight Test Examiners

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Not requiring for delegated authority, the ANR provides for appointment of Flight Test Examiners by the Director General for the purpose of conducting F/Ts for issue, renewal, revalidation of licences and ratings.

8.2. Method of Application

a) Designated Civil Aviation Medical Examiners

Application procedure for Civil Aviation Medical Examiners can be found in Medical Procedure Manual (CAA SLCAP 3020) issued by Personnel Licensing Section of CAA.

b) Designated Check Pilots

Application procedure for Designated Check Pilots can be found in Designated Check Pilot Manual (CAASL SLCAP 4205) Flight Operations Section of CAASL.

c) Flight Test Examiners

Application procedure for Flight Test Examiners can be found in Flight Test Examiner Manual (SLCAP 3050).

Any one or a combination of the following methods may be adopted to identify suitable persons for appointment.

- a) Calling for applications through newspaper advertisements.
- b) Applications forwarded by qualified individual applicants
- c) Nomination by an outside organization such as a Flying Training School, Airline, ATS Service Provider. Identified as a prospect by the Director General.

8.3. Method of Selection

Through an Initial formal interview held by the Director General or an Authorized Person or Persons who will verify the personal & career record of the person and also assess the suitability for appointment.


8.4. Appointment

The appointment will be made by the Director General by a 'Letter of Authorization'. The letter shall set forth the privileges authorized and delegated and will be valid till the expiry date indicated in the Letter as per the applicable ANRs and ASNs. When the authority is renewed or additional privileges are added, a new Letter will be issued. A copy of the above Letters, signed by the appointees should be filed in CAA records. The new Letter will supersede all previous such Letters.

8.5. Briefing

Upon selection the prospective appointee will be provided with a copy of the relevant Designated Persons Manual. He will also be briefed by a Licensing Officer or an Inspector on the licensing procedures applicable to his work, handling & maintenance of forms, records etc and any other technical aspects as necessitated by the ANRs and ASNs. Furthermore the appointees will be given the necessary forms and other documents (e.g.: Check Forms etc) to perform his work. This process will be followed by handing over the appointment letter and seal.

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8.6. Personal Files of Appointees and Monitoring

A separate file will be maintained in respect of each appointee which will contain all correspondence of the appointment including the application and the Letter of Appointment.

The monthly returns of work performed should be furnished to the PEL Office. For each task performed by him the original of the form/s filled by him should be hand delivered/ mailed to PEL Office while retaining a copy with the appointee. These copies should be maintained for 5 years.

8.7. Renewal

The renewal may be made upon applying in writing, and will be subject to meeting the Requirements set forth in Manuals, ASNs and satisfactory performance during the previous appointment.

8.8. Cancellation of Appointment or Denial of Renewal

When there is a history of poor performance as a Designated Person, such appointment may be cancelled or renewal may be denied.

- a) The following are grounds for cancellation of an appointment or denial of renewal:
 - 1) Issue of Check Reports when Standards and requirements have not been met.
 - 2) Repeated submission of incomplete documentation.
 - 3) Failure to submit documentation within five days of the check.
 - 4) Failure to forward monthly returns and failure to maintain records for 24 months.
- b) Prior to cancellation or denial of renewal, the personal file of the Designated Person should include:
 - 1) he discrepancies, which have been noted
 - 2) Evidence that he has been notified of the errors.
 - 3) A copy of the Register Posted letter to him stating that his performance was unsatisfactory and that if the performance did not improve, it would be necessary to cancel the appointment.
- c) Additional grounds for cancellation or denial are acts relating to dishonesty such as fraudulent or changing of documents.

Upon cancellation or denial of renewal, unused forms should be returned to the PEL Office and an acknowledgement to receipt shall be sent by the PEL Office.

In the case of above a) 1) and 2) and c), fresh checks or corrective action as set forth in the corresponding IRPs should be obtained.

More details and the procedure has been specified in SLCAP 5200, Enforcement Procedures Manual.

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CHAPTER 09 - PROCEDURE FOR ISSUANCE OF LICENCES ON MILITARY EXPERIENCE

9.1. Introduction

As recognition of extensive training and vast experience gained by the pilots of Sri Lanka Air Force (SLAF), exceeding the minimum requirements specified for a civil pilot licence, this Implementing Standard (IS) stipulates requirements applicable to SLAF pilots for the issuance of a civil pilot licence, from the requirements stipulated in Implementing Standard 51 on Personnel Licensing Requirements – Licences and ratings for pilots.

9.2. Recognition of Military Flying Experience

9.2.1 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
- (iv) Instrument Rating

9.2.2 Provision is made available under this paragraph for the issuance of pilot licenses stated in above paragraph 2.1 for the applicants of SLAF who are trained in Flying Training Wings of SLAF. In this instance the total flying experience required is more than in the case of total flying experience applicable for approved civil flying training courses.

9.3. Requirements

The following requirements shall be satisfied by an applicant of SLAF for the issuance of a pilot licence as appropriate.


9.3.1 Private Pilot Licence (Aeroplane)

9.3.1.1. Age

The applicant shall not be less than 17 years of age.

9.3.1.2. Knowledge

The applicant shall have demonstrated a level of knowledge at Civil Aviation Authority of Sri Lanka, appropriate to the privileges granted to the holder of a private pilot licence and appropriate to the category of aircraft intended to be included in the licence as per paragraph 3.1.2 of IS 51.

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9.3.1.3. Flight Instruction

The applicant shall have received dual instruction in aeroplanes appropriate to the class rating sought, from an authorized flight instructor as per paragraph 3.3.2 of IS 51.

9.3.1.4. Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of in the appropriate category of aircraft, as per 3.1.3 of IS 51.

9.3.1.5. Medical Fitness

The applicant shall hold a current Class 2 Medical Assessment completed at Civil Aviation Authority of Sri Lanka, as per 3.1.4 of IS 51.

9.3.1.6. Privileges

Privileges of the holder of the licence and the conditions to be observed in exercising such privileges, as per 3.2 of IS 51.

9.3.1.7. Experience

The applicant shall have completed the experience requirements as per 3.3.1 of IS 51.

9.3.1.8.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5.

9.3.2 Private Pilot Licence (Helicopter)

9.3.2.1. Age

The applicant shall not be less than 17 years of age.

9.3.2.2. Knowledge


Under the approved scheme, the applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a private pilot licence and appropriate to the category of aircraft intended to be included in the licence, in at least the following subject.

- a. Air law
- b. Human Performance & Limitations

9.3.2.3. Flight Instruction

The applicant shall have received dual instruction in helicopters from an authorized flight instructor as per paragraph 3.4.2 of IS 51.

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9.3.2.4. Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category of aircraft, as per 3.1.3 of IS 51

9.3.2.5. Medical Fitness

The applicant shall hold a current Class 2 Medical Assessment as per 3.1.4 of IS 51.

9.3.2.6. Privileges

Privileges of the holder of the licence and the conditions to be observed in exercising such privileges, as per 3.2 of IS 51.

9.3.2.7. Experience

The applicant shall have completed the experience requirements as per 3.4.1 of IS 51

9.3.2.8.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5.

9.3.3 Commercial Pilot Licence (Aeroplane)

9.3.3.1. Age

The applicant shall not be less than 18 years of age.

9.3.3.2. Knowledge


The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a commercial pilot licence and appropriate to the category of aircraft intended to be included in the licence, as per paragraph 4.1.2 of IS 51.

9.3.3.3. Flight Instruction

The applicant shall have received dual instruction in aeroplanes appropriate to the class and/or type rating sought, from an authorized flight instructor as per paragraph 4.3.2 of IS 51.

9.3.3.4. Skill

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The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category of aircraft, as per 4.1.3 of IS 51

9.3.3.5. Medical Fitness

The applicant shall hold a current Class 1 Medical Assessment as per 4.1.4 of IS 51.

9.3.3.6. Privileges

Privileges of the holder of the licence and the conditions to be observed in exercising such privileges as per 4.2 of IS 51.

9.3.3.7. Experience

The applicant shall have completed the experience requirements as per 4.3.1 of IS 51.

9.3.3.8.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5.

9.3.4 Commercial Pilot Licence (Helicopter)

9.3.4.1. Age

The applicant shall not be less than 18 years of age.

9.3.4.2. Knowledge

Under the approved scheme by DGCA Sri Lanka, the applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Commercial pilot licence and appropriate to the category of aircraft intended to be included in the licence in atleast the following subjects.

- a. Air law
- b. Human Performance & Limitations


9.3.4.3. Flight Instruction

The applicant shall have received dual instruction in helicopters from an authorized flight instructor as per paragraph 4.4.2 of IS 51.

9.3.4.4. Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category of aircraft, as per 4.1.3 of IS 51

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9.3.4.5. Medical Fitness

The applicant shall hold a current Class 1 Medical Assessment as per 4.1.4 of IS 51.

9.3.4.6. Privileges

Privileges of the holder of the licence and the conditions to be observed in exercising such privileges as per 4.2 of IS 51.

9.3.4.7. Experience

The applicant shall have completed the experience requirements as per 4.4.1 of IS 51.

9.3.4.8.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5.

9.3.5 Airline Transport Pilot Licence (Aeroplane)

9.3.5.1. Age

The applicant shall not be less than 21 years of age.

9.3.5.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an Airline Transport pilot licence and appropriate to the category of aircraft intended to be included in the licence, as per paragraph 6.1.2 of IS 51.

9.3.5.3. Flight Instruction

The applicant shall have received dual flight instruction in aeroplanes as per paragraph 6.3.2 of IS 51.

9.3.5.4. Skill


The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category required to be operated with a co-pilot, as per 6.1.3 of IS 51

9.3.5.5. Medical Fitness

The applicant shall hold a current Class 1 Medical Assessment as per 6.1.4 of IS 51.

9.3.5.6. Privileges

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Privileges of the holder of the licence and the conditions to be observed in exercising such privileges as per 6.2 of IS 51

9.3.5.7. Experience

The applicant shall have completed the experience requirements as per 6.3.1 of IS 51.

9.3.5.8.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5.

9.3.6 Airline Transport Pilot Licence (Helicopter)

9.3.6.1. Age

The applicant shall not be less than 21 years of age.

9.3.6.2. Knowledge

Under the approved scheme by DGCA Sri Lanka, the applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an Airline Transport pilot licence and appropriate to the category of aircraft intended to be included in the licence in atleast following subjects.

- a) Airlaw
- b) Flight Planning
- c) Human Performance & Limitations

9.3.6.3. Flight Instruction

The applicant shall have received the dual flight instruction as per paragraph 6.4.2 of IS 51.

9.3.6.4. Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category required to be operated with a co-pilot, as per 6.1.3 of IS 51.


9.3.6.5. Medical Fitness

The applicant shall hold a current Class 1 Medical Assessment as per 6.1.4 of IS 51.

9.3.6.6. Privileges

Privileges of the holder of the licence and the conditions to be observed in exercising such privileges as per 6.2 of IS 51

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9.3.6.7. Experience

The applicant shall have completed the experience requirements as per 6.4.1 of IS 51.

9.3.6.8.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5.

9.3.7 Instrument Rating

9.3.7.1. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an instrument rating, as per paragraph 7.1.1 of IS 51.

9.3.7.2. Flight Instruction

The applicant shall have received dual instruction in aeroplanes appropriate to the class rating sought, from an authorized flight instructor as per paragraph 7.4 of IS 51.

9.3.7.3. Skill

The applicant shall have demonstrated in an aircraft of the category for which the instrument rating is sought the ability to perform the procedures and maneuvers, as per 7.1.2 of IS 51

9.3.7.4. Medical Fitness

Applicants who hold a private pilot licence shall have established their hearing acuity on the basis of compliance with the hearing requirements for the issue of a class 1 Medical Assessment.


DGCA Sri Lanka shall consider requiring the holder of a private pilot licence to comply with the physical and mental, and visual requirements for the issue of a Class 1 Medical Assessments.

9.3.7.5. Privileges

Privileges of the holder of the licence and the conditions to be observed in exercising such privileges as per 7.2 of IS 51.

9.3.7.6. Experience

The applicant shall hold a pilot licence for the category being sought.

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The applicant shall have completed the experience requirements as per 7.3 of IS 51.

9.3.7.7.

Applicants shall have completed the requirements specified in paragraph 9.4 and 9.5 .

9.3.8 Type of aircraft for the skill test for the endorsement on the civil licence

- (i) Aircraft used in the skill test shall be the aircraft type on which the rating is sort on the civil pilot licence.
- (ii) 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.
- (iii) 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.
- (iv) However explicit approval is granted under special arrangements with SLAF with respect of Chinese built Yackshuee 12 aircraft and American built Bell 212/412 aircraft for the use of skill test for the Issuance of ATPL –Aeroplane & ATPL – Helicopter respectively.

9.4 Language proficiency

SLAF Applicant for pilot licence shall demonstrate the ability to speak and understand the language used for radiotelephony communication to the level specified in the language proficiency requirements as per 1.2.9 of IS 50.

9.5 Letter of Recommendation

In addition to foregoing, an applicant of SLAF 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.

All applicants considered under the provisions of this IS shall follow the normal administrative procedure of CAASL applicable for the issuance of a pilot licence including payment of the applicable fee.



CHAPTER 10 - PILOT LICENCES & RATINGS ISSUED ON THE BASIS OF FOREIGN LICENCES (CONVERSIONS)

The Requirements and Procedures to convert a Foreign Flight Crew Licence and Ratings into a Sri Lankan Flight Crew Licence and Ratings

10.1. General Provisions

10.1.1. Applicability

This chapter is applicable to render valid and/or to convert the following category of Flight Crew Licences and Ratings.

1) Licences

- a. Private Pilot - aeroplane, airship, helicopter & powered lift.
- b. Commercial Pilot - aeroplane, airship, helicopter & powered lift.
- c. Airline Transport - aeroplane, helicopter & powered lift
- d. Glider Pilot
- e. Free Balloon Pilot
- f. Flight Engineer
- g. Flight Navigator

2) Ratings

- a. Aircraft type rating
- b. Instrument rating
- c. Flight Instructor rating

10.1.2. Compliance with ICAO Annex I SARPS

DGCA Sri Lanka shall render valid a Flight Crew Licence & Ratings issued by a Contracting State, if such licence has been issued in compliance at least with the minimum SARPs of ICAO Annex 1 to Chicago Convention.

10.1.3. Compliance with ASNs issued by DGCA Sri Lanka

DGCA Sri Lanka shall convert a Flight Crew Licence and Ratings issued by a Contracting State in compliance with the requirements specified in IS 050 and 051 and in part 3 of this IS.

10.1.4. Purposes to render valid /convert a Foreign FCL & Ratings

- 1) A foreign Flight Crew licence shall be rendered valid or shall be converted into a Sri Lankan 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 for grant of ratings
- e. to undergo flight test
- f. to ferry an aircraft for registration in Sri Lanka from a foreign country
- g. for any other purpose, if in the opinion of the DGCA, that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.

2) Limitation :

Rendering valid a foreign flight crew licence and/or converting a foreign Flight Crew licence for an applicant other than a Sri Lankan national for the purpose of employment shall be on condition, that no Sri Lankan citizen with suitable qualification is available for the employment (ANR 208) A foreign flight crew license shall be rendered valid but be not converted into a Sri Lankan flight crew licence, if the purpose of operation is less than six (06) months.

10.2. Procedure

10.2.1. DGCA Sri Lanka shall convert a foreign Flight Crew Licence into a Sri Lankan Flight Crew Licence for the following Air Transport Operations.

- a) Private Operations
- b) Charter Operations
- c) Aerial Work Operations
- d) Regular Public Transport Operations

10.2.2. An applicant seeking conversion of a foreign Flight Crew Licence shall be required to satisfy the related requirements specified by DGCA Sri Lanka in ASN 054, 055 and 056.

10.2.3. DGCA Sri Lanka may at his discretion exempt an applicant from all or any, knowledge test other than from Air Law Flight Rules & Operational Procedures.

10.2.4. DGCA Sri Lanka shall confirm the validity of the foreign Flight Crew Licence before the issuance of a Sri Lankan Flight Crew Licence.


10.2.5. Ratings shall be issued to an applicant for conversion on Sri Lankan registered aircraft of type/types.

10.2.6. Requirements and Procedures to convert a foreign Flight Crew Licence.

10.2.6.1. Application

An applicant seeking conversion on a foreign Flight Crew Licence shall submit the duly filled and signed application on the appropriate form provided by DGCA.

10.2.6.2. Supportive Documents

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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 Civil Aviation Medical Certificate issued under the laws of the state issued
- c) Duly certified log book
- d) Completed personal particulars form to obtain local security clearance
- e) Foreign security clearance
- f) Type Rating Course details and course completion certificates.
- g) In case of foreign nationals letter of confirmation on employment.
- h) In case of trainee foreign nationals recommendation of the training organization.

10.2.6.2.1. Security Clearance – Foreign Nationals

A certificate of Security Clearance from foreign country shall be submitted

10.2.6.3. Proficiency in the English Language and Evaluation for English Language Proficiency


The applicant shall have been rated for English Language Proficiency, on his foreign licence and the Rating in the foreign licence may be transferred to Sri Lankan licence if the rating has been issued by a Native English speaking state. If DGCA Sri Lanka considers necessary an evaluation shall be conducted to ensure the level, with regard to an applicant.

10.2.6.4. Medical Examination

The applicant shall pass the appropriate class of medical examination as required by IS 051 conducted by an approved medical examiner of DGCA Sri Lanka

10.2.6.5. Knowledge Tests

- i. An applicant seeking conversion of a PPL(A/H) shall pass knowledge test as specified at para 1 of Appendix 3.
- ii. An applicant seeking conversion of a CPL(A/H) or CPL/IR (A/H) shall pass knowledge tests appropriately as specified at paragraph 2 or 3 of Appendix 3.
- iii. An applicant seeking conversion of a ATPL(A/H) shall pass knowledge tests as specified at para 4 of Appendix 3.
- iv. An applicant seeking conversion of a
 - a. Glider Pilot Licence or
 - b. Glider Pilot Licence or
 - c. Flight Engineer Licence or
 - d. Flight Navigator Licence shall pass the knowledge test on Air Law and Operational Procedure

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10.2.6.6. Training and Checking

An applicant seeking conversion for private operations/non Commercial operations shall undergo pre-flight test training as required by DGCA Sri Lanka.

10.2.6.6.1 Pre-Flight Test Training

An applicant seeking conversion on types certificated for single pilot operations shall undergo pre-flight test training in a flying training organization approved by DGCA Sri Lanka, if applicable.

10.2.6.6.2 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 DGCA Sri Lanka for the purpose.

10.2.6.6.3 Training and Checking for Commercial Air Transport Operations

An applicant who seeks conversion of his foreign pilot licence for the purpose of Commercial Air Transport Operations shall have completed the following training requirements in a local or foreign training and checking organization approved for the purpose by DGCA, Sri Lanka. The training and checking programmes on a type of aircraft shall have been incorporated in the FOM and training Manual of the Operator and approved by DGCA Sri Lanka,

- i. Company Indoctrination Programme
- ii. Ground School Technical Training Programme
- iii. Simulator Training Programme
- iv. Zero Flight Training conducted at a Level D Simulator approved by the DGCA, if applicable
- v. Simulator Base Training, if applicable
- vi. Base Check on aircraft, if applicable
- vii. Ground School tests
- viii. Any other test deemed necessary by DGCA
- ix. Route Training and Final Route Check

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 DGCA for further licensing action. The original records of entire training programme and results of the knowledge/practical tests shall be maintained in the training file of the individual crewmember. The tests conducted by the DGCA are specified in paragraph 3.6.6.4.

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10.2.6.6.4. The DGCA 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. A test in Radiotelephony Communication Procedures in the English language.
- II. 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 DGCA.
- III. Any other knowledge or skill test deemed necessary by the DGCA, when evaluated the level of the standard used in country of origin of licence.

10.2.6.6.5 Training by an Outside Training & Checking Organization Contracted by the Operator

In the event that an Operator has no Training and Checking Organization of his own in place or no training and checking programmes are available for a particular type of aircraft, for example, an uncommon aircraft acquired anew or acquired for a brief period etc., training and checking programmes may be contracted out to a suitable Organization, either local or foreign, with the approval of the DGCA in order to provide the necessary training and checking programmes to ensure the competencies of flight crews. In such instances, the approved Training Manual of the Operator shall contain the details of the entire training and checking programme. The training and checking shall be conducted at the outside Organization identified generally as the Nominated Training School, in strict compliance with such approved training programmes. Such training and checking programmes shall consist of the following items as applicable.

- i. Ground School Technical Training Programme conducted at the Nominated Training School.
- ii. Simulator Training Programme or the Flying Training Programme in the actual aircraft, whichever is applicable, conducted at the Nominated Training School
Zero Flight Training conducted at a Level D Simulator approved by the DGCA, if applicable
- iii. Pilot Proficiency Simulator Evaluation or the Practical Flying Test in the actual aircraft, whichever is applicable, and Instrument Rating check conducted at the Nominated Training School by an Examiner acceptable to the DGCA
- iv. Ground School tests
- v. Simulator Base Training, if applicable
- vi. Base Training in the aircraft, if applicable, which shall be conducted in the actual aircraft of the Operator based on SOPs of the Operator

The Company Indoctrination programme may be conducted at the Operator's own training facility by instructors approved by the DGCA when the applicant

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arrives in Sri Lanka. 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 or the Nominated Training School as applicable, shall be submitted to the DGCA for further licensing action. The original records of the entire training programme and results of the knowledge/practical tests shall be maintained in the training file of the individual crewmember. The tests conducted by the DGCA are specified in paragraph 3.6.6.6

10.2.6.6.6. The DGCA may conduct the following tests in respect of a flight crewmember recruited by an Operator who has followed an approved training and checking programme conducted by Training and Checking Organization contracted by the Operator.

- i. A test in Radiotelephony Communication Procedures in the English language.
- ii. An evaluation on the competency of the applicant in the Flight Operations Procedures of the new Operator.
- iii. Flying test in the aircraft for which the privileges are sought.
- iv. Any other knowledge or skill test deemed necessary by the DGCA, when evaluated the level of standard used in country of origin of license

10.2.6.7. Fee

Fees in respect of all chargeable activities shall be in terms of the Gazette Extraordinary of the Government of Sri Lanka, Number 1869/32 dated 01.08.2014, as amended from time to time and fees introduced for additional activities in future. A current Fee Table is available for reference at the PEL Division.

The chargeable activities are generally

- I. Evaluation of application
- II. Medical Examination
- III. Air Law Examination
- IV. Any other exam as required
- V. English Language Proficiency Check
- VI. Issuance of Licence

Requirements have been published in Implementing Standard 008 .

CHAPTER 11 - VALIDATION OF FOREIGN PILOT LICENCES

Requirements and Procedures to render valid a Foreign Flight Crew Licence and Ratings

11.1. General Provisions

11.1.1. Applicability

This chapter explains the procedure to render valid a foreign licence of the following category of Flight Crew Licences and Ratings.

I. Licences

- a. Private Pilot - aeroplane, airship, helicopter & powered lift.
- b. Commercial Pilot - aeroplane, airship, helicopter & powered lift.
- c. Airline Transport - aeroplane , helicopter & powered lift
- d. Glider Pilot
- e. Free Balloon Pilot
- f. Flight Engineer
- g. Flight Navigator

II. Ratings

- a. Aircraft type rating
- b. Instrument rating
- c. Flight Instructor rating

11.1.2. Compliance with ICAO Annex I SARPS


DGCA Sri Lanka shall render valid a Flight Crew Licence & Ratings issued by a Contracting State, if such licence has been issued in compliance atleast with the minimum SARPs of ICAO Annex 1 to Chicago Convention.

11.1.3. Compliance with ASNs issued by DGCA Sri Lanka

DGCA Sri Lanka shall render valid a Flight Crew Licence and Ratings issued by a Contracting State in compliance with the requirements specified in IS 050 and IS 051 and in part of IS 08

11.1.4. Purposes to render valid a Foreign FCL & Ratings

- I. A foreign Flight Crew licence shall be rendered valid or shall be converted into a Sri Lankan 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

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- d) to receive flying training to undergo flight test
- e) to ferry an aircraft for registration in Sri Lanka from a foreign country
- f) for any other purpose, if in the opinion of the DGCA, that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.

II. Limitation :

Rendering a foreign flight crew licence and/or converting a foreign Flight Crew licence for an applicant other than a Sri Lankan nationality for the purpose of employment shall be on condition, that no Sri Lankan citizen with suitable qualification is available for the employment (ANR 208)

11.2. Procedure

11.2.1. Method of rendering a foreign licence and ratings valid


DGCA Sri Lanka shall render valid a foreign Flight Crew Licence and ratings issued by another foreign state by -

- a) Issuing a suitable authorization which is referred to as foreign licence validation certificate (FLVC) to be carried with the relevant foreign licence and ratings.
- b) specifying the acceptable privileges of the foreign licence & ratings on the FLVC.
- c) granting validity not beyond the validity of the foreign licence
- d) specifying the condition that the FLVC ceases to be valid if the licence upon which it was issued is suspended or cancelled.

11.2.2. Conditions to be satisfied for issuance of FLVC

Issue of the FLVC shall take place subject to the following

- a) The DGCA is satisfied that there are no suitable qualified nationals of Sri Lanka for appointment by the Operator for the intended purpose/s.
- b) The Operator has adequate future plans to train and employ nationals of Sri Lanka to occupy the respective positions of the foreign nationals.
- c) The foreign licence shall have been issued in compliance with the minimum Standards specified in ICAO Annex 1.
- d) Issuing Authority of the foreign licence shall have verified and confirms the details and the validity of the foreign licence.
- e) Foreign Security Agencies shall have verified the security clearance of the applicant (if applicable)
- f) National Security Agency in Sri Lanka has cleared the applicant.

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- g) The training conducted is in order with the approved Training Manual of the Operator
- h) The applicant passes the tests conducted by the DGCA.
- i) Required fee for issue of a FLVC has been paid.

11.2.3. Validity Period

The following shall determine the date of expiry of the FLVC.

- a) The date of expiry of the foreign licence.
- b) In the case of a non-expiry type of a licence, the date of expiry of the medical certificate or the next due date of the pilot proficiency check/instrument rating check etc.
- c) The date of expiry of the Sri Lanka medical certificate.
- d) In any case, a maximum of 6 months since the date of issue of the FLVC.
- e) Such other period as decided by the DGCA.

11.2.4. Conditions to exercise the privileges


The privileges of the FLVC shall be as specified in the Certificate.

In the course of the validity period of the FLVC, the privileges so granted shall not be exercised unless the;

- I. Holder maintains the validity of the foreign licence by satisfying the requirements of the foreign Licensing Authority: and
- II. Holder satisfies the recurrent and/or additional training and checking requirements of the Operator as specified in the approved flight Operations Manual and/or Training Manual, including the bi-annual pilot Proficiency Checks and annual Instrument Rating check; and
- III. Holder meets the applicable recent experience requirements as set out in the Flight Operations Manual of the Operator; and
- IV. Foreign licence is not suspended or cancelled; and
- V. Holder is in possession of a current medical assessment appropriate to the Licence, issued by the foreign Licensing Authority.

11.2.5. Conditions of Validity of a “Foreign Licence Validation Certificate” (FLVC)

- a) A FLVC shall become invalid no sooner the holder terminates employment contract with the Operator on whose behalf the FLVC had been issued.
- b) The holder shall maintain operational competency at all times in compliance with the Flight Operations Manual and the Training Manual of the Operator.
- c) The holder shall exercise the privileges granted, strictly in compliance of the ANRs, as amended from time to time and Requirements and

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Procedures published by the DGCA.

- d) An applicant who has previously been denied of a FLVC by the DGCA based on medical grounds, he/she shall not be reconsidered unless the applicant passes a medical examination conducted by the DGCA. The applicant shall in any event be in possession of a medical certificate issued by the foreign Licensing Authority.
- e) An applicant who has previously been denied of a FLVC by the DGCA or whose FLVC has been suspended/cancelled for violating Section 98 of the Air Navigation Regulations of Sri Lanka 1955, shall be disqualified for any future licensing privileges.
- f) In order to qualify for a FLVC, an applicant shall successfully complete the theoretical and/or practical tests conducted by the DGCA in not more than two attempts.
- g) Temporary foreign licences shall not be considered for validation action.
- h) When exercising the privileges of a FLVC, the holder shall, at all times, be in possession of the foreign licence, medical certificate issued by the foreign Licensing Authority and the FLVC issued by the DGCA in addition to any other document he/she is required to carry in terms of the Air Navigation Regulations of Sri Lanka 1955.
- i) In respect of a foreign licence, which does not carry a photograph of the holder, an applicant for a FLVC shall produce proof of his/her identity by means of valid personnel identification document, which carry the photograph such as a passport issued by a competent authority.
- j) The DGCA shall exercise the right to depart from the provisions of this ASN in special cases, without compromising safety.

11.2.6. Verifications of foreign licence and ratings

DGCA shall confirm the validity of the foreign licence & ratings submitted by the applicant from the CAA of the foreign State concerned. In case of validations for use in commercial air transport operations confirmation of validity of the foreign licence shall be before issuing the authorization.


11.2.7. Administrative Assessments/Verifications

The following administrative assessment/verifications will be carried out

- a) Scrutiny of the documents submitted
- b) Verification of the foreign security clearance certificate
- c) Obtaining security clearances from the appropriate local National Security Agency
- d) Verification of the validity of the foreign licence held by the applicant
- e) Assessment of the Personnel Licensing Standards of the State, which issued the foreign licence held by the applicant.
- f) Any other verification deemed necessary by the DGCA.

11.2.8. Requirements and Procedures for Private Operations

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An applicant seeking issuance of a Foreign Licence Validation Certificate (FLVC) on the strength of his foreign Flight Crew Licence for private operations shall complete the following requirements.

11.2.8.1. Application

An applicant for a Foreign Licence Validation Certificate (FLVC) shall submit the duly filled & signed application on form CAA/PL/I/06 provided at Appendix 1.

11.2.8.2. Supportive Documents

The original and a copy of each of the following documents shall be submitted together with the application.

- I. Foreign licence which is currently valid for the privileges sought under the laws of the state, issued the licence.
- II. Valid Civil Aviation Medical Certificate issued under the laws of the state, issued the licence.
- III. Duly certified log book.
- IV. Security Clearance issued by the appropriate authority in Sri Lanka. (In order to get a Security Clearance the applicant should fill the form "Personal Particulars" and submit it to DGCA Sri Lanka to call for a report from the Ministry of Defence, Sri Lanka. Applicable form is available at www.caa.lk)

In case of a foreign national, a certificate of Security Clearance in addition shall be submitted from the authorized agency of the country of his nationality or residence as applicable.

V. Copy of passport

VI. Certified English translation of documents.

Note : Please see Appendix 2 for guidance with regard to submission of documents

11.2.8.3. Fees

Fees in respect of all chargeable activities shall be in terms of the Gazette Extraordinary of the Government of Sri Lanka, Number 1869/32 dated 01.08.2014 as amended from time to time and fees introduced for additional activities in future. A current fee Table is available for reference at the PEL section.

11.4. Requirements for Operations other than Private Operations

Air Transport Operations excluding Private Operations means either one or any combination of the following



- a) Aerial Work Operations
- b) Charter Operations
- c) Regular Public Transport Operations

An applicant seeking issuance of a Foreign Licence Validation Certificate (FLVC) on the strength of his foreign Flight Crew Licence for operations other than private operations shall complete the following requirements.

11.4.1. Application

The Licence holder shall fill and sign the application form CAA/PL/I/06 provided at Appendix 1. Once the licence holder filled and signed the applications form No. CAA/PL/I/06 (& if applicable), the operator who intends employing the foreign flight crew shall fill and the sign applicable section of the same form, and forward it to DGCA together with recommendations (on the form itself) Photocopies of the application without the original signature of the applicant and the operator will not be accepted.

11.4.1.1 Application Procedure

- i. An application for FLVC shall be submitted to the DGCA in the application provided in Appendix 1. This application form may be reproduced and used. Application forms are also available at the PEL Section, and the CAA website www.caa.lk.
- ii. The documents as required therein shall be submitted in original form along with photocopies as stated. A receipt will be issued once the PEL Section retains original documents for scrutiny until such time the applicant or his authorized representative personally collects them after surrendering the receipt issued. When the documents submitted by the applicant are in a language other than English, Sinhala or Tamil languages, an English translation of each document, translated and certified, as an accurate translation of the original document by a Translator approved by the DGCA shall be furnished.
- iii. In order to filter out applicants who do not satisfy the requirements for FLVC, the operator may submit the application filled accurately on behalf of the applicant prior to the selection of the applicant and/or prior to arrival of the applicant in Sri Lanka, along with the required processing fee as per para 2.8.3 of this IS. In this instance, the application would be accepted by the DGCA without the originals of the required documents, provided clear and readable photocopies are submitted. The DGCA does not take the responsibility in this case, for rejection of an application at a latter stage if it reveals that inaccurate information had been provided earlier. The progress in respect of the request for validation would be notified to the operator within 14 days from the date of receipt of the completed application. The operator/applicant would be notified of the final decision within 60 days, after verifying every detail of the application, specially the items at paragraph 2.7 Recruitment and/or provision of training prior to the final decision of the DGCA shall be at the discretion and risk of the operator.




- iv. Processing fee of a FLVC application would not be refunded in case of unsuitable applicants.
- v. An applicant cleared and approved by the DGCA as above may be provided with the relevant portion of the training outside Sri Lanka at the nominated training school, prior to the applicant's arrival in Sri Lanka, in cases where training is contracted to an overseas training facility. In this instance, the application form at Appendix 1 duly filled and signed by the applicant shall be submitted to the DGCA, on applicant's arrival in Sri Lanka along with the originals of the required documents, preferably, prior to him undertaking any local training. The Operator/individual applicant will be notified of the acceptance/rejection of the application within 10 days from the date of receipt of the application along with the originals of the required documents. At the receipt of this notification, the operator may consult the PEL Section in order to schedule the tests conducted by the DGCA.
- vi. A similar procedure (making the application prior to the arrival of the applicant in Sri Lanka) may be adhered to also in the case where an operator who intends to provide necessary training at his own Training and Checking Organization in Sri Lanka or contract training to an outside Organization within Sri Lanka, in order to filter out applicants who do not satisfy the requirements for FLVC. Time frames as given above shall apply without any change.
- vii. In the event that the applicant arrives in Sri Lanka prior to making a prior application, the applicant may apply, on arrival in Sri Lanka, along with the required documents, preferably prior to him undertaking any local training. The progress in respect of the request for FLVC would be notified to the applicant within 14 days from the date of receipt of the completed application. The applicant would be notified of the final decision within 60 days, after verifying every detail of the application, specially the items at paragraph 2.7 Recruitment and/or provision of training prior to the final decision of the DGCA shall be at the discretion and risk of the operator. At the receipt of the notification of the final decision of the DGCA, the operator may consult the PEL Section in order to schedule the tests conducted by the DGCA.
- viii. Once the DGCA notifies an applicant of his acceptance for validation, the Operator may conduct the necessary training according to the approved Training Manual of the Operator.
- ix. At the end of the Ground Training phase, copies of the training documents duly filled and signed by the Instructors/Operator/Nominated Training School as applicable, shall be submitted in order for the DGCA to conduct the licensing tests based on the previously agreed schedule.

11.4.2. Supportive Documents

The following supportive documents shall be submitted with the application.

- a. Foreign licence currently valid for the privileges sought under the laws of the state issued the licence and a photocopy

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- b. Valid Civil Aviation Medical Certificate issued under the laws of the state,
Issued and valid at least for 06 months when submitting to DGCA
- c. Foreign Security Clearance Certificate/s as per para 11.4.2.1 below
- d. Duly filled personal particulars form to obtain a security clearance in Sri Lanka
- e. Initial training records/certificates of types/classes of a/c for which the
application relates to and photocopies
- f. PPC reports in the past 12 months.
- g. Proof of Experience (Flying log book) and photocopies
- h. Letters from previous employers and photocopies
- i. Applicable Personnel Licensing Regulations and Standards of the State which
issued the Foreign Licence and photocopies
- j. Copy of the passport/s
- k. Certified English language translations of above documents if the originals
are not in the English language
- l. Re-activation training reports in case of Commercial Air Transport Operation

Note : Please see Appendix 2 for guidance with regard to submission of documents

11.4.2.1. Security Clearance Foreign nationals

A Sri Lankan citizen having permanent residency in Sri Lanka and residing abroad for a period exceeding six months - A Certificate of Security Clearance issued by the appropriate National Security Agency in the foreign country where the applicant has been or still is residing shall be submitted; or

- a. A Sri Lankan having dual citizenship, in Sri Lanka and a foreign country,
A Certificate of Security Clearance issued by the appropriate National Security Agency of the foreign country where he is a dual citizen shall be submitted; or
- b. A foreign national - A Certificate of Security Clearance issued by the appropriate National Security Agency of the foreign country where he is a citizen shall be submitted; or
- c. A foreign national having permanent residency in one country and residing in another for a period exceeding six months – A Certificate of Security Clearance issued by the appropriate National Security Agencies of both countries shall be submitted; or
- d. A foreign national having dual citizenship – A Certificate of Security Clearance issued by the appropriate National Security Agencies of both countries shall be submitted; or
- e. A foreign national having dual citizenship and residing in a third country for a period exceeding six months – A Certificate of Security Clearance issued by

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the appropriate National Security Agencies of all three countries shall be submitted.

11.4.3. Air Law and Operational Procedures

The applicants for FLVC shall successfully complete the examination conducted by DGCA on Air Law and Operational Procedures.

11.4.4. Radio Telephony Practical Test and English Language Proficiency Evaluation

- I. DGCA conducts an evaluation in order to assess the English language proficiency of every flight crewmember prior to issue of a validation except as follows.
- II. An applicant who has level six (Expert Proficiency level) endorsement, e.g. native and very proficient non-native speakers in the English language with a dialect or accent intelligible to his/her working environment will be exempted from the formal evaluation.


11.5. Required Documents to re-issue the FLVC

A foreign licence validation may be renewed when the applicant provides the following:

- I. Duly filled application signed by the applicant and recommended by the Operator ; and
- II. The foreign licence currently valid under the laws of the state for the privileges sought
- III. The relevant medical certificate issued by the foreign country; and
- IV. Flying Logbook evidence to prove the recent experience; and
- V. Records of recurrent training and checking completed in accordance with the requirements set out in the Training Manual of the Operator. (Inclusive of biannual Pilot Proficiency checks and annual Instrument Rating Check)
- VI. A valid Medical Certificate appropriate to the licence held, issued by a Civil Aviation Medical Examiner designated by the DGCA, if the proposed stay is expected to exceed one month, and
- VII. Fee for processing of an application for FLVC
- VIII. Any other document is specified by the DGCA.

11.6. Re-issue of a Foreign Licence Validation Certificate

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Re-issue of a FLVC for same privileges (same type/s or class/s of aircraft endorsed on the previous FLVC) may take place in respect of an expired FLVC provided qualified Sri Lankan nationals are yet not available requiring continued employment of foreign crewmembers and / or the Operator has not yet been able to action his plans to train and employ nationals of Sri Lanka to occupy the respective positions held by the foreign nationals due to circumstances obviously beyond the control of the Operator. The reasons for the inability of the Operator to employ Sri Lankan nationals need to be acceptable to the DGCA.

11.6.1. Circumstances for re-issue of a FLVC would be;

- i. The flight crewmember remains employed with the same Operator but the Certificate is expired due to short lay off or submission of late application; or
- ii. The flight crewmember who has taken up an assignment with another Operator, foreign or local intends to return to the previous Operator, or
- iii. The flight crewmember has no recent flying experience due to him being away from flying activities and a previous Operator intends recruiting him/her; or
- iv. When the details shown in the FLVC are changed. This includes change of name of the holder, address of the holder or foreign licensing details as stated in the FLVC; or
- v. Any other circumstance acceptable to the DGCA.

11.7. Replacement of a FLVC

The DGCA may, on being satisfied that the original of a FLVC has been lost or destroyed, issue a copy thereof or a similar Certificate in replacement of the original.

11.8. Suspension, Cancellation & Amendment of a Foreign Licence Validation Certificate

The DGCA may suspend, cancel or amend a FLVC in terms of the provisions of the ANRs if the need for such action arises, as per SLCAP 5200, Enforcement Procedures Manual.



CHAPTER 12 - CONVERSION AND VALIDATION OF AIRCRAFT MAINTENANCE LICENCE & RATING

12.1. Conversion of AME (BL) to AML

A holder of existing AME (BL) is given the opportunity of converting his license to Aircraft Maintenance License before the end of year 2012 unless an exception is sought and obtained from the DGCA for reasons to be justified. The validity of all AME (BL) issued by DGCA-Sri Lanka will be expiring on 31 December 2012 and hence the DGCA will not issue /renew any AME (BL) with a validity period extending beyond 31st December 2012. The facility of conversion is provided to a holder of existing AME (BL) into Category B1 and B2 before the above-mentioned date. This privilege of exercising “granted privileges” is confined to either Category A and C holders (both inclusive) or Category X – E, I and R holders (all together) of AME (BL) only.

In addition to the above, granted privileges are extended for AME (BL) license holders who obtained Category A and C (both inclusive) or Category X - E, I, R (all together) licenses before 22nd September 2006 and continuously working for AMO is also entitled to convert their licenses to AML appropriately by producing the training course completion certificate issued by approved technical training school covering respective modules and sub-modules. The applicant has to prove recent six month experience on appropriate discipline by producing separate recommendation letter from person responsible for Quality Assurance in the AMO.

In case a holder of existing AME (BL) mentioned above is unable to fulfil the aforesaid requirements, he will be provided with a facility to obtain adequate knowledge Certificate through a channel to be developed by the DGCA. Such facility will be provided twice a year till 2012

(for more details please refer ASN 097)

12.2. Conversion of foreign licence


CAASL does not convert foreign AML licences.

12.3. Validation of AML

12.3.1 Method of rendering a foreign licence and rating valid.

DGCA Sri Lanka shall render valid a Foreign Aircraft Maintenance Licence and ratings issued by another foreign state by -

- a. Issuing a suitable authorization which is referred to as foreign licence validation certificate (FLVC) to be carried with the relevant foreign licence and ratings.
- b. Specifying the acceptable privileges of the foreign licence & ratings on the FLVC.

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- c. Granting validity not beyond the validity of the foreign licence
- d. Specifying the condition that the FLVC ceases to be valid if the licence upon which it was issued is suspended or cancelled.

12.3.2 Validation of Foreign Licences

DGCA shall issue a foreign Licence Validation Certificate on the strength of a foreign Aircraft Maintenance Licence if necessary.

Note: foreign Aircraft Maintenance Licence not be converted to a Sri Lankan Aircraft Maintenance Licence

12.3.3 Issue of a Foreign Validation Certificate (FLVC)

A foreign license validation certificate shall be issued to an applicant who provides the following and when the DGCA Sri Lanka is satisfied that the conditions have been fulfilled:

- (i) A foreign license valid under the laws of a Contracting State and valid for the privileges requested.
- (ii) The foreign licence shall have been issued in compliance with the minimum Standards specified in ICAO Annex 1.
- (iii) Issuing Authority of the foreign licence shall have verified and confirmed the details and the validity of the foreign licence.
- (iv) Confirmation from the Airline/Operator which employs the licence holder specifying the purpose for which the foreign license is to be validated.
- (v) An application from the licence holder on CAASL Form No CAA/PL/I/27 and supporting documents as per paragraph 5.9.
- (vi) Required fee for issue of a FLVC has been paid and Fees in respect of all chargeable activities shall be in terms of the Gazette Extraordinary of the Government of Sri Lanka, Number 1869/32 dated 01.08.2014 as amended from time to time and fees introduced for additional activities in future. A current fee table is available for reference at the PEL section

12.3.4 Conditions for the issue of a Foreign License Validation Certificate

- a. The DGCA is satisfied that the foreign license meets or exceeds the standards for the issue of a similar license of the Civil Aviation Authority

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of Sri Lanka.

- b. The foreign license should be appropriately endorsed and currently valid.
- c. The applicant should satisfactorily complete an examination on Aviation Legislation conducted by the DGCA.
- d. Foreign License Validation Certificate will be issued only when the assignment is of a temporary nature.
- e. The Foreign License Validation Certificate will be issued on receipt of confirmation from the issuing Authority about the validity of the license.

Note: The onus of providing any information required by the DGCA for such validation lies with the applicant.

12.3.5 Validity Period

The Foreign License Validation Certificate shall be issued for a period of six months from the date of issue but not beyond the period of validity of the foreign licence.

It shall clearly indicate that its validity will be dependent on the validity of the Foreign License. A shorter period may be granted.

12.3.6 Conditions to exercise the privileges

The privileges of the FLVC shall be as specified in the Certificate.

In the course of the validity period of the FLVC, the privileges so granted shall not be exercised unless the;

- a. holder maintains the validity of the foreign licence by satisfying the requirements of the foreign Licensing Authority: and
- b. holder satisfies the recurrent and/or additional training and checking requirements of the Operator as approved by the DGCA Sri Lanka,
- c. holder meets the applicable recent experience requirements as set out by the DGCA Sri Lanka
- d. Foreign licence is not suspended or cancelled.

12.3.7 Conditions of Validity of a Foreign Licence Validation Certificate

- a. A FLVC shall become invalid no sooner the holder terminates employment contract with the Operator on whose behalf the FLVC had been issued.

- b. The holder shall exercise the privileges granted, strictly in compliance with the Air navigation Regulations, as amended from time to time and Requirements and Procedures published by the DGCA.
- c. An applicant who has previously been denied of a FLVC by the DGCA or whose FLVC has been suspended/cancelled for violating the Air Navigation Regulations of Sri Lanka, shall be disqualified for any future licensing privileges
- d. Temporary foreign licences shall not be considered for validation action.
- e. When exercising the privileges of a FLVC, the holder shall, at all times, be in possession of the foreign licence, issued by the foreign Licensing Authority and the FLVC issued by the DGCA Sri Lanka in addition to any other document he/she is required to carry in terms of the Air Navigation Regulations of Sri Lanka.
- f. In respect of a foreign licence, which does not carry a photograph of the holder, an applicant for a FLVC shall produce proof of his/her identity by means of valid personnel identification document, which carry the photograph such as a passport issued by a competent authority.

12.3.8 Verification of foreign licence and ratings

DGCA shall confirm the validity of the foreign licence & ratings submitted by the applicant from the CAA of the foreign State concerned before issuing the FLVC.

12.3.9 Supportive Documents

The following supportive documents shall be submitted with the application.

- a. Foreign licence currently valid for the privileges sought under the laws of the state issued the licence and a photocopy
- b. Initial training records/certificates of types of a/c for which the application relates to and photocopies
- c. Proof of Experience and photocopies
- d. Letters from previous employers and photocopies
- e. Applicable Personnel Licensing Regulations and Standards of the State which issued the Foreign Licence and photocopies if requested
- f. Copy of the passport/s
- g. Certified English language translations of above documents if the originals are not in the English language
- h. A request letter from the airline which employs the licence holder specifying the purpose for which the foreign license is to be validated
- i. Any other document as specified by the DGCA.

12.3.10 Suspension, Cancellation & Amendment of a Foreign Licence Validation Certificate

The DGCA may suspend, cancel or amend a FLVC in terms of the provisions of the Civil Aviation Act No 14 of 2010 if the need for such action arises.

CHAPTER 13 - CERTIFICATION & LICENSING OF AVIATION TRAINING ORGANIZATIONS

13.1. General

Legal requirements to be followed by

Section 69 of Civil Aviation Act No 14 of 2010
 Implementing Standard 50
 Aviation Safety Notice 28
 SLCAP 3090
 ICAO Doc 9841

13.2. Application for initial Issue, Renewal of ATO License

An application for issue of an Aviation Training Organization te/permit, or for the renewal of such a licence/certificate/permit shall be made on a form and manner as specified by the DGCA in compliance with the above regulations.

Procedure for certification of ATO licence/certificate/permit has been specified in SLCAP 3090.

13.3. Duration of licence

Unless surrendered, suspended or revoked by DGCA a ATO licence/certificate/permit shall remain in force for a maximum period of one year from the date of issue.

13.4 Personnel


Appointment of personnel for ATO should be done according to the Aviation Safety Notice 28, Implementing Standard 50 and SLCAP 3090.

13.5 Facilities

Facility requirements for ATO has been stipulated in ASN 028 and SLCAP 3090.

13.6 Training Programmes

- (i). DGCA Sri Lanka shall approve a training programme for a private pilot licence, commercial pilot licence or an instrument rating or an aircraft maintenance (technician /engineer / mechanic) licence that allows alternative means of compliance with the experience requirements established by IS 055 and IS 66 provided that the approved training organization demonstrates to the satisfaction of DGCA Sri Lanka that the training provides level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.

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Note.- A comprehensive training scheme for the aircraft maintenance (technician /engineer / mechanic) licence, including the various levels of competency, is contained in the Procedures for Air Navigation Services – Training (DOC 9868, PANS-TRG).

- (ii). DGCA Sri Lanka shall approve a training programme for multi-crew pilot licence, provided that the approved training organization demonstrates to the satisfaction of DGCA Sri Lanka that the training provides a level of competency in multicrew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least two pilot. Note.- Guidance on the approval of training programmes can be found in the Manual on the Approval of Training Organizations (Doc 9841)

Approval of training programme for pilots requirements and procedure have been laid down in SLCAP 3090.

13.7 Quality Assurance System

ATOs shall have implemented a Quality Assurance system in accordance with IS 50, IS 67, SLCAP 3090 and ICAO 9841.

13.8 Safety Management

ATOs shall have implemented a Safety Management System as per the requirements and procedures stipulated in Civil Aviation Act, SMS regulation, ICAO SMS manual and other specific regulations and procedures laid down in SLCAP 3090 and other related manuals.

13.9 Threat and Error Management

Flying Training Organization shall have procedures for Threat and Error Management.

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


More details have been published in the Attachment C to Chapter 3 of the Procedures of Air Navigation Services – Training (PANS – TRG, Doc 9868) and Circular 314 Threat and Error Management (TEM) in Air Traffic Control (in preparation) for a description of undesired states.

13.10 Upset prevention & Recovery Training

The applicant should have received, in actual flight, upset prevention and recovery training approved by the DGCA Sri Lanka.

Procedures for upset prevention and recovery training in actual flight are contained in the procedures for Air Navigation services — training (PANS-TRG, Doc 9868).

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Guidance on upset prevention and recovery training in actual flight is contained in the Manual on Aeroplane Upset Prevention and Recovery Training (Doc 10011).

13.11 Training & Procedure Manual

ATO shall submit Training and Procedure Manual as per the requirements and procedures laid down in IS 50, IS 67, ASN 28 and SLCAP 3090.

13.12 Record Management

The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by DGCA Sri Lanka.

The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff where appropriate.

The records required by 2.7 (i) above shall be kept for a minimum period of two years after completion of the training. The records required by 2.7 (ii) shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

13.13 Oversight

DGCA Sri Lanka shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements. Oversight requirements have been stipulated in ASN 028 and SLCAP 3090.

13.14 Evaluation & Checking

When DGCA Sri Lanka has authorized an approved training organization to conduct the testing required for the issuance of a licensing or rating, the testing shall be conducted by personnel authorized by DGCA Sri Lanka or designated by the training organization in accordance with criteria approved by DGCA Sri Lanka.

CHAPTER 14 - SUSPENSION OF LICENCES & RATINGS & REINSTATEMENT

14.1. Legal Provision

As per Section 67 of Civil Aviation Act No. 14 of 2010, Every licence, rating, certificate of competency and permit shall be issued by the Director General on his behalf by any other person authorized by him and the Director General or such other person acting on his behalf shall have to power to amend, suspend or revoke any such licence, rating, certificate of competency or permit issued, may be prescribed under that section.

As per Section 100 of Civil Aviation Act No. 14 of 2010, any person who fails to comply with a written request made by the Authority or DGCA under the provisions of this Act or of any regulations or rules made thereunder or furnishes any information or return, shall be guilty of an offence and shall be liable to a fine not exceeding the equivalent in SLR of ten thousand SDR to imprisonment not exceeding two years or to both such fine and imprisonment.

As per section 109 of Civil Aviation Act No. 14 of 2010, Procedure to be followed has been specified in Aviation Enforcement Policy and Procedure manual SLCAP 0005.

14.2. Procedure

Aviation Enforcement Policy and Procedures Manual, SLCAP 5350 provide more details in regard to procedure to be followed, criteria for investigation and action to be taken. Further ANR 256 provides the more details on the procedure.

14.3. General Complaints regarding administration of PEL Section


There is provision for all aviation community, or member of public , any citizen of Sri Lanka to make suggestions for the improvement of the system & or complaints regarding services provided to them or any other details of their dissatisfaction about the overall prevalence of the Training Organizations and Personnel Licensing section.

14.3.1. Procedure for complaints

For minor incidents complaints that require the attention of divisional head or maximum of attention of DGCA there exists a system established within the division to obtain feedback from the public elements through a complaint box made readily available in the public area of the division. This is flanked with a readymade form designed for the purpose making matters very easy encouraging all to do this providing a writing pen also attached to it.

14.3.2. Processing of Complaints

The complaints made on readily available paper provided for the purpose are collected on monthly basis by designated clerk for the task entered in a register provided for the purpose & then distributed according to the address specified by the compliant.

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The recipient is then made responsible to follow up action or to inform higher authorities & in any case to inform the party about the progress made so far. If this process is going to take more than five working days at least the acknowledgement has to be sent to the person concerned.

14.4. Reinstatement

14.3.1. Legal Provision

As mentioned in the para. 16.2.4, ANR Sri Lanka specifies by its regulation # 259 (8) about the legal provision & the procedure that has to follow up.

14.3.2. Procedure of Reinstatement of License/ Rating

After the suspension/ withdrawal of the license &/ or rating the DGCA shall nominate a panel to investigate into the incident & to decide & evaluate the extent of the punitive action that may require before the reinstating of the license.

If the decision made by the above panel require action to reinstatement a license completely this decision, so endorsed by the DGCA himself would reach this office in the form of an order to be carried out by DDGFSR or DTOPL. Eventually this order may be carried out by him & would be informed the holder of license accordingly.

CHAPTER 15 - PROCEDURE FOR APPEALING DECISIONS ON LICENSING

15.1. Appealing procedure

A person who is aggrieved by any order or decision made by the Director General or the Authority, as the case may be, under section 112 of CAA Act No. 14 of 2010 or any operating regulations or rules made thereunder, may prefer an appeal in writing to the Secretary to the Ministry of the Minister before the expiry of thirty working days after the date on which such order or decision is communicated to that person.

The Secretary shall in dealing with any appeal preferred to him, obtain the observations of the Director-General or 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

The decision of the Secretary to the Ministry of the Minister upon an appeal shall be final and conclusive and shall not be appealed against in any court or tribunal.

The letter of complaint or appeal should include:

- Full name of the applicant, date of birth and reference number.
- Full details of the complaint/appeal.
- Any relevant contact/application dates.

The letter of complaint may be sent to the following address


Secretary,
Ministry of Transport of Civil Aviation,
7th Floor, Sethsiripaya,
Stage II,
Battaramulla,
Sri Lanka.

Phone : +94 112 187 200 / +94 112 187 201

Fax : +94 112 865 093 / +94 112 187 226

Contact E-mails :- secmintransport@gmail.com / mintransport@slt.net.lk

Web site: <http://www.transport.gov.lk/web/>

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15.2. Appealing procedure for suspension, revocation of Licence, Rating, Certificate or Authorization

If any licence, rating, certificate or authorization is suspended or revoked by DGCA the holder of the licence, rating, certificate or authorization has the right to appeal against the decision to the the Ministry of the minister in charge of civil aviation by submitting a written statement before the expiry of thirty working days after the date on which such order or decision is communicated to that person in terms of provision in section 110 of Civil Aviation Act.

The Secretary shall in dealing with any appeal preferred to him, obtain the observations of the Director-General or 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

The decision of the Secretary to the Ministry of the Minister upon an appeal shall be final and conclusive and shall not be appealed against in any court or tribunal

The letter of complaint or appeal should include:

- Full name of the applicant, date of birth and reference number.
- Full details of the complaint/appeal.
- Any relevant contact/application dates.

CHAPTER 16 - PROCEDURE FOR RENEWAL OF PILOT LICENCES

16.1. General

The holder of a Sri Lankan pilot licence shall not exercise the privileges of his licence and associated ratings unless he meets the requirements for competency, recent experience and medical fitness.

Competency, appropriate to pilot licences issued by DGCA Sri Lanka is a combination of following attributes.

- i. Skill of Handling of aircraft of types endorsed on the licence.
- ii. English Language Proficiency of minimum level 04. (Operational level)
- iii. Knowledge requirements applicable to the licence and the ratings seeking renewal.
- iv. Competency on Radio Telephony
- v. For Passenger Airline Transport Operations all other currency requirements as per Flight Operations Manual of the airline and IS 050 and IS 18

DGCA Sri Lanka shall ensure that the licence holder has satisfactorily completed the requirements for competency, recent experience and medical fitness and issue a certificate of validity to remain in force for a period in accordance with the validity of the medical certificate.

Licences shall be validated for a period as follows subject to the validity of medical certificate. The period of validity shall be from the date of medical examination and be based on the age of applicant at the time of undergoing the medical examination.

16.2. Period of Validity

- a) Private and non revenue operations with passengers

| Age Group | Validity period of Class II Medical assessment for private pilot licence |
|-----------------------------------|--|
| Less than 40 years of age | 60 months |
| Over 40 and until 50 years of age | 24 month |
| Over 50 years of age | 12 months |
| Over 60 years of age | 06 months |

b) Single Crew Commercial Air Transport Operations – Passenger/flying training

| Age Group | Validity period of Class I Medical assessment for Commercial pilot licence |
|-----------------------------------|--|
| Less than 40 years of age | 12 months |
| Over 40 and until 60 years of age | 06 months |

c) Multi Crew Commercial Air Transport Operations (Passenger/ Cargo/ Mail)

| Age Group | Validity period of Class I Medical assessment for Commercial pilot licence |
|-------------------------------------|--|
| Less than 60 years of age | 12 months |
| Over 60 years of age up to 65 years | 06 months |

d) Single Crew Commercial Air Transport Operation – Cargo and Mail

| Age Group | Validity period of Class I Medical assessment for Commercial pilot licence |
|-------------------------------------|--|
| Less than 40 years of age | 12 months |
| Over 40 years of age up to 60 years | 12 months |

e) Single Crew Commercial Air Transport Operations – Passenger/ flying training

| Age Group | Validity period of Class I Medical assessment for Air Line Transport pilot licence |
|-------------------------------------|--|
| Less than 40 years of age | 12 months |
| Over 40 years of age up to 60 years | 06 months |

f) Multi Crew Commercial Air Transport Operations (Passenger/ Cargo/ Mail)

| Age Group | Validity period of Class I Medical assessment for Air Line Transport pilot licence |
|-------------------------------------|--|
| Less than 60 years of age | 12 months |
| Over 60 years of age up to 65 years | 06 months |

g) Single Crew Commercial Air Transport Operations (Cargo and Mail)

| Age Group | Validity period of Class I Medical assessment for Air Line Transport pilot licence |
|-------------------------------------|--|
| Less than 40 years of age | 12 months |
| Over 40 years of age up to 60 years | 12 months |

h) Free Balloon Pilot – Class II Medical Assessment

| Age Group | Validity period of Class II Medical assessment for Free Balloon pilot licence |
|----------------------------------|---|
| Less than 40 years of age | 60 months |
| Over 40 years and until 50 years | 24 months |
| Over 50 years | 12 months |

The licence holder shall have met the recent and competency requirements appropriately as specified in paragraph 2.1 below before exercising the privilege of the licence during the period of validity of his licence.

16.3. Renewal of Student Pilots Licence

16.3.1. Requirements for Maintenance of validity of a Student Pilot Licence

A holder of Student Pilot licence shall maintain the validity of the licence by

- a) Renewing the medical examination
- and
- b) Renewing the Security Clearance at appropriate intervals

16.3.2. Requirements for Renewal of Lapsed Student Pilot Licence

The procedure for renewal of a Student Pilots Licence is the same as that for initial issue of the licence as per IS 051(Ref. Chapter 06 of this Manual)

16.4. Renewal of Private Pilot Licence

16.4.1. Requirements for Maintenance of continuous validity of a Private Pilots Licence (PPL)

The holder of a Private Pilot Licence issued by DGCA Sri Lanka shall maintain the continuous validity of the licence by

- a) Renewing his medical examination
- b) Maintaining recent experience on aircraft types
- c) Pass proficiency check (PPC VII)

16.4.2. Recent Experience & Proficiency Checks - PPL

The privilege of a Private Pilot Licence shall only be exercised on an aircraft specified in the licence as in respect of which the recent experience and proficiency check are required as specified below.

- a) The holder shall have acquired not less than 05 hours flying experience Pilot-in-Command within the 06 months preceding a flight.
- b) Pilot who desires to renew his licence for classes and types of more than one rating on his licence shall have acquired one hour as PIC in each class or on the type in the case of aeroplanes of which the maximum weight authorized exceeds 5700kg as part or in addition to the overall minimum of 05 hours experience.
- c) To operate as pilot in Command of an aircraft not for remuneration and to carry passengers by night shall have carried out not less than five take-offs and landings by night during the six months immediately preceding the flight.
- d) Holder has satisfactorily completed a pilots proficiency check (PPC VII) with a Designated Flight Examiner approved by DGCA Sri Lanka within the preceding 24 months. Proficiency check report shall be valid only for 24 months from the date of the check.

16.4.3 Renewal Requirements – Private Pilot Licence (PPL)

Forty Five days proceeding the expiry date of validity of a PPL, the licence holder shall make his application for renewal on a form of application furnished by DGCA together with satisfactory evidence for the following requirements.

I. Pass at least a Class II Medical examination

II. Recent experience as per above

III. Proficiency check as per above

16.4.4 Re-activation of a lapsed Private Pilots Licence (PPL)

An applicant whose recent experience has expired by

1. Less than 05 years will be required to

- a) Pass an aircraft rating flight test (PPC VII- Refer Appendix 9 of ASN 122)
- b) Pass Human Performance and Limitation examination if he has
- c) Not sat for this exam before.
- d) Pass ELPC test if he has not been tested before or has not reached the level higher than the operational level (IV)

2. More than 05 years but less than 10 years will be required to

- a) Pass Aviation Law, Flight Rules and Procedures and the Aircraft Rating examinations
- b) Pass the Human Performance and Limitation examination if the applicant has not sat the exam before.
- c) Pass ELPC if the applicant has not been tested before or has not reached the level higher than the operational level (IV).
- d) Pass an aircraft rating flight test (PPC VII- Refer Appendix 9 of ASN 122).

3. More than 10 years will be required to

- a) Pass all the ground examinations
And
- b) Pass a aircraft rating flight test (PPC VIII – Refer Appendix 10 of ASN 122)

16.5. Renewal of Professional Pilot licence

16.5.1. Maintenance of continuous validity - Professional Pilots licences and Ratings (CPL/ATPL)

The holder of a professional pilot licence issued by DGCA Sri Lanka shall maintain the continuous validity of the licence and its associated ratings by

- a) Renewing medical certificate during the validity period
- b) Maintaining recent experience on his aircraft types
- c) Completing pilots proficiency checks at appropriate intervals to maintain the privileges of his / her aircraft types and Instrument Rating appropriately

16.5.2. Recent Experience & Proficiency Checks on Type of Aircraft

The privileges of a professional pilot licence shall only be exercised on each type of aircraft endorsed on the licence as in respect of which the recent experience and/ or proficiency checks are required as specified below.

1. Commercial Operations - Public Transport Flight

- a) The holder shall have acquired not less than three (03) hours flying as PIC including 03 take-offs and landings in the immediately preceding 03 months or 12 hours flying as co-pilot or PIC under supervision including 06 take-offs and 06 landings made under supervision as appropriate to the capacity in which the licence holder is acting in the immediately proceeding 03 months

And

- b) The holder shall have satisfactorily completed by-annual pilots proficiency checks (PPC I- Refer Appendix 1 of ASN 122) with a Designated Check Pilot approved by DGCA Sri Lanka at intervals specified in IS 18. Pilots Proficiency Check reports shall be valid for six months from the date of the check but where two proficiency checks are held for the same type of aircraft and pilot capacity, the dates of effects of which are separated by not less than four months, the period of validity is deemed to be 12 months from the date of effect of the earlier check report.

2. Commercial Operations - Non Public Transport Flight

- a) The holder shall have in the immediately preceding 06 months, acquired not less than 06 hours flying as Pilot-in-Command including 06 take-offs and 06 landings or 12 hours flying as co-pilot or PIC under supervision including 06 take-offs and 06 landings made under supervision as appropriate to the capacity in which the licence holder is acting.

And

- b) The holder shall have satisfactorily completed a pilots proficiency check (PPC II – Refer Appendix 2) with a Designated check pilot approved by DGCA Sri Lanka within the preceding 12 months. Proficiency check report shall be valid only for 12 months from the date of the check.

3. Non Commercial Operations - Private Flight

- a) The holder shall have in the immediately proceeding (06) months acquired not less than 05 hours as a pilot in an aircraft of the same class as the rating in the licence with atleast one flight as PIC in the type of aircraft exercising the privilege. If the holder has aircraft rating as co-pilot the flight time as co-pilot and flight time as PIC under supervision shall be counted on the basis that two hours as PIC or two hours as PIC under supervision as equal to one hour.

And

- b) The holder shall have satisfactorily completed a pilots proficiency check (PPC III) with a Designated check pilot approved by DGCA Sri Lanka within the preceding 18 months. Proficiency check report shall be valid only for 18 months from the date of the check.

16.5.3. Recent Experience & Proficiency Check – Instrument Rating

Instrument Rating endorsed on a Commercial Pilot Licence or Private Pilot Licence is valid for 12 months, the rating holder shall maintain recent experience and competency as specified below,

- a) Shall have flown at least 02 hours under IFR immediately proceeding 06 months

and

- b) Pass IR check I (Refer Appendix 4 of ASN 122) during the validity of IR.

16.5.4. Recent experience and Proficiency Check – Asst. Flight Instructor Rating / Flight Instructor Rating

An AFI Rating or FI Rating on a CPL or ATPL is valid only for 06 months. The rating holder shall maintain recent experience and competency as specified below,

1. Shall have made at least 03 hours of instructional flights immediately proceeding 06 months
2. Pass standardization check (PPC IV) during the validity of AFI/ FI Rating.

16.5.5 Renewal requirements

Forty five (45) days proceeding the date of expiry and validity of a licence and ratings, the licence holder shall, make his application for renewal on a form of application, furnished by DGCA, together with satisfactory evidence for having completed the following requirements;

- I. Appropriate medical certificate
- II. Appropriate recent experience
- III. Appropriate proficiency check appropriately

16.6. Requirements of lapsed Professional Pilot Licences (CPL/ATPL & Ratings)

16.6.1. Re-activation of Aircraft Type Rating

The holder of a professional pilot licence issued by DGCA Sri Lanka, who has not maintained the continuous validity of his licence and associated ratings shall complete the following requirements to re- validate the licence and the ratings. If the applicant has been in continued flying experience using a foreign licence or in Sri Lankan military, and submitting evidence satisfying recent experience gained on aircraft, not in Sri Lankan registry, DGCA Sri Lanka may consider each case on its own merits.

I. If the validity has lapsed for less than 02 years at the time of application for re-activation

- a) Pass medical examination.
- b) Pass aircraft type rating flight test (PPC V- Refer Appendix 6 of ASN 122)

II. If the licence validity has lapsed for a period of more than 02 years and less than 05 years

- a) Pass medical examination
- b) Pass the examination on Aviation Law, Flight Rules and Procedures
- c) Pass the aircraft type examination (technical)
- d) Pass aircraft type rating flight test (PPC VI)

III. If the licence validity has lapsed for a period of more than 05 years and less than 10 years

- a) Pass medical examination
- b) Pass the examination on Aviation Law, Flight Rules and Procedures
- c) A composite paper for Human Factors, Meteorology and Navigation
- d) Pass the aircraft type examination (technical)
- e) Pass aircraft type rating flight test (PPC VI)

IV. If the licence validity has lapsed for a period of more than 10 years complete the requirements for initial issuance of the licence / rating

- a) Pass medical examination
- b) Pass all technical examinations
- c) Aircraft type rating flight test

16.6.2. Reactivation of a lapsed Instrument Rating (IR)

If the validity has lapsed for less than 12 months

- a) Undergo training as approved by DGCA.
- b) Pass flight test (IR Check II) carried out in accordance with renewal flight test requirements.

If the validity has lapsed for more than 12 months

- a) Undergo training as approved by DGCA
When a licence holder has remained in Instrument Flying practice on a foreign licence or in active instrument flying with SLAF, the recent experience on satisfactory evidence may be considered.
- b) Pass flight test (IR Check I) carried out in accordance with the Initial Instrument Rating Flight Test.

16.6.3. Reactivation of lapsed AFI/PI rating

If the validity has lapsed for less than 12 months the applicant shall

- a) Undergo training as approved by DGCA.
- b) Pass flight Test (PPC VI)

If the validity has lapsed for more than 12 months the applicant shall,

- a) Undergo training as approved by DGCA.
- b) Pass flight test (PPC VI)

16.7. Requirements for Renewal of pilot licences (PPL/CPL/ATPL/ Free Balloon/ Glider) to undergo training (aircraft/simulator)

A lapsed pilot licence holder who wishes to undergo a training programme on actual aircraft or in a level D simulator shall be issued with a “Certificate of Validity” restricted for the purpose. The “Restricted Certificate of validity shall be to authorize the holder to use the aircraft / simulator for flying training under supervision of a qualified and current flying Instructor authorized to conduct the required training .

An applicant for Restricted Certificate of Validity shall be required to submit

- a) Application
- b) Pass medical examination
- c) A request letter from the organization concerned in support of the application if DGCA considers necessary.

16.8. Requirements for renewal of PPL on a foreign medical certificate

Circumstances in which a PPL is renewed on a foreign medical certificate

A Sri Lankan PPL holder who follows a flying training in a foreign state to obtain a higher category of pilots licence shall complete all requirements for renewal of PPL as per 16.5 and may submit a medical certificate and the detailed medical report issued by Designated Medical Examiner of the Civil Aviation Authority of the foreign state to prove his medical fitness.

CHAPTER 17 - PROCEDURE FOR RENEWAL OF AML AND ATC LICENCES

17.1. Renewal of Aircraft Maintenance Licence

- (a) The aircraft maintenance licence becomes invalid after the duration defined in the licence after its initial issue or last renewal, unless the holder submits his/her aircraft maintenance licence to the DGCA Sri Lanka, in order to verify that the information contained in the licence is the same as that contained in the CAASL records, pursuant to 66.B.120 of the SLCAP 3070.
- (b) The holder of an aircraft maintenance licence shall complete the relevant parts of CAASL Form CAASL/PL/I/08 (see Appendix D of SLCAP 3030) and submit it with the holder's copy of the licence to the DGCA Sri Lanka, unless the holder works in a maintenance organisation approved in accordance with IS-145 that has a procedure in its exposition whereby such organisation may submit the necessary documentation on behalf of the aircraft maintenance licence holder.
- (c) Any certification privilege based upon an aircraft maintenance licence becomes invalid as soon as the aircraft maintenance licence is invalid.
- (d) The aircraft maintenance licence is only valid,
 - (i) when issued and/or changed by the DGCA Sri Lanka and
 - (ii) when the holder has signed the document.

17.2. Renewal of Air Traffic Controller Licence and Ratings

17.2.1. Requirements of Renewal of Air Traffic Controller Licence and ratings (Refer Section 67, Civil Aviation Act No. 14 of 2010)

The validity of an Air Traffic Controller Licence shall not be renewed unless the holder has met the requirements specified below.

- i) Medical Fitness- Shall hold a current class 3 Medical Assessment.
- ii) Knowledge- Shall have demonstrated knowledge in all pertinent and current information with regard to ratings endorsed on the licence.
- iii) Recent Experience (Recency) Shall have exercised the privileges of a rating endorsed on the licence at least for 40 hours within the preceding 06 months.
- iv) Competency
 - (a) Shall have demonstrated the ability to provide a safe, orderly and expeditious control service at a level appropriate to the privileges of the rating to a panel of examiners designated by DGCA, Sri Lanka.
 - (b) Shall have demonstrated the ability for a valid language proficiency level.

17.2.2. Requirements to regain competency and reactivate the validity of the ratings

A holder of Air Traffic Controller Licence who has not exercised the privileges of a rating on his licence at least for 40 hrs in a period of six months shall be required to regain competency in the following manner. When the lapsed period, from the last date of exercising the privileges of that rating, is i)

i) More than 01 month but less than 02 months

Shall satisfactorily complete 10 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 02 weeks

ii) More than 02 months but less than 03 months

Shall satisfactorily complete 15 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 03 weeks

iii) More than 03 months but less than 06 months

Shall satisfactorily complete 20 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 01 month and competency assessment by a panel appointed by as per Manual SLCAP 3060.

iv) Over 06 months

Equivalent to a new issuance of a rating.

17.2.3. Proof of validity

A holder of Air Traffic Controller licence shall have current validity certificate (CAA/PL/050) attached to his licence issued by DGCA Sri Lanka in proof of validity and currency of his licence and ratings.

17.2.4. OJT Instructors

(Refer Section 67, Civil Aviation Act No. 14 of 2010)

DGCA shall designate personnel appropriately rated and adequately experienced for the conduct of On the Job Training (OJT) at operational centres (OJT centres) for the trainees who are not rated but authorized to work under supervision.

17.2.5. Validation/Conversion or credit

DGCA Sri Lanka shall not validate, convert or grant credit to a foreign Air Traffic Controller licence issued by any other Contracting State- to Chicago Convention on International Civil Aviation

APPENDIX I

01. Application for:

- i. First issue of Foreign Licence Validation Certificate ☐
- ii. Re-issue of Foreign Licence Validation Certificate ☐

02. Particulars of Applicant :

- i. Name:
 (Surname) (First Names)
- ii. Date of Birth: Place of Birth:
- iii. Citizenship: 1. 2. 3.
 (Single/dual/multi) (If Applicable) (If applicable)
- iv. Address in the Country of Citizenship:
 1.
 (If applicable 2.....
 (If applicable) 3.....
- v. Address in the Country of Residence:
 (If applicable)
- vi. Details of Passports:
 1. Number: Issuing Authority: Date of Expiry:

2. Number: Issuing Authority: Date of Expiry:
(If applicable)

3. Number: Issuing Authority: Date of Expiry:
(If applicable)

vii. Address in Sri Lanka:
.....

viii. Contact Tel: Number/s in Sri Lanka:.....

ix. Email, Fax Number in Sri /Lanka :

x. Expected duration of stay in Sri Lanka From: To :

xi. Employer/Operator sponsoring the application:

xii. Class of operation for which the application relates to:

i. Aerial Work Operations ☐ ii. Private Operations ☐ iii. Commercial Operations ☐

xiii. Purpose for which the validation is sought:
.....

03. Particulars of Licences/Ratings

The licences/ratings/other details for which the application relates to:

3.1 Licence Details

| | | | | |
|------|-----------------------------|-------|-------|-------|
| I. | Title of the Licence | | | |
| II. | Number | | | |
| III. | Issuing Authority | | | |
| IV. | Date of Initial Issue | | | |
| V. | Date of Last Issue/ Renewal | | | |
| VI. | Valid until | | | |

3.2. Medical Certificate

| | | | | |
|------|---------------------------|-------|-------|-------|
| I. | Class (ICAO Class 1 etc.) | | | |
| II. | Issuing Authority | | | |
| III. | Date of Issue | | | |
| IV. | Date of Expiry | | | |

V. Crew Position applied for (for Pilots only): PIC: ☐ Copilot: ☐

3.3. Rating(s)

| | Date of initial issue | Date of last Proficiency Check prior to joining the new Operator | Date of expiry validity of the last PPC |
|------------------------|-----------------------|---|--|
| Type/Class of aircraft | | | |
| Ins: Rating | | | |
| F/I Rating | | | |
| Other | | | |

3.4. Flight Radiotelephony Licence

Licence No :

Date of issue:..... Date of expiry: Issuing Authority:

3.4.1. Flight Radiotelephone Operator Endorsement

(If there is no separate Flight Radiotelephone Operator Licence available)

Date of issue:..... Date of expiry: Issuing Authority:.....

04. Flying Experience

| | Total to date Hrs. | Total M/E Hrs. | Total S/E Hrs | Total on a/c for which validation is sought | | | |
|---------------------------|-----------------------|-------------------|---------------------|--|-----|----------|-----|
| | | | | a/c Type | hrs | a/c Type | hrs |
| Pilot in Command | | | | | | | |
| Co-pilot | | | | | | | |
| Instrument | | | | | | | |
| Flight Instructor | | | | | | | |
| Flight Navigator (F/N) | | | | | | | |

| | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|
| Flight Engineer (F/E) | | | | | | | |
| Flight Radio Operator (R/O) | | | | | | | |

| | During the preceding 12 months | | | |
|---|--------------------------------|-----|----------|-----|
| | A/C Type | Hrs | A/C Type | Hrs |
| Pilot-in-Command | | | | |
| Co-pilot | | | | |
| Instrument | | | | |
| F/N, F/E, R/O (strike off inapplicable) | | | | |
| Flight Instructor | | | | |

Details of Previous Validations issued in Sri Lanka:

(Attach separate sheet or copies of previous FLVCs if space below is inadequate)

| Certificate No. | Date of Issue | Date of Expiry | Privileges | Operator |
|-----------------|---------------|----------------|------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

05. Enclosures

| | Yes | No | Remarks |
|---|--------------------------|--------------------------|---------|
| 1. Foreign licence and a photocopy | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Corresponding medical certificate and a photocopy | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Local Employees request | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Initial training records/certificates of types/classes of a/c for which the application relates to and photocopies | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Proof of Experience (Flying log book) and photocopies | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Letters from previous Employers and photocopies | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Foreign Security Clearance Certificate/s | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Duly filled application (Personnel Particulars Form) for security clearance in Sri Lanka | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Copy of the passport/s | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Certified English language translations of above documents if the originals are not in the English language | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. PPC Report within 12 months | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Ground School Training Reports | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Simulator Training Reports | <input type="checkbox"/> | <input type="checkbox"/> | |

14. Base Training Reports

☐ ☐

15. Fee for Processing of an Application for Validation

☐ ☐

I hereby certify that the above particulars furnished by me are true and correct. I understand that submission of any inaccurate or false information will amount to disqualification of this application or cancellation/suspension of my FLVC.

.....
Date

.....
Signature of Applicant

Operator's Submission

(To be filled by the Operator who recommends the application. Please attaché more sheets if space is inadequate.)

Name of the Operator.....

Current Postal Address of the Operator/ Employer:

Expected duration of employment of the applicant From.....To:.....

Methods employed by the Operator to find suitably qualified citizens of Sri Lanka to fill the above post:

.....
.....

Describe future plans of the Operator to train and employ citizens of Sri Lanka to fill the above post.....

If the application is not the Initial application in respect of the above applicant, please state why the Operator was unable to train and employ citizens of Sri Lanka so far.....

Does the above applicant meet the requirements for employment in terms of the DGCA approved Flight Operation Training Manuals and the applicable CAA Regulations and Standards?

Has the Operator implemented a Company Training & Checking Organization approved by the DGCA?:

.....



If not, what plans does the Operator have to establish one?

.....

Name of the Nominated Training School :

Describe clearly the training programme, which will be offered to the applicant (*Please be precise and do not use phrases such as 'As per the Training Manual' etc*) and the name of the Training School:

.....

.....

I/We hereby declare that the details furnished above are true and correct. As such the application is recommended. I/We understand that submission of any inaccurate or false information will amount to disqualification of this application or cancellation/suspension of the FLVC issued to the above applicant.

Name of the Operator: Company Seal:

Name of the Accountable Manager :

Designation :

| Date | Signature | |
|---|---|-----------------|
| For official use | | |
| Date of receipt of the application : | Received by : | |
| Signature: | | |
| Fee for processing the FLVC Paid : Yes/No | Date | Rec. No : |
| Documents insufficient <input type="checkbox"/> | informed applicant <input type="checkbox"/> | Date |
| Documents sufficient <input type="checkbox"/> | Processing started <input type="checkbox"/> | Comments: |
| Fee for issue of FLVC Paid : Yes/No | Date : | Rec.No : |

FLVC issued by : Date

Collected by : Date

.....

Delivery Date

.....

Delivery Time

APPENDIX II

| GUIDANCE FOR SUBMISSION OF DOCUMENTS FOR ISSUANCE OF FLVC | | | | | | | | |
|---|---|--------------------|----------------------|----------------------------|--------------------------|--------------------------|------------------------|-------------------|
| S/N | Document | Private Operations | Commercial Operation | Conduct of flight training | Conduct of Flight Checks | Under go Flight Training | Under go Flight Checks | Ferrying Aircraft |
| 1 | Application Form CAA/PL/I/06 | √ | √ | √ | √ | √ | √ | √ |
| 2 | Valid Foreign Licence | √ | √ | √ | √ | √ | √ | √ |
| 3 | Valid Foreign Medical Certificate | √ | √ | √ | √ | √ | √ | √ |
| 4 | Log Book | √ | √ | √ | √ | √ | √ | √ |
| 5 | Local employers request / certification | x | √ | √ | √ | √ | √ | √ |
| 6 | Application for Local Medical Examination | x | √ | x | x | x | x | x |
| 7 | PPC reports within 12 months | x | √ | x | x | x | x | x |
| 8 | Proof of experience (letter from the airline) | x | √ | x | x | x | x | x |
| 9 | Previous employers letter | x | √ | x | x | x | x | x |
| 10 | Initial training records on type | x | √ | x | x | x | x | x |
| 11 | Ground school training / test reports (local) | x | √ | x | x | x | x | x |
| 12 | Simulator training / test reports(local) | x | √ | x | x | x | x | x |
| 13 | Base training report (sim/aircraft) | x | √ | x | x | x | x | x |
| 14 | Copy of Passport | √ | √ | √ | √ | √ | √ | √ |
| 15 | Certified Eng. Translation of Docs | √ | √ | √ | √ | √ | √ | √ |
| 16 | Foreign Security Clearance | √ | √ | √ | √ | √ | √ | √ |
| 17 | Personal Particulars Form filled for Local Security Clearance | √ | √ | √ | √ | √ | √ | √ |
| 18 | Application for knowledge examination | x | √ | √ | √ | √ | √ | √ |
| 19 | Application for ELPC Test (local) | x | √ | √ | √ | x | x | x |
| 20 | Consent and payment of fee for verification of licence to foreign CAA if applicable | √ | √ | √ | √ | √ | √ | √ |
| 21 | Verification of foreign licence | √ | √ | √ | √ | √ | √ | √ |

Note : Documents shall be submitted

1. For commercial operations – through the airline or operator
2. For training, checking & ferrying – Through the training organization or operator as applicable
3. For private operations - individually

| | Paper Reference No | Paper Name | Duration (3 hrs & 35 min) | No. of Questions |
|---|----------------------------|--|---|---|
| 1 | PPL/A/C/010 PPL/H/C/010 | Air Law & Operational Procedures (A/H) | 01 hr & 15 min (01 hr +15 min) | 45 (30 + 15) |
| 2 | PPL/A/C/CP1 PPL/H/C/CP1 | Composite Paper -1 (A/H) <i>Aircraft General Knowledge, Principle of Flight</i> <i>Flight Performance & Planning</i> <i>Human Performance & Limitations</i> <i>Meteorology</i> <i>Navigation</i> | (2hrs &20 min) 40 min 30 min 15 min 15 min 40 min | (70) 20 15 10 10 15 |

APPENDIX III

1. Private Pilot Licence (Aeroplane /Helicopter) Theoretical Knowledge Examination – PPL(A/H). This examination consists of two papers as follows

2. Commercial Pilot Licence (Aeroplane/Helicopter) Theoretical Knowledge Examination – CPL(A/H)

This examination consists of four papers as follows

| | Paper Reference No | Paper Name | Duration (6 hrs) | No of Questions |
|---|----------------------------|--|--|-------------------------------|
| 1 | CPL/A/C/010 CPL/H/C/010 | Air law & Operational Procedures (A/H) | 01 hr & 30 min. (45 + 45 min) | 63 (33 + 30) |
| 2 | CPL/A/C/CP1 CPL/H/C/CP1 | Composite Paper-1(A/H) <i>Mass and balance</i> <i>Performance</i> <i>Flight planning and monitoring</i> | (1 hr & 40 min) 30 min 25 min 45 min | (40) 12 13 15 |
| 3 | CPL/A/C/CP2 CPL/H/C/CP2 | Composite Paper-2 <i>Human Performance & Limitations</i> <i>General Navigation</i> <i>Radio Navigation</i> | (1 hr & 20 min) 20 min 45 min 15 min | (45) 15 20 10 |
| 4 | CPL/A/C/CP3 CPL/H/C/CP3 | Composite Paper-3 <i>Instrument/electronics</i> <i>Principles of Flight</i> <i>Meteorology</i> | (1hr & 30 min) 30 min 20 min 40 min | (65) 20 15 30 |

3. Commercial Pilot Licence/ Instrument Rating (Aeroplane/Helicopter) Theoretical Knowledge Examination – CPL/IR(A/H)

This examination consists of four papers as follows.

| | Paper Reference No | Paper Name | Duration (6hrs & 40 min) | No of Questions |
|---|----------------------------------|---|---|------------------------|
| 1 | CPL-IR/A/C/010 CPL-IR/H/C/010 | Air law & Operational Procedures (A/H) | 01 hr & 40 min. (55 + 45 min) | 70 (40 + 30) |
| 2 | CPL-IR/A/C/CP1 CPL-IR/H/C/CP1 | Composite Paper-1 (A/H) <i>Mass and balance</i> <i>Performance</i> <i>Flight planning and monitoring</i> | (1 hr & 55 min) 30 min 25 min 60 min | (45) 12 13 20 |
| 3 | CPL-IR/A/C/CP2 CPL-IR/H/C/CP2 | Composite Paper-2 (A/H) <i>Human Performance & Limitations</i> <i>General Navigation</i> <i>Radio Navigation</i> | (1 hr & 35 min) 20 min 45 min 30 min | (55) 15 20 20 |
| 4 | CPL-IR/A/C/CP3 CPL-IR/H/C/CP3 | Composite Paper-3 (A/H) <i>Instrument/electronics</i> <i>Principles of Flight</i> <i>Meteorology</i> | (1 hr & 30 min) 30 min 20 min 40 min | (65) 20 15 30 |

4. Airline Transport Pilot Licence (Aeroplane/Helicopter) Theoretical Knowledge Examinations – ATPL(A/H)

This examination consists of four papers as follows

| | Paper Reference No | Paper Name | Duration (8hrs & 45 min) | No of Questions |
|---|------------------------------|---|--|------------------------|
| 1 | ATPL/A/C/010 ATPL/H/C/010 | Air law & Operational Procedures (A/H) | 02 hr & 15 min. (1hr+1hr 15min) | 89 (44+ 45) |
| 2 | ATPL/A/C/CP1 ATPL/H/C/CP1 | Composite Paper-1 (A/H) <i>Mass and balance</i> <i>Performance</i> <i>Flight planning and monitoring</i> | (2 hrs) 30 min 30 min 60 min | (50) 12 17 21 |
| 3 | ATPL/A/C/CP2 ATPL/H/C/CP2 | Composite Paper-2 (A/H) <i>Human Performance & Limitations</i> <i>General Navigation</i> <i>Radio Navigation</i> | (2 hrs & 15 min) 30 min 60 min 45 min | (85) 23 30 32 |
| 4 | ATPL/A/C/CP3 ATPL/H/C/CP3 | Composite Paper-3 (A/H) <i>Instrument/electronics</i> <i>Principles of Flight</i> <i>Meteorology</i> | (2 hrs & 15 min) 45 min 30 min 60 min | (90) 30 22 38 |

5. Format of the Examination

- Questions entered in the CQB are composed in English and the papers are generated by dedicated software.
- Questions are in multiple choice formats.
- The Authority will provide all necessary charts, maps, data sheets and equipment as required, to answer the questions.

6. Responsibility of the applicant

- Applicant for Pilot Licence (A/H) conversion examination shall forward an application with the copy of relevant foreign licence and follow up other procedures prescribed in SLCAP 3080.
- Applicant should be present at the examination centre with photographic proof of identity.

7. Examination Pass Rules

- a. A pass in an examination paper will be awarded to an applicant achieving at least 75% of the marks allocated to that paper. There is no penalty marking.
- b. An applicant will be deemed to have successfully completed the required theoretical knowledge examination for the Private pilot licence when awarded a pass in all of the required papers within a period of 12 months counted from the end of the calendar month when the applicant first attempted an examination.
- c. An applicant will be deemed to have successfully completed the required theoretical knowledge examinations for the CPL, CPL/IR or ATPL when awarded a pass in all of the required papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.
- d. An applicant shall re-enter the complete examination as though for an initial attempt if he has failed to pass any single examination paper within four attempts, or has failed to pass all papers within either six attempts or the period mentioned in paragraphs (b) & (c) above. Before re-entry to the examinations the applicant shall undertake further training as determined by the Authority.

8. Acceptance Period

- a. A pass in the theoretical knowledge examinations will be accepted for the grant of the PPL(A/H) during the 24 months from the date of award of a Pass in all the required examination papers.
- b. A pass in the theoretical knowledge examinations will be accepted for the grant of the CPL(A/H) ; CPL/IR(A/H) or ATPL(A/H) during the 36 months from the date of award of a Pass in all the required examination papers.

9. Exemption

- a. Applicant who holds a current JAA licence issued by any JAA state is exempted from knowledge requirements other than on subject Air Law & Operational Procedures appropriate to each licence for conversion to a Srilankan licence subject to receiving verification from the respectable authority.
- b. Applicant who holds only a result sheet based on theoretical examination according to JAR requirements in any state is exempted from knowledge requirements other than on subject Air Law & Operational Procedures appropriate to each licence for issue of a Sri Lankan licence subject to receiving verification from the respectable authority.

APPENDIX IV

FI(A) TRAINING COURSE

GENERAL

Aim of the FI training course : To train licence holders to the level of competence in para 8 of IS 51

The training course should develop safety awareness throughout by teaching the knowledge, skills and attitudes relevant to the FI task including at least the following:

- (1) refresh the technical knowledge of the student instructor;
- (2) train the student instructor to teach the ground subjects and air exercises;
- (3) ensure that the student instructor's flying is of a sufficiently high standard;
- (4) teach the student instructor the principles of basic instruction and to apply them at the PPL level.

FLIGHT INSTRUCTION

The remaining 5 hours in FCL.930.FI (b)(3) may be mutual flying (that is, two applicants flying together to practice flight demonstrations). (d) The skill test is additional to the course training time.

CONTENT

The training course consists of two parts:

- (1) Part 1, theoretical knowledge, including the teaching and learning instruction that should comply with AMC1 FCL.920;
- (2) Part 2, flight instruction.

Part 1

TEACHING AND LEARNING

- (a) The course should include at least 125 hours of theoretical knowledge instruction, including at least 25 hours teaching and learning instruction.

CONTENT OF THE TEACHING AND LEARNING INSTRUCTIONS (INSTRUCTIONAL TECHNIQUES):

- (b) The learning process:
 - (1) motivation;
 - (2) perception and understanding;
 - (3) memory and its application;
 - (4) habits and transfer;
 - (5) obstacles to learning;
 - (6) incentives to learning;
 - (7) learning methods;
 - (8) rates of learning.
- (c) The teaching process:
 - (1) elements of effective teaching;
 - (2) planning of instructional activity;
 - (3) teaching methods;
 - (4) teaching from the 'known' to the 'unknown';
 - (5) use of 'lesson plans'.
- (d) Training philosophies:
 - (1) value of a structured (approved) course of training;
 - (2) importance of a planned syllabus;
 - (3) integration of theoretical knowledge and flight instruction;
- (e) Techniques of applied instruction:
 - (1) theoretical knowledge: classroom instruction techniques:

- (i) use of training aids;
 - (ii) group lectures;
 - (iii) individual briefings;
 - (iv) student participation or discussion.
 - (2) flight: airborne instruction techniques:
 - (i) the flight or cockpit environment;
 - (ii) techniques of applied instruction;
 - (iii) post-flight and in-flight judgement and decision making.
 - (f) Student evaluation and testing:
 - (1) assessment of student performance:
 - (i) the function of progress tests;
 - (ii) recall of knowledge;
 - (iii) translation of knowledge into understanding;
 - (iv) development of understanding into actions;
 - (v) the need to evaluate rate of progress.
 - (2) analysis of student errors:
 - (i) establish the reason for errors;
 - (ii) tackle major faults first, minor faults second;
 - (iii) avoidance of over criticism;
 - (iv) the need for clear concise communication.
 - (g) Training programme development:
 - (1) lesson planning;
 - (2) preparation;
 - (3) explanation and demonstration;
 - (4) student participation and practice;
 - (5) evaluation.
 - (h) Human performance and limitations relevant to flight instruction:
 - (1) physiological factors:
 - (i) psychological factors;
 - (ii) human information processing;
 - (iii) behavioural attitudes;
 - (iv) development of judgement and decision making.
 - (2) threat and error management.
 - (i) Specific hazards involved in simulating systems failures and malfunctions in the aircraft during flight:
 - (i) importance of 'touch drills';
 - (ii) situational awareness;
 - (iii) adherence to correct procedures.
 - (j) Training administration:
 - (1) flight or theoretical knowledge instruction records;
 - (2) pilot's personal flying logbook;
 - (3) the flight or ground curriculum;
 - (4) study material;
 - (5) official forms;
 - (6) flight manual or equivalent document (for example owner's manual or pilot's operating handbook);
 - (7) flight authorisation papers;
 - (8) aircraft documents;
 - (9) the private pilot's licence regulations.
- A. Aeroplanes

Part 2

AIR EXERCISES

- (a) The air exercises are similar to those used for the training of PPL(A) but with additional items designed to cover the needs of an FI.
- (b) The numbering of exercises should be used primarily as an exercise reference list and as a broad instructional sequencing guide: therefore the demonstrations and practices need not necessarily be given in the order listed. The actual order and content will depend upon the following interrelated factors:
 - (1) the applicant's progress and ability;
 - (2) the weather conditions affecting the flight;
 - (3) the flight time available;
 - (4) instructional technique considerations;
 - (5) the local operating environment.
- (c) It follows that student instructors will eventually be faced with similar interrelated factors. They should be shown and taught how to construct flight lesson plans, taking these factors into account, so as to make the best use of each flight lesson, combining parts of the set exercises as necessary.

GENERAL

- (d) The briefing normally includes a statement of the aim and a brief allusion to principles of flight only if relevant. An explanation is to be given of exactly what air exercises are to be taught by the instructor and practised by the student during the flight. It should include information on how the flight will be conducted, who is to fly the aeroplane and what airmanship, weather and flight safety aspects currently apply. The nature of the lesson will govern the order in which the constituent parts are to be taught.
- (e) The four basic components of the briefing will be:
 - (1) the aim;
 - (2) principles of flight (briefest reference only);
 - (3) the air exercise(s) (what, and how and by whom);
 - (4) airmanship (weather, flight safety etc.).

PLANNING OF FLIGHT LESSONS

- (f) The preparation of lesson plans is an essential prerequisite of good instruction and the student instructor is to be given supervised practice in the planning and practical application of flight lesson plans.

GENERAL CONSIDERATIONS

- (g) The student instructor should complete flight training to practise the principles of basic instruction at the PPL(A) level.
- (h) During this training, except when acting as a student pilot for mutual flights, the student instructor occupies the seat normally occupied by the FI(A).
- (i) It is to be noted that airmanship and look-out is a vital ingredient of all flight operations. Therefore, in the following air exercises the relevant aspects of airmanship are to be stressed at all times.
- (j) If the privileges of the FI(A) certificate are to include instruction for night flying, exercises 19 and 20 of the flight instruction syllabus should be undertaken at night in addition to by day either as part of the course or subsequent to certification issue.
- (k) The student instructor should learn how to identify common errors and how to correct them properly, which should be emphasised at all times.

SYLLABUS OF FLIGHT INSTRUCTION CONTENTS

LONG BRIEFINGS AND AIR EXERCISES Note: though exercise 11b is not required for the PPL(A) course, it is a requirement for the FI course.

EXERCISE 1: FAMILIARISATION WITH THE AEROPLANE

(a) Long briefing objectives:

- (1) introduction to the aeroplane;
- (2) explanation of the cockpit layout;
- (3) aeroplane and engine systems;
- (4) checklists, drills and controls;
- (5) propeller safety;
 - (i) precautions general;
 - (ii) precautions before and during hand turning;
 - (iii) hand swinging technique for starting (if applicable to type).
- (6) differences when occupying the instructor's seat;
- (7) emergency drills:
 - (i) action if fire in the air and on the ground: engine, cock or cabin and electrical fire;
 - (ii) system failure as applicable to type;
 - (iii) escape drills: location and use of emergency equipment and exits.

(b) Air exercise: all long briefing objectives mentioned above should also be trained on site during the air exercise.

EXERCISE 2: PREPARATION FOR AND ACTION AFTER FLIGHT

(a) Long briefing objectives:

- (1) flight authorisation and aeroplane acceptance, including technical log (if applicable) and certificate of maintenance;
- (2) equipment required for flight (maps, etc.);
- (3) external checks;
- (4) internal checks;
- (5) student comfort, harness, seat or rudder pedal adjustment;
- (6) starting and warming up checks;
- (7) power checks;
- (8) running down, system checks and switching off the engine;
- (9) leaving the aeroplane, parking, security and picketing;

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- (10) completion of authorisation sheet and aeroplane serviceability documents.

(b) Air exercise: all long briefing objectives mentioned above should also be trained on site during the air exercise.

EXERCISE 3: AIR EXPERIENCE

(a) Long briefing objectives: Note: there is no requirement for a long briefing for this exercise.

(b) Air exercise:

- (1) air experience;
- (2) cockpit layout, ergonomics and controls;
- (3) cockpit procedures: stability and control.

EXERCISE 4: EFFECTS OF CONTROLS

(a) Long briefing objectives:

- (1) function of primary flying controls: when laterally level and banked;
- (2) further effect of ailerons and rudder;
- (3) effect of inertia;
- (4) effect of air speed;
- (5) effect of slipstream;
- (6) effect of power;

- (7) effect of trimming controls;
- (8) effect of flaps;
- (9) operation of mixture control;
- (10) operation of carburettor heat control;
- (11) operation of cabin heat or ventilation systems;

(b) Air exercise:

- (1) primary effects of flying controls: when laterally level and banked;
- (2) further effects of ailerons and rudder;
- (3) effect of air speed;
- (4) effect of slipstream;
- (5) effect of power;
- (6) effect of trimming controls;
- (7) effect of flaps;
- (8) operation of mixture control;
- (9) operation of carburettor heat control;
- (10) operation of cabin heat or ventilation systems;
- (11) effect of other controls as applicable.

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EXERCISE 5: TAXIING

(a) Long briefing objectives:

- (1) pre-taxiing checks;
- (2) starting, control of speed and stopping;
- (3) engine handling;
- (4) control of direction and turning (including manoeuvring in confined spaces);
- (5) parking area procedures and precautions;
- (6) effect of wind and use of flying controls;
- (7) effect of ground surface;
- (8) freedom of Rudder movement;
- (9) marshalling signals;
- (10) instrument checks;
- (11) ATC procedures;
- (12) emergencies: steering failure and brake failure.

(b) Air exercise:

- (1) pre-taxiing checks;
- (2) starting, control of speed and stopping;
- (3) engine handling;
- (4) control of direction and turning;
- (5) turning in confined spaces;
- (6) parking area procedures and precautions;
- (7) effect of wind and use of flying control;
- (8) effect of ground surface;
- (9) freedom of Rudder movement;
- (10) marshalling signals;
- (11) instrument checks;
- (12) ATC procedures;
- (13) emergencies: steering failure and brake failure.

EXERCISE 6: STRAIGHT AND LEVEL FLIGHT

(a) Long briefing objectives:

- (1) the forces;
- (2) longitudinal stability and control in pitch;
- (3) relationship of CG to control in pitch;
- (4) lateral and directional stability (control of lateral level and balance);
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- (5) attitude and balance control;
- (6) trimming;
- (7) power settings and air speeds;
- (8) drag and power curves;
- (9) range and endurance.

(b) Air exercise:

- (1) at normal cruising power;
- (2) attaining and maintaining straight and level flight;
- (3) demonstration of inherent stability;
- (4) control in pitch, including use of elevator trim control;
- (5) lateral level, direction and balance, use of rudder trim controls as applicable at selected air speeds (use of power):
 - (i) effect of drag and use of power (two air speeds for one power setting);
 - (ii) straight and level in different aeroplane configurations (flaps and landing gear);
 - (iii) use of instruments to achieve precision flight.

EXERCISE 7: CLIMBING

(a) Long briefing objectives:

- (1) the forces;
- (2) relationship between power or air speed and rate of climb (power curves maximum rate of climb (v_y));
- (3) effect of mass;
- (4) effect of flaps;
- (5) engine considerations;
- (6) effect of density altitude;
- (7) the cruise climb;
- (8) maximum angle of climb (v_x).

(b) Air exercise:

- (1) entry and maintaining the normal maximum rate climb;
- (2) levelling off;
- (3) levelling off at selected altitudes;
- (4) climbing with flaps down;
- (5) recovery to normal climb;
- (6) en-route climb (cruise climb);
- (7) maximum angle of climb;
- (8) use of instruments to achieve precision flight.

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EXERCISE 8: DESCENDING

(a) Long briefing objectives:

- (1) the forces;
- (2) glide descent: angle, air speed and rate of descent;
- (3) effect of flaps;
- (4) effect of wind;
- (5) effect of mass;
- (6) engine considerations;

- (7) power assisted descent: power or air speed and rate of descent;
- (8) cruise descent;
- (9) sideslip.

(b) Air exercise:

- (1) entry and maintaining the glide;
- (2) levelling off;
- (3) levelling off at selected altitudes;
- (4) descending with flaps down;
- (5) powered descent: cruise descent (including effect of power and air speed);
- (6) side-slipping (on suitable types);
- (7) use of instrument to achieve precision flight.

EXERCISE 9: TURNING

(a) Long briefing objectives:

- (1) the forces;
- (2) use of controls;
- (3) use of power;
- (4) maintenance of attitude and balance;
- (5) medium level turns;
- (6) climbing and descending turns;
- (7) slipping turns;
- (8) turning onto selected headings: use of gyro heading indicator and magnetic compass.

(b) Air exercise:

- (1) entry and maintaining medium level turns;
- (2) resuming straight flight;
- (3) faults in the turn (incorrect pitch, bank and balance);
- (4) climbing turns;
- (5) descending turns;
- (6) slipping turns (on suitable types);
- (7) turns to selected headings: use of gyro heading indicator and magnetic compass
- (8) use of instruments to achieve precision flight;

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Note: stall or spin awareness and avoidance training consists of exercises 10a, 10b and 11a.

EXERCISE 10a: SLOW FLIGHT

(a) Long briefing objectives:

- (1) aeroplane handling characteristics during slow flight at:
 - (i) vs_1 & $v_{so} + 10$ knots;
 - (ii) vs_1 & $v_{so} + 5$ knots.
- (2) slow flight during instructor induced distractions;
- (3) effect of overshooting in configurations where application of engine power causes a strong 'nose-up' trim change.

(b) Air exercise:

- (1) safety checks;
- (2) introduction to slow flight;
- (3) controlled slow flight in the clean configuration at:
 - (i) $vs_1 + 10$ knots and with flaps down;
 - (ii) $v_{so} + 10$ knots;
 - (iii) straight and level flight;
 - (iv) level turns;
 - (v) climbing and descending;

- (vi) climbing and descending turns.
 - (4) controlled slow flight in the clean configuration at:
 - (i) $v_{s1} + 5$ knots and with flaps down;
 - (ii) $v_{so} + 5$ knots;
 - (iii) straight and level flight;
 - (iv) level turns;
 - (v) climbing and descending;
 - (vi) climbing and descending turns;
 - (vii) descending 'unbalanced' turns at low air speed: the need to maintain balanced flight.
 - (5) 'instructor induced distractions' during flight at low air speed: the need to maintain balanced flight and a safe air speed;
 - (6) effect of going around in configurations where application of engine power causes a strong 'nose up' trim change.
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EXERCISE 10b: STALLING

(a) Long briefing objectives:

- (1) characteristics of the stall;
- (2) angle of attack;
- (3) effectiveness of the controls at the stall;
- (4) factors affecting the stalling speed:
 - (i) effect of flaps, slats and slots;
 - (ii) effect of power, mass, CG and load factor.
- (5) effects of unbalance at the stall;
- (6) symptoms of the stall;
- (7) stall recognition and recovery;
- (8) stalling and recovery:
 - (i) without power;
 - (ii) with power on;
 - (iii) with flaps down;
 - (iv) maximum power climb (straight and turning flight to the point of stall with uncompensated yaw);
 - (v) stalling and recovery during manoeuvres involving more than 1 G (accelerated stalls, including secondary stalls and recoveries);
 - (vi) recovering from incipient stalls in the landing and other configurations and conditions;
 - (vii) recovering at the incipient stage during change of configuration;
 - (viii) stalling and recovery at the incipient stage with 'instructor induced' distractions. Note: consideration is to be given to manoeuvre limitations and references to the flight manual or equivalent document (for example owner's manual or pilot's operating handbook) in relation to mass and balance limitations. The safety checks should take into account the minimum safe altitude for initiating such exercises in order to ensure an adequate margin of safety for the recovery. If specific procedures for stalling or spinning exercises and for the recovery techniques are provided by the flight manual or equivalent document (for example owner's manual or pilot's operating handbook), they have to be taken into consideration. These factors are also covered in the next exercise spinning.

(b) Air exercise:

- (1) safety checks;
- (2) symptoms of the stall;

(3) stall recognition and recovery:

- (i) without power;
- (ii) with power on;
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- (iii) recovery when a wing drops at the stall;
- (iv) stalling with power 'on' and recovery;
- (v) stalling with flap 'down' and recovery;
- (vi) maximum power climb (straight and turning flight) to the point of stall with uncompensated yaw: effect of unbalance at the stall when climbing power is being used;
- (vii) stalling and recovery during manoeuvres involving more than 1 G (accelerated stalls, including secondary stalls and recoveries);
- (viii) recoveries from incipient stalls in the landing and other configurations and conditions;
- (ix) recoveries at the incipient stage during change of configuration;
- (x) instructor induced distractions during stalling. Note: consideration of manoeuvre limitations and the need to refer to the aeroplane manual and weight (mass) and balance calculations. The safety checks should take into account the minimum safe altitude for initiating such exercises in order to ensure an adequate margin of safety for the recovery. If specific procedures for stalling or spinning exercises and for the recovery techniques are provided by the flight manual or equivalent document (for example owner's manual or pilot's operating handbook), they have to be taken into consideration. These factors are to be covered in the next exercise: spinning.

EXERCISE 11a: SPIN RECOVERY AT THE INCIPIENT STAGE

(a) Long briefing objectives:

- (1) causes, stages, autorotation and characteristics of the spin;
- (2) recognition and recovery at the incipient stage: entered from various flight attitudes;
- (3) aeroplane limitations.

(b) Air exercise:

- (1) aeroplane limitations;
- (2) safety checks;
- (3) recognition at the incipient stage of a spin;
- (4) recoveries from incipient spins entered from various attitudes with the aeroplane in the clean configuration, including instructor induced distractions.

EXERCISE 11b: SPIN RECOVERY AT THE DEVELOPED STAGE

(a) Long briefing objectives:

- (1) spin entry;
 - (2) recognition and identification of spin direction;
 - (3) spin recovery;
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 - (4) use of controls;
 - (5) effects of power or flaps (flap restriction applicable to type);
 - (6) effect of the CG upon spinning characteristics;
 - (7) spinning from various flight attitudes;
 - (8) aeroplane limitation;
 - (9) safety checks.
- (b) Air exercise:
- (1) aeroplane limitations;

- (2) safety checks;
- (3) spin entry;
- (4) recognition and identification of the spin direction;
- (5) spin recovery (reference to flight manual);
- (6) use of controls;
- (7) effects of power or flaps (restrictions applicable to aeroplane type);
- (8) spinning and recovery from various flight attitudes.

EXERCISE 12: TAKE-OFF AND CLIMB TO DOWNWIND POSITION

(a) Long briefing objectives:

- (1) handling: factors affecting the length of take-off run and initial climb;
- (2) correct lift off speed, use of elevators (safeguarding the nose wheel), rudder and power;
- (3) effect of wind (including crosswind component);
- (4) effect of flaps (including the decision to use and the amount permitted);
- (5) effect of ground surface and gradient upon the take-off run;
- (6) effect of mass, altitude and temperature on take-off and climb performance;
- (7) pre take-off checks;
- (8) ATC procedure before take-off;
- (9) drills, during and after take-off;
- (10) noise abatement procedures;
- (11) tail wheel considerations (as applicable);
- (12) short or soft field take-off considerations or procedures;
- (13) emergencies:
 - (i) aborted take-off;
 - (ii) engine failure after take-off.
- (14) ATC procedures.

(b) Air exercise:

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- (1) take-off and climb to downwind position;
- (2) pre take-off checks;
- (3) into wind take-off;
- (4) safeguarding the nose wheel;
- (5) crosswind take-off;
- (6) drills during and after take-off;
- (7) short take-off and soft field procedure or techniques (including performance calculations);
- (8) noise abatement procedures.

EXERCISE 13: CIRCUIT, APPROACH AND LANDING

(a) Long briefing objectives:

- (1) downwind leg, base leg and approach: position and drills;
- (2) factors affecting the final approach and the landing run;
- (3) effect of mass;
- (4) effects of altitude and temperature;
- (5) effect of wind;
- (6) effect of flap;
- (7) landing;
- (8) effect of ground surface and gradient upon the landing run;
- (9) types of approach and landing:
 - (i) powered;
 - (ii) crosswind;
 - (iii) flapless (at an appropriate stage of the course);
 - (iv) glide;
 - (v) short field;

- (vi) soft field.
- (10) tail wheel aeroplane considerations (as applicable);
- (11) missed approach;
- (12) engine handling;
- (13) wake turbulence awareness;
- (14) windshear awareness;
- (15) ATC procedures;
- (16) mislanding and go-around;
- (17) special emphasis on look-out.
- (b) Air exercise:
 - (1) circuit approach and landing;
 - (2) circuit procedures: downwind and base leg;
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 - (3) powered approach and landing;
 - (4) safeguarding the nose wheel;
 - (5) effect of wind on approach and touchdown speeds and use of flaps;
 - (6) crosswind approach and landing;
 - (7) glide approach and landing;
 - (8) flapless approach and landing (short and soft field);
 - (9) short field and soft field procedures;
 - (10) wheel landing (tail wheel aircraft);
 - (11) missed approach and go-around;
 - (12) mislanding and go-around;
 - (13) noise abatement procedures.

EXERCISE 14: FIRST SOLO AND CONSOLIDATION

Note: a summary of points to be covered before sending the student on first solo.

- (a) Long briefing objectives: During the flights immediately following the solo circuit consolidation period the following should be covered:
 - (1) procedures for leaving and rejoining the circuit;
 - (2) local area (restrictions, controlled airspace, etc.);
 - (3) compass turns;
 - (4) QDM meaning and use.
- (b) Air exercise: all long briefing objectives mentioned above should also be trained on site during the air exercise.

EXERCISE 15: ADVANCED TURNING

- (a) Long briefing objectives:
 - (1) the forces;
 - (2) use of power;
 - (3) effect of load factor:
 - (i) structural considerations;
 - (ii) increased stalling speed.
 - (4) physiological effects;
 - (5) rate and radius of turn;
 - (6) steep, level, descending and climbing turns;
 - (7) stalling in the turn and how to avoid it;
 - (8) spinning from the turn: recovery at the incipient stage;
 - (9) spiral dive;
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 - (10) unusual attitudes and recoveries. Note: considerations are to be given to manoeuvre limitations and reference to the flight manual or equivalent document (for example owner's manual or pilot's operating handbook) in relation to mass and balance, and any other restrictions for practice entries to the spin.

(b) Air exercise:

- (1) level, descending and climbing steep turns;
- (2) stalling in the turn;
- (3) spiral dive;
- (4) spinning from the turn;
- (5) recovery from unusual attitudes;
- (6) maximum rate turns.

EXERCISE 16: FORCED LANDING WITHOUT POWER

(a) Long briefing objectives:

- (1) selection of forced landing areas;
- (2) provision for change of plan;
- (3) gliding distance: consideration;
- (4) planning the descent;
- (5) key positions;
- (6) engine failure checks;
- (7) use of radio: R/T 'distress' procedure;
- (8) base leg;
- (9) final approach;
- (10) go-around;
- (11) landing considerations;
- (12) actions after landing: aeroplane security;
- (13) causes of engine failure.

(b) Air exercise:

- (1) forced landing procedures;
- (2) selection of landing area:
 - (i) provision for change of plan;
 - (ii) gliding distance considerations.
- (3) planning the descent;
- (4) key positions;
- (5) engine failure checks;
- (6) engine cooling precautions;
- (7) use of radio;
- (8) base leg;
- (9) final approach;
- (10) landing;
- (11) actions after landing: when the exercise is conducted at an aerodrome;
- (12) aeroplane security.

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EXERCISE 17: PRECAUTIONARY LANDING

(a) Long briefing objectives:

- (1) occasions when necessary (in-flight conditions);
- (2) landing area selection and communication (R/T procedure);
- (3) overhead inspection;
- (4) simulated approach;
- (5) climb away;
- (6) landing area selection:
 - (i) normal aerodrome;
 - (ii) disused aerodrome;
 - (iii) ordinary field;
- (7) circuit and approach;
- (8) actions after landing; aeroplane security.

(b) Air exercise:

- (1) occasions when necessary (in-flight conditions):

- (2) landing area selection
- (3) overhead inspection
- (4) simulated approach
- (5) climb away
- (6) landing area selection:
 - (i) normal aerodrome;
 - (ii) disused aerodrome;
 - (iii) ordinary field;
- (7) circuit and approach;
- (8) actions after landing; aeroplane security;

EXERCISE 18a: NAVIGATION

(a) Long briefing objectives:

- (1) flight planning;
 - (i) weather forecast and actual(s);
 - (ii) map selection, orientation, preparation and use:

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 - (A) choice of route;
 - (B) regulated or controlled airspace;
 - (C) danger, prohibited and restricted areas;
 - (D) safety altitude.
 - (iii) calculations:
 - (A) magnetic heading(s) and time(s) en-route;
 - (B) fuel consumption;
 - (C) mass and balance;
 - (D) mass and performance.
 - (iv) flight information:
 - (A) NOTAMs etc.;
 - (B) noting of required radio frequencies;
 - (C) selection of alternate aerodrome(s).
 - (v) aeroplane documentation.
 - (vi) notification of the flight:
 - (A) pre-flight administration procedures;
 - (B) flight plan form (where appropriate).
- (2) departure;
 - (i) organisation of cockpit workload;
 - (ii) departure procedures:
 - (A) altimeter settings;
 - (B) setting heading procedures;
 - (C) noting of ETA(s).
 - (iii) en-route map reading: identification of ground features;
 - (iv) maintenance of altitudes and headings;
 - (v) revisions to ETA and heading, wind effect, drift angle and groundspeed checks;
 - (vi) log keeping;
 - (vii) use of radio (including VDF if applicable);
 - (viii) minimum weather conditions for continuance of flight;
 - (ix) 'in-flight' decisions;
 - (x) diversion procedures;
 - (xi) operations in regulated or controlled airspace;
 - (xii) procedures for entry, transit and departure;
 - (xiii) navigation at minimum level;
 - (xiv) uncertainty of position procedure, including R/T procedure;
 - (xv) lost procedure;

- (xvi) use of radio nav aids.
- (3) arrival procedures and aerodrome circuit joining procedures:
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 - (i) ATC liaison, R/T procedure, etc.;
 - (ii) altimeter setting,
 - (iii) entering the traffic pattern (controlled or uncontrolled aerodromes);
 - (iv) circuit procedures;
 - (v) parking procedures;
 - (vi) security of aircraft;
 - (vii) refuelling;
 - (viii) booking in.
- (b) Air exercise:
 - (1) flight planning:
 - (i) weather forecast and actual(s);
 - (ii) map selection and preparation:
 - (A) choice of route;
 - (B) regulated or controlled airspace;
 - (C) danger, prohibited and restricted areas;
 - (D) safety altitude.
 - (iii) calculations:
 - (A) magnetic heading(s) and time(s) en-route;
 - (B) fuel consumption;
 - (C) mass and balance;
 - (D) mass and performance.
 - (iv) flight information:
 - (A) NOTAMs etc.;
 - (B) noting of required radio frequencies;
 - (C) selection of alternate aerodromes.
 - (v) aircraft documentation;
 - (vi) notification of the flight:
 - (A) flight clearance procedures (as applicable);
 - (B) flight plans.
 - (2) aerodrome departure;
 - (i) organisation of cockpit workload;
 - (ii) departure procedures:
 - (A) altimeter settings;
 - (B) en-route;
 - (C) noting of ETA(s).
 - (iii) wind effect, drift angle and ground speed checks;
 - (iv) maintenance of altitudes and headings;
 - (v) revisions to ETA and heading;
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 - (vi) log keeping;
 - (vii) use of radio (including VDF if applicable);
 - (viii) minimum weather conditions for continuance of flight;
 - (ix) 'in-flight' decisions;
 - (x) diversion procedure;
 - (xi) operations in regulated or controlled airspace;
 - (xii) procedures for entry, transit and departure;
 - (xiii) uncertainty of position procedure;
 - (xiv) lost procedure;
 - (xv) use of radio nav aids.
- (3) arrival procedures and aerodrome circuit joining procedures:

- (i) ATC liaison, R/T procedure etc.;
- (ii) altimeter setting,
- (iii) entering the traffic pattern;
- (iv) circuit procedures;
- (v) parking procedures
- (vi) security of aircraft;
- (vii) refuelling;
- (viii) booking in.

EXERCISE 18b: NAVIGATION AT LOWER LEVELS AND IN REDUCED VISIBILITY

(a) Long briefing objectives:

(1) general considerations:

- (i) planning requirements before flight in entry or exit lanes;
- (ii) ATC rules, pilot qualifications and aircraft equipment;
- (iii) entry or exit lanes and areas where specific local rules apply.

(2) low level familiarisation:

- (i) actions before descending;
- (ii) visual impressions and height keeping at low altitude;
- (iii) effects of speed and inertia during turns;
- (iv) effects of wind and turbulence;

(3) low level operation:

- (i) weather considerations;
- (ii) low cloud and good visibility;
- (iii) low cloud and poor visibility;
- (iv) avoidance of moderate to heavy rain showers;
- (v) effects of precipitation;

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- (vi) joining a circuit;
- (vii) bad weather circuit, approach and landing.

(b) Air exercise:

(1) general considerations: entry or exit lanes and areas where specific local rules apply;

(2) low level familiarisation:

- (i) actions before descending;
- (ii) visual impressions and height keeping at low altitude;
- (iii) effects of speed and inertia during turns;
- (iv) effects of wind and turbulence;
- (v) hazards of operating at low levels;

(3) low level operation:

- (i) weather considerations;
- (ii) low cloud and good visibility;
- (iii) low cloud and poor visibility;
- (iv) avoidance of moderate to heavy rain showers;
- (v) effects of precipitation (forward visibility);
- (vi) joining a circuit;
- (vii) bad weather circuit, approach and landing.

EXERCISE 18c: USE OF RADIO NAVIGATION AIDS UNDER VFR

(a) Long briefing objectives:

(1) use of VOR:

- (i) availability, AIP and frequencies;
- (ii) signal reception range;
- (iii) selection and identification;
- (iv) radials and method of numbering;
- (v) use of OBS;

- (vi) to or from indication and station passage;
 - (vii) selection, interception and maintaining a radial;
 - (viii) use of two stations to determine position.
- (2) use of ADF equipment:
 - (i) availability of NDB stations, AIP and frequencies;
 - (ii) signal reception range;
 - (iii) selection and identification;
 - (iv) orientation in relation to NDP;
 - (v) homing to an NDP.
- (3) use of VHF/DF:
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 - (i) availability. AIP and frequencies;
 - (ii) R/T procedures;
 - (iii) obtaining QDMs and QTEs.
- (4) use of radar facilities:
 - (i) availability and provision of service and AIS;
 - (ii) types of service;
 - (iii) R/T procedures and use of transponder:
 - (A) mode selection;
 - (B) emergency codes.
- (5) use of distance DME:
 - (i) availability and AIP;
 - (ii) operating modes;
 - (iii) slant range.
- (6) use of GNSS (RNAV – SATNAV):
 - (i) availability;
 - (ii) operating modes;
 - (iii) limitations.
- (b) Air exercise:
 - (1) use of VOR:
 - (i) availability, AIP and frequencies;
 - (ii) selection and identification;
 - (iii) use of OBS;
 - (iv) to or from indications: orientation;
 - (v) use of CDI;
 - (vi) determination of radial;
 - (vii) intercepting and maintaining a radial;
 - (viii) VOR passage;
 - (ix) obtaining a fix from two VORs.
 - (2) use of ADF equipment;
 - (i) availability of NDB stations, AIP and frequencies;
 - (ii) selection and identification;
 - (iii) orientation relative to the beacon;
 - (iv) homing.
 - (3) use of VHF/DF:
 - (i) availability, AIP and frequencies;
 - (ii) R/T procedures and ATC liaison;
 - (iii) obtaining a QDM and homing.
 - (4) use of en-route or terminal radar:
 - (i) availability and AIP;
 - (ii) procedures and ATC liaison;
 - (iii) pilot's responsibilities;
 - (iv) secondary surveillance radar;

- (v) transponders;
- (vi) code selection;
- (vii) interrogation and reply.
- (5) use of DME:
 - (i) station selection and identification;
 - (ii) modes of operation.
- (6) use of GNSS (RNAV – SATNAV):
 - (i) setting up;
 - (ii) operation;
 - (iii) interpretation.

EXERCISE 19: BASIC INSTRUMENT FLIGHT

(a) Long briefing objectives:

- (1) flight instruments;
 - (i) physiological sensations;
 - (ii) instrument appreciation;
 - (iii) attitude instrument flight;
 - (iv) pitch indications;
 - (v) bank indications;
 - (vi) different dial presentations;
 - (vii) introduction to the use of the attitude indicator;
 - (viii) pitch attitude;
 - (ix) bank attitude;
 - (x) maintenance of heading and balanced flight;
 - (xi) instrument limitations (inclusive system failures).
- (2) attitude, power and performance;
 - (i) attitude instrument flight;
 - (ii) control instruments;
 - (iii) performance instruments;
 - (iv) effect of changing power and configuration;
 - (v) cross-checking the instrument indications;
 - (vi) instrument interpretation;
 - (vii) direct and indirect indications (performance instruments);
 - (viii) instrument lag;
- (3) basic flight manoeuvres (full panel);
 - (i) straight and level flight at various air speeds and aeroplane configurations;
 - (ii) climbing;
 - (iii) descending;
 - (iv) standard rate turns onto pre-selected headings:
 - (A) level;
 - (B) climbing;
 - (C) descending.

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(b) Air exercise:

- (1) Introduction to instrument flying
 - (i) flight instruments;
 - (ii) physiological sensations;
 - (iii) instrument appreciation;
 - (iv) attitude instrument flight;
 - (v) pitch attitude;
 - (vi) bank attitude;
 - (vii) maintenance of heading and balanced flight;

- (2) attitude, power and performance;
 - (i) attitude instrument flight;
 - (ii) effect of changing power and configuration;
 - (iii) cross-checking the instruments;
 - (iv) selective radial scan;
- (3) basic flight manoeuvres (full panel);
 - (i) straight and level flight at various air speeds and aeroplane configurations;
 - (ii) climbing;
 - (iii) descending;
 - (iv) standard rate turns onto pre-selected headings:
 - (A) level;
 - (B) climbing;
 - (C) descending.

EXERCISE 20: NIGHT FLYING (if night instructional qualification required)

(a) Long briefing objectives:

- (1) start up procedures;
- (2) local procedures: including ATC liaison;
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- (3) taxiing:
 - (i) parking area and taxiway lighting;
 - (ii) judgement of speed and distances;
 - (iii) use of taxiway lights;
 - (iv) avoidance of hazards: obstruction lighting;
 - (v) instrument checks;
 - (vi) holding point: lighting procedure;
 - (vii) initial familiarisation at night;
 - (viii) local area orientation;
 - (ix) significance of lights on other aircraft;
 - (x) ground obstruction lights;
 - (xi) division of piloting effort: external or instrument reference;
 - (xii) rejoining procedure;
 - (xiii) aerodrome lighting: approach and runway lighting (including VASI and PAPI):
 - (A) threshold lights;
 - (B) approach lighting;
 - (C) visual approach slope indicator systems.
- (4) night circuits;
 - (i) take-off and climb:
 - (A) line up;
 - (B) visual references during the take-off run;
 - (C) transfer to instruments;
 - (D) establishing the initial climb;
 - (E) use of flight instruments;
 - (F) instrument climb and initial turn.
 - (ii) circuit:
 - (A) aeroplane positioning: reference to runway lighting;
 - (B) the traffic pattern and look-out;
 - (C) initial approach and runway lighting demonstration;
 - (D) aeroplane positioning;
 - (E) changing aspect of runway lights and VASI (or PAPI);
 - (F) intercepting the correct approach path;
 - (G) the climb away.

- (iii) approach and landing:
 - (A) positioning, base leg and final approach;
 - (B) diurnal wind effect;
 - (C) use of landing lights;
 - (D) the flare and touchdown;
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 - (E) the roll out;
 - (F) turning off the runway: control of speed.
 - (iv) missed approach:
 - (A) use of instruments;
 - (B) re-positioning in the circuit pattern;
 - (5) night navigation:
 - (i) particular emphasis on flight planning;
 - (ii) selection of ground features visible at night:
 - (A) air light beacons;
 - (B) effect of cockpit lighting on map colours;
 - (C) use of radio aids;
 - (D) effect of moonlight upon visibility at night;
 - (iii) emphasis on maintaining a 'minimum safe altitude';
 - (iv) alternate aerodromes: restricted availability;
 - (v) restricted recognition of weather deterioration;
 - (vi) lost procedures;
 - (6) night emergencies;
 - (i) radio failure;
 - (ii) failure of runway lighting;
 - (iii) failure of aeroplane landing lights;
 - (iv) failure of aeroplane internal lighting;
 - (v) failure of aeroplane navigation lights;
 - (vi) total electrical failure;
 - (vii) abandoned take-off;
 - (viii) engine failure;
 - (ix) obstructed runway procedure.
- (b) Air exercise: during the air exercise all long briefing objectives mentioned above should also be trained on site and the student instructor should demonstrate the following items:
 - (1) how to plan and to perform a flight at night;
 - (2) how to advise the student pilot to plan and prepare a flight at night;
 - (3) how to advise the student pilot to perform a flight at night;
 - (4) how to analyse and correct errors as necessary.

APPENDIX V

Syllabus for issuance of Multi Engine Rating

Aim : to training the students for issuance of multi engine rating

Course details

Flight Training Elements

The Flight Training element of the Multi Engine Piston (MEP) Class Rating course shall consist of 6 hours of dual instruction, and include 3.5 hours of asymmetric training. The outline syllabus is as follows:

| Exercise | Description | Total Time | Asym |
|----------|-------------------------------------|------------|---------|
| F1 | Initial Type Conversion | 1 hr | |
| F2 | General Handling and Circuits | 1 hr | |
| F3 | Introduction to Asymmetric Flight | 1 hr | 1 hr |
| F4 | Critical and Safety Speeds | 1 hr | 1 hr |
| F5 | Asymmetric Circuits | 1 hr | 1 hr |
| F6 | Asymmetric Performance and Circuits | 1 hr | 30 min |
| Totals | | 6 hr | 3 hr 30 |

Details of each flight exercise are set out in the following pages.

On satisfactory completion of the course, the applicant shall be competent to handle the aeroplane safely and confidently under both the normal and asymmetric condition. This should result in a pass at the Class Rating Skill Test in accordance with Appendix 9 to Part-FCL with a Flight Examiner (FE) or a Class Rating Examiner (CRE).

Where training is completed on aeroplanes having fixed landing gear, Differences Training is mandatory before operating MEP aeroplanes with retractable landing gear; this should include asymmetric practice. When training is completed on aeroplanes with retractable landing gear, there is no mandatory Differences Training required to fly an aeroplane with a fixed landing gear; performance considerations relating to aeroplanes with fixed landing gear shall also be discussed as part of the course. Where training is completed on a MEP aeroplane with no critical engine, the training shall include reference to aeroplanes with a critical engine.

Where MEP courses are completed on aeroplanes that have automatic engine control systems, and advanced instrumentation, ground training shall include conventional controls and instrumentation. Differences training will be mandatory before operating conventional multi engine aeroplanes.

Flight Exercise F1 - Initial Type Conversion

Duration: 1 hour

Aim: To learn the characteristics of a multi-engine aeroplane in normal flight.

Air Exercise:

1. Pre-flight Preparation and Aircraft Inspection
2. Start-up and Taxiing:
 - Cockpit familiarisation
 - Checklist procedures
 - Engine start
 - Engine fire on the ground
 - Taxiing: use of brakes and throttles
3. Take-off and Climb:
 - Check list procedures
 - Normal take-off/cross-wind take-off
 - After take-off checks
 - Normal climb, climbing turns
 - Throttle and VP propeller
4. Cruise:
 - Level off
 - Use of trim
 - Effect of flaps, undercarriage
 - Normal turns
 - Cruise checks
5. Engine Handling:
 - Engine temperatures and pressures
 - Use of: mixture control; carburettor de-icing and engine anti-icing
6. In Flight Emergencies (other than engine fire/failure):
 - Hydraulic
 - Electric
 - Airframe and engine icing
 - Fire
 - Propeller Overspeed
 - Others as per Flight Manual
7. Steep turns (45° bank)
8. Descending:
 - Descent checks
 - Normal descent and descending turns
 - Mixture control
 - Carburettor de-icing
9. Demonstration Normal Circuit:
 - Checklist procedures
 - Approach
 - Normal landing

Skill Standard: The applicant shall be able to demonstrate competent handling of the aeroplane both in the air and on the ground, and be able to carry out normal operations in accordance with the aircraft checklist.

Flight Exercise F2 - General Handling and Circuits

Duration: 1 hour

Aim: To learn stall recognition and recovery, multi engine circuit procedures and to revise aeroplane and engine handling.

Air Exercise:

1. Start-up and Taxi
2. Take-off and Climb
3. Stalling:
 - Checks
 - Clean configuration - power off
 - Approach configuration – with power
 - Landing configuration – with power
 - Take-off configuration
4. Circuit Procedures - Both Engines Operative:
 - Normal configuration
 - Flapless approach and landing
 - Performance landing
 - Go-around

5. Undercarriage Emergency Procedures including lowering

Skill Standard: The applicant shall be able to demonstrate ability to handle all aspects of normal aeroplane operation including stall recovery with all engines operative.

Flight Exercise F3 - Introduction to Asymmetric Flight

Duration: 1 hour

Aim: To learn to recognise the symptoms of an engine failure, to identify the failed engine, carry out appropriate drills, and learn to operate the aeroplane safely following the total loss of power on one engine.

Air Exercise:

1. Take-Off and Climb
2. Simulated Engine Failure:
 - Effect of engine failure:
 - Visual
 - Instrument
 - Performance
 - Control after engine failure:
 - Yaw
 - Roll
 - Pitch
 - Identification of failed engine
 - Dead leg - dead engine
 - Instrument indications
 - Engine failure in turns:
 - Inboard, outboard
 - Identification

- Control
 - Alternative method of control - close all throttles
3. Airspeed/Power Relationship:
- Effect on control of:
 - Varying speed at constant power
 - Varying power at constant speed
 - Importance of feathering
4. Single-Engine Flight: (Consider engine cooling; weather and proximity of suitable airfield):
- Demonstrate full feathering drill (engine shut-down) using checklist procedures.
 - Aeroplane handling with one engine inoperative:
 - Power required
 - Trim position for balanced flight
 - Flight controls positions for balanced flight
 - Demonstrate fuel cross-feed
 - Demonstrate un-feather drill using checklist procedures
 - Demonstrate zero thrust condition determination of 'zero thrust' settings
5. Practice aeroplane Handling In Asymmetric Flight
- Skill Standard:** The applicant shall be able to identify a failed engine, demonstrate safe handling of the aeroplane in asymmetric flight, and demonstrate the immediate actions required following an engine failure.

Flight Exercise F4 - Critical and Safety Speeds

Duration: 1 hour

Aim: To learn the advantages of propeller feathering and application of bank towards the live engine following loss of an engine at low speed.

Air Exercise:

1. Revise Engine Failure: Control and Identification
2. Critical Speeds:
 - Critical speed - wings level - windmilling engine
 - Critical speed - wings level – feathered prop (zero thrust)
 - Critical speed - wings level – feathered prop - 5° bank
3. Engine Failure during Take-off:
 - Engine failure below Take-Off Safety Speed (TOSS)
 - Engine failure at or above TOSS
 - Full Engine Failure After Take-Off (EFATO) Drill
 - Single engine climb
4. Practice of Feathering and Un-feathering Drill (engine shut-down)
5. Demonstrate Asymmetric Circuit, go-around and Landing

Skill Standard: The applicant shall demonstrate an understanding of the significance of critical speeds and take-off safety speeds (TOSS), and be able to carry out correctly the engine failure drill in flight or during take-off.

Flight Exercise F5 - Asymmetric Circuits

Duration: 1 hour

Aim: To learn to handle an engine failure shortly after take-off or on the go-around, to carry out the EFATO drills, an asymmetric circuit, go-around and a subsequent landing.

Air Exercise:

1. Take-off Brief
2. Engine Failure After Take-off
3. Asymmetric Circuit:
 - Power settings and speeds
 - Use of Flap
 - Undercarriage and flap operation
 - Normal
 - Emergency
 - Asymmetric Committal Height
 - Go-around;
 - Decision
 - Actions
 - Landing
 - Use of flap
 - Foot load
 - Taxiing

Skill Standard: The applicant shall be able to identify the engine failure after take-off, control the aeroplane; carry out the EFATO drills correctly, and fly an asymmetric circuit to go around or to continue to land.


Flight Exercise F6 - Asymmetric Performance and Circuit

Duration: 1 hour

Aim: To revise the effects of asymmetric operation on aeroplane systems and performance and to practise asymmetric circuits.

Air Exercise:

1. Effect On Aircraft Systems:
 - Engine parameters
 - Electrical system operation
 - Hydraulic system operation
 - Fuel system:
 - Cross feed
 - Fuel consumption
 - Other systems - type related
2. Effect on Aeroplane Performance of:
 - Feathering
 - Configuration (e.g. flaps, undercarriage)
 - Departure from scheduled speeds
3. Effect on Climb/Cruise Performance:
 - Climb
 - Range
 - Endurance

| | | | |
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4. Asymmetric Circuits

Skill Standard: The applicant shall be able to operate the aeroplane safely in all phases of flight, including following total loss of power on one engine