

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR: **KP 472 TAHUN 2013**

TENTANG

PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-5.2 (*STAFF INSTRUCTION PART 8900-5.2*) TENTANG PROSEDUR PERSONIL LISENSI DAN TANGGUNG JAWAB INSPEKTUR OPERASI PENERBANGAN (*PERSONNEL LICENSING PROCEDURE AND FLIGHT OPERATIONS INSPECTOR TASKS AND RESPONSIBILITIES*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa dalam Peraturan Direktur Jenderal Perhubungan Udara Nomor: SKEP/132/VI/2008 tentang Petunjuk Pelaksana (Staff Instruction) (SI) 61-01 Mengenai Tugas dan Tanggung Jawab Inspektur Operasi Penerbangan (Flight Operations Inspector Tasks And Responsibilities), telah diatur mengenai tugas dan tanggung jawab Inspektur Operasi Penerbangan;
 - b. bahwa guna perbaikan proses administrasi sistem lisensi personil penerbangan bagian operasi, perlu disusun prosedur personil lisensi dan tanggung jawab Inspektur Operasi Penerbangan;
 - c. bahwa untuk melaksanakan hal sebagaimana dimaksud pada huruf a dan huruf b, perlu ditetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian 8900-5.2 (*Staff Instruction*) Tentang Prosedur Personil Lisensi dan Tanggung Jawab Inspektur Operasi Penerbangan (*Personnel Licensing and Flight Operations Inspector Tasks and Responsibilities*);

- Mengingat :
1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Republik Indonesia Tahun 2001 Nomor 9, Tambahan Lembaran Republik Indonesia Nomor 4075);
 3. Peraturan Presiden Nomor 47 Tahun 2009 tentang Pembentukan dan Organisasi Kementerian Negara sebagaimana diubah terakhir dengan Peraturan Presiden Nomor 91 Tahun 2011;
 4. Peraturan Presiden Nomor 24 Tahun 2010 tentang Kedudukan, Tugas, dan Fungsi Kementerian Negara serta Susunan Organisasi, Tugas, dan Fungsi Eselon I Kementerian Negara sebagaimana diubah terakhir dengan Peraturan Presiden Nomor 38 Tahun 2013;
 5. Keputusan Menteri Perhubungan Nomor KM 42 Tahun 2001 tentang Sertifikasi Penerbang dan Instruktur Terbang sebagaimana diubah terakhir dengan Peraturan Menteri Perhubungan Nomor KM 30 Tahun 2010;
 6. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan;

MEMUTUSKAN:

- Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 8900-5.2 (*STAFF INSTRUCTION*) TENTANG PROSEDUR PERSONIL LISENSI DAN TANGGUNG JAWAB INSPEKTUR OPERASI PENERBANGAN (*PERSONNEL LICENSING PROCEDURE AND FLIGHT OPERATIONS INSPECTOR TASKS AND RESPONSIBILITIES*).

Pasal 1

Memberlakukan Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian 8900-5.2 (*Staff Instruction*) Tentang Prosedur Personil Lisensi dan Tanggung Jawab Inspektur Operasi Penerbangan (*Personnel Licensing Procedures and Flight Operations Inspector Tasks and Responsibilities*), sebagaimana tercantum dalam Lampiran Peraturan ini.

Pasal 2

Pada saat Peraturan ini mulai berlaku:

- a. Peraturan Direktur Jenderal Perhubungan Udara Nomor: SKEP/132/VI/2008 tentang Petunjuk Pelaksana (*Staff Instruction*) (SI) 61-01 Mengenai Tugas dan Tanggung Jawab Inspektur Operasi Penerbangan (*Flight Operations Inspector Tasks And Responsibilities*);
- b. Peraturan Direktur Jenderal Perhubungan Udara Nomor: SKEP/95/VI/2010 tentang Perubahan Kedua Atas Peraturan Direktur Jenderal Perhubungan Udara Nomor SEP/132/VI/2008 Tentang Petunjuk Pelaksana (*Staff Instruction*) (SI) 61-01 Mengenai Tugas dan Tanggung Jawab Inspektur Operasi Penerbangan (*Flight Operations Inspector Tasks And Responsibilities*);

dicabut dan dinyatakan tidak berlaku.

Pasal 3

Direktur Kelaikan Udara dan Pengoperasian Pesawat Udara mengawasi pelaksanaan Peraturan ini.

Pasal 4

Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : Jakarta
pada tanggal : 23 Oktober 2013

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd.

HERRY BAKTI

SALINAN Peraturan ini disampaikan kepada:

1. Sekretaris Jenderal Kementerian Perhubungan;
2. Inspektur Jenderal Kementerian Perhubungan;
3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di lingkungan Direktorat Jenderal Perhubungan Udara;
5. Para Kepala Kantor Otoritas Bandar Udara;
6. Para Kepala Bandar Udara UPT di lingkungan Direktorat Jenderal Perhubungan Udara;
7. Direktur Utama PT. Angkasa Pura I (Persero);
8. Direktur Utama PT. Angkasa Pura II (Persero).

Salinan sesuai dengan aslinya,

KEPALA BAGIAN HUKUM DAN HUMAS
SEDIPTJEN PERHUBUNGAN UDARA



ISRA'ULHAYAT

Staff Instruction

SI 8900 - 5.2

**Personnel Licensing Procedures and Flight
Operations Inspector Tasks and
Responsibilities**

Revision : 0
Date : June 2013

**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA – INDONESIA**

FOREWORD

- 1 PURPOSE** : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate of Airworthiness and Aircraft Operations (DAAO) for the certification, licensing, technical administration, and surveillance of organizations and individuals in accordance with CASR part 61. This Staff Instruction may be made available to the public so that they may better understand the authority and responsibility of the DAAO.
- 2 REFERENCES** : This Staff Instruction is advisory only and should be used in accordance with the applicable regulations.
- 3 CANCELLATION** : Staff Instruction Number 61-01, issued on June 2008, and Staff Instruction Number 61-01 Revision 2, issued on June 8, 2010, are cancelled.
- 4 AMENDMENT** : Amendment of this Staff Instruction will be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION

ttd.

HERRY BAKTI

Salinan sesuai dengan aslinya,

KEPALA BAGIAN HUKUM DAN HUMAS
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CHAPTER 1. INTRODUCTION TO CASR PART 61: RELATED TASKS

Section 1. General

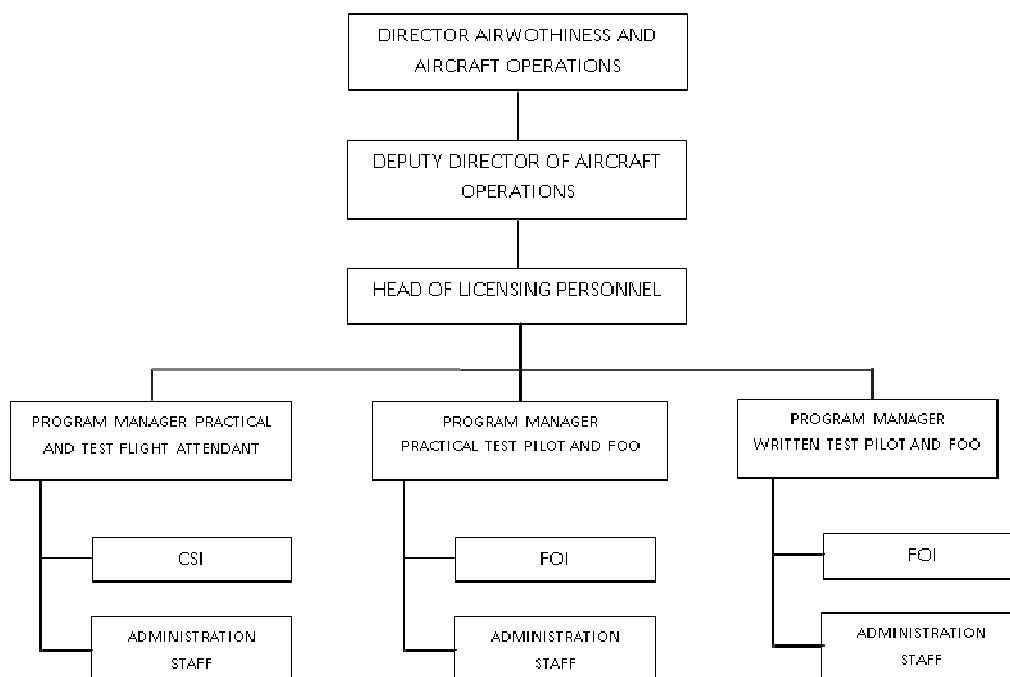
1. Purpose

These chapters provide instructions, standards, and procedures for general **Flight Operation Inspector** implementing the requirements of **CASR Part 61 (License: Pilots and Flight Instructors)**.

2. Content

This SI contains guidance for the **Flight Operation Inspector** concerned with all types of pilot licence and demonstrations of competency not associated with CASR Part 121 or 135 approved training programs. This Staff Instruction also includes guidance on conducting written tests.

3. DAAO Personnel Licensing Organizations Structure



4. PEL Duties and Responsibilities

(a) Director of Airworthiness and Aircraft Operations

Responsible to:

Director General

Responsibilities:

- (1). Develop and maintain standards, recommended practices and procedures relating to the licensing of flight crew and aircraft maintenance engineers. Ensure that these standards, recommended practices and procedures are in compliance with ICAO Annex 1 and, where appropriate, compatible with foreign licensing practices.
- (2). Have promulgated in Civil Aviation Safety Regulations, Advisory Circulars and Staff Instructions the approved licensing standards as amended from time to time.
- (3). Ensure that approved standards are being complied with and sound practices and procedures are being applied by regular inspections by staff of approved training organisations
- (4). Enforcement of Civil Aviation Safety Regulations relating to the licensing and maintenance of competency of flight crew and flight operations officer, flight attendant and the recommending of action to suspend, cancel or amend licences when this appears appropriate.
- (5). Ensure that staffing, facilities and training are adequate and prepare forecasts to facilitate the continued proper functioning of the Personnel Licensing Office.
- (6). Regularly advise the Director General of the state of work and significant events and developments within the Personnel Licensing Office.
- (7). Ensure that the flight crew licensing activities are co-ordinated with other units of the DGCA.
- (8). Ensure that DGCA officers and other persons approved to conduct flight testing on behalf of the Director General are properly appointed, briefed and supplied with adequate guidance and documentation to carry out their tasks and ensure that an efficient recording system of such designated persons is maintained.
- (9). Arrange for the issue and amendment of Air Operator's Certificates, Operations Specifications, Approved Persons Lists, and such other licences or certificates as may from time to time be allocated and ensure the maintenance of registers such licences, certificates and lists.

- (10). Maintain liaison with overseas aviation authorities and the International Civil Aviation Organisation on matters concerning standards applicable to flight crew and flight operations officer, flight attendant and ratings and to examination and flight test standards and techniques.
- (11). Initiate and direct study and research into flight crew and aircraft flight operations officer, flight attendant licensing matters.
- (12). Perform such duties as may from time to time be directed.
- (13). Properly discharge all delegated powers.

(b) Deputy Director of Aircraft Operations

Responsible to:

Director of Airworthiness and Aircraft Operations

Qualifications:

Air Transport Pilot Licence or equivalent

should be a person who has the technical qualifications as pilot or background in the other areas of licensing concern. A thorough knowledge of the licensing regulations, licensing practices and procedures together with administrative ability and leadership qualities would enable him to discharge the duties of the PEL office as delegated by the Director.

Responsibilities:

- (1). Direct, maintain and develop as required an organisation for the examination of applicants for the various categories of Aircraft flight operations officer, flight attendant certificate and ratings provided for in the Civil Aviation Safety Regulations.
- (2). Direct the preparation and review of detailed prescriptions and conditions of examination for the flight crews, aircraft flight operations officer, flight attendant certificate and ratings provided for in the Civil Aviation Safety Regulations consistent with the privileges granted herein.
- (3). Direct the preparation and review and arrange for the publication of Advisory Circulars and Staff Instructions relating to the grant of flight crews, flight operations officer, flight attendant certificate and ratings; instructor approvals and certificates of competency provided by in the Civil Aviation Safety Regulations.
- (4). Direct the staff of examiners in the preparation of examination question papers in the marking of candidates' scripts to ensure that standards consistent with current operational practices and the privileges granted by the licences or ratings in question are established and maintained.

- (5). Maintain close liaison with examiners in the oral examination of candidates for flight crews, aircraft flight operations officer, flight attendant, ratings, instructor approvals and certificates of competency.
- (6). Establish and maintain a system for ensuring that oral and written examining techniques are effective and compatible with the current aviation environment.
- (7). Establish and maintain an efficient clerical system for the preparation and grant of licences, approvals and certificates to successful candidates.
- (8). Direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for validation of foreign maintenance licences/approvals.
- (9). Initiate and maintain where appropriate liaison with overseas aviation authorities with a view to effecting an exchange of information concerning examining techniques and standards pertinent to the maintenance of effective licensing standards.
- (10). In respect of approved training organisations and approved courses:
 - i. establish and operational requirements for approval as provided for in the Civil Aviation Safety Regulations;
 - ii. direct the evaluation of applications for approval;
 - iii. establish and maintain standards of knowledge and instructing skill for instructors approved to instruct thereat consistent with the standard and scope of the requirement of the rating in question;
 - iv. direct the examination and audition of instructors seeking approval; and
 - v. direct the regular inspection of premises and records of approved training organisations for compliance with standard requirements and recommend such action as considered necessary in cases of non-compliance therewith;
- (11). Direct the evaluation of manufacturers' maintenance training course examinations and the examination of training courses approved or required by overseas airworthiness authorities with a view to granting exemption from type examination to applicants for ratings.
- (12). Direct the evaluation of applications for exemption from type examination from applicants who have completed an approved course of training.
- (13). Direct the evaluation of training courses and testing methods of applicants for certificates of competency for welding and non-destructive testing.
- (14). Develop, maintain, and direct standards appropriate for the approval of amateur-built aircraft stage inspectors.

- (15). Develop and maintain effective liaison with other organisations conducting training and/ or examination of aircraft maintenance engineers and tradesmen.
- (16). Maintain a programme of visits to approved training organisations for the purpose of observing first hand current training and maintenance practices and to maintain rapport with instructors and operations personnel.

(c) Head of Personnel Licensing

Responsible to:

Deputy Director of Aircraft Operations

Qualifications:

An administration certificate/diploma or equivalent.

should have extensive experience as authorised and/or licensed personnel in his specialty as well as a thorough knowledge of the licensing regulations, licensing practices and procedures together with administrative ability and leadership qualities.

Responsibilities:

- (1). Assess and approve applications for the issue or renewal of professional licences and ratings.
- (2). Assess applications for the validation of overseas licences and ratings to determine examination.
- (3). Evaluate military aircrew qualifications to determine examination for civil licence and/or rating Issue.
- (4). Maintain the Registers of Airline Approved and Aero Club Approved Persons.
- (5). Supervise day-to-day activities of the Chief Licensing Officer.

(d) Program Manager Flight Crew and FOO

Responsible to:

Chief Personnel Licensing

Qualifications:

An administration certificate/diploma or equivalent.

should have extensive training experience as authorised Instructor in his specialty, as well as a thorough knowledge of the licensing regulations, licensing practices and procedures together with administrative ability and leadership qualities.

Responsibilities:

- (1). Assess and approve applications for the issue or renewal of professional licences and ratings.
- (2). Assess applications for the validation of overseas licences and ratings to determine examination.
- (3). Evaluate military aircrew qualifications to determine examination for civil licence and/or rating Issue.
- (4). Maintain the Register of Operators Approved Persons.
- (5). Supervise day-to-day activities of the Licensing Inspector and Licensing Officer.

(e) Program Manager Written and Practical Test FA

Responsible to:

Chief Personnel Licensing

Qualifications:

An administration certificate/diploma or equivalent.

should have extensive training experience as authorised Instructor in his specialty, as well as a thorough knowledge of the licensing regulations, licensing practices and procedures together with administrative ability and leadership qualities.

Responsibilities:

- a. Assess and approve applications for the issue or renewal of professional licences and ratings.
- b. Assess applications for the validation of overseas licences and ratings to determine examination.
- c. Evaluate military aircrew qualifications to determine examination for civil licence and/or rating Issue.
- d. Maintain the Register of Operator Approved Persons.
- e. Supervise day-to-day activities of the Licensing Inspector and Licensing Officer.

(f) Program Manager Written Flight Crew and FOO

Responsible to:

Chief Personnel Licensing

Qualifications:

An administration certificate/diploma or equivalent.

should have extensive training experience as authorised Instructor in his specialty, as well as a thorough knowledge of the licensing regulations, licensing practices and procedures together with administrative ability and leadership qualities.

Responsibilities:

- a. Assess and approve applications for the issue or renewal of professional licences and ratings.
- b. Assess applications for the validation of overseas licences and ratings to determine examination.
- c. Evaluate military aircrew qualifications to determine examination for civil licence and/or rating Issue.
- d. Maintain the Register of Operators Approved Persons.
- e. Supervise day-to-day activities by the Licensing Inspector and Licensing Officer.

5. The Pilot Licence Progress

A. Licensing Process

An applicant for a pilot licence or additional rating may contact the DAAO to take the appropriate written test or practical test. The practical test for each type of pilot licence is discussed in the chapter describing the specific license.

B. Accomplishing Licensing Process

An applicant for a pilot licence or rating must accomplish the steps in a specific process, as follows:

- (1) The applicant must present to a DGCA inspector or DPER, documents and evidence of the appropriate qualifications for the licence or rating. This may include a record of the written test taken to meet the aeronautical knowledge requirements of the CASR.
- (2) The applicant must satisfactorily complete DAAO Form 61-1, Application for Pilot Licence and/or Rating.
- (3) The applicant must provide an aircraft appropriate to the licence or rating sought.

- (4) The applicant must pass a practical test appropriate to the licence or rating sought.

Section 2. Inspector Qualifications and Status

1. Inspectors Status During Practical Tests

A. Pilot in Command Status

A DAAO inspector conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required by the practical test for the pilot licence or rating.

- (1) The inspector is not the pilot in command of the aircraft during the practical test unless acting in that capacity for the flight, or a portion of the flight, by prior arrangement with the applicant or other pilot in command.
- (2) Regardless of the type of aircraft used during a practical test, the applicant and the inspector are not, with respect to each other (or other occupants authorized by the inspector), subject to the requirements or limitations for the carriage of passengers specified in CASR Part 61.

B. Advice and Assistance

The inspector conducting a practical test may occasionally find it necessary to give advice or assistance to an applicant during the test. However, should the inspector assist the applicant in the manipulation of the flight controls in other than a situation when life or property may be endangered, such action would be disqualifying. Providing advice or assistance does not change the status of the inspector. Before beginning the practical test, the inspector should discuss these issues with the applicant as part of the overall practical test briefing described in Section 3, paragraph 3 of this chapter.

C. Physical Location of Inspector

- (1) With certain exceptions, the inspector accompanies the applicant in the aircraft during the practical test. However, the inspector may observe from the ground an applicant's performance of autorotations to touchdown during airline transport pilot (ATP) licence or flight instructor licence practical tests in helicopters if the applicant is the sole occupant of the aircraft. Similarly, the inspector may observe from the ground or another airplane the performance of aerial maneuvers by an applicant flying a single control aircraft (for example, a gyroplane).
- (2) During practical tests given on aircraft requiring a flight crew of two or more, the inspector should give the practical test from an approved jump seat or a place in the cabin from which the flight can be adequately observed. An industry pilot, qualified to act as pilot in command in that type aircraft, must occupy the right seat.
 - (a) This arrangement gives the inspector the opportunity to devote full attention to the practical test rather than being involved with performing the duties of a flight crewmember. It also allows the inspector to assess the command ability of the applicant, as well as to observe flight crew coordination.
 - (b) This is not intended, however, to preclude an inspector from exercising discretion and judgment in deciding which seat to occupy during the practical test. Such things as aircraft seating configuration, the inspector's personal knowledge of the person

proposing to occupy the right seat, as well as the inspector's personal skills and limitations, recent experience, and qualifications should be considered.

- (c) When operators request that one of their qualified pilots occupy the right seat during the test for valid reasons, i.e., for insurance purposes, that request should be honored unless the inspector has reason to believe the pilot furnished by the operator lacks the experience and skill to conduct the test prescribed by the inspector. Any disagreement over the conduct of the test should be referred to DAAO for final decision.

- (3) Inspectors or examiners may choose to observe free balloon flight tests from the surface, regardless of whether it is a single or multiplace balloon.

3. General Qualifications

Inspectors must possess the pilot licence and flight instructor licence in the category and class for which they conduct licensing tests.

A. ATP Licences

Practical tests for the issuance of ATP licences shall be given only by inspectors who possess an ATP licence with appropriate category, class, and type ratings. However, an inspector conducting an ATP practical test in a small helicopter need not have a type rating in that helicopter on his or her ATP licence, but must only possess ATP privileges for rotorcraft helicopter category and class ratings. An inspector holding an ATP with multiengine land or sea ratings may give ATP practical tests for single engine land or sea ratings, as appropriate, provided the inspector holds that rating at the commercial level.

B. Required Crewmember

Inspectors conducting practical tests must meet the recency of experience requirements of CASR 61.57 and 61.58 only if they are acting as a required crewmember for the duration of this practical test. To act as a required crewmember during a practical test, an inspector must possess a valid first-class medical licence. When acting as a required pilot flight crewmember on an ATP practical test, including tests for added ratings, inspectors must observe the requirements of CASR 91.109(c). Before performing duties as PIC or required crewmember during a practical test.

C. Safety Pilot

Before an inspector may act as a PIC, safety pilot, or required crewmember in any airplane or rotorcraft, the inspector must first be current according to CASR 61.57 and 61.58.

5. [Reserved]

7. Turbojet and Type Rating Qualifications

A. Qualifications

No inspector shall conduct a practical test in a turbojet aircraft or an aircraft requiring a type rating unless, the inspector holds a type rating for that

aircraft and must meet the pilot in command requirements of CASR Part 61 in that aircraft.

Section 3. Considerations for the Practical Test

1. General.

Although the practical test for each type of licence or rating is discussed in the chapter on that subject, there is general information an inspector should know.

A. Conduct of Practical Tests

All practical tests shall be conducted in accordance with the Civil Aviation Safety Regulations (CASR). The operating limitations of the aircraft, and the procedures prescribed in the aircraft flight manual. Efforts to standardize testing procedures shall not result in procedures contrary to those specified by the flight manual. If an inspector becomes aware of a procedure in any aircraft flight manual which is potentially hazardous or contrary to Civil Aviation Safety Regulations (CASR) policies, the procedure should be brought to the attention of the DAAO.

B. When Tests May be Given

An inspector may administer pilot licence practical tests only while on duty within the scope of the job description. Unless the approval of Sub Director, Aircraft Operations is obtained.

3. Practical Test Preflight Briefing

A. Preflight Briefings

To ensure the highest degree of safety during practical tests, the inspector must conduct a preflight briefing on safety procedures, duties, and responsibilities before each practical test.

- (1) This briefing must be given regardless of the abilities of the crewmembers and their previous experience flying together.
- (2) The briefing must inform all participants of their respective duties during the flight. This is particularly important in situations when many individuals are involved. For example, during a practical test in a turbojet aircraft requiring two pilots when the practical test also involves an examiner candidate, up to four people may have responsibilities. The applicant for the licence or rating and a qualified industry pilot may occupy the two pilot seats. In this case, the qualified industry pilot would function as the safety pilot. The test would be administered by an examiner candidate while a qualified inspector observes both the examiner candidate and the applicant.
- (3) The preflight briefing must inform the participants in the practical tests of the guidelines and standards the inspector or examiner intends to use to determine if the applicant has passed or failed the maneuver.

B. Safety Pilot

One person must be designated as the safety pilot for the practical test, and must occupy a pilot station during the practical test. When an inspector occupies one of the pilot stations, the inspector may perform the role of safety pilot and must do so in certain circumstances (i.e., applicant under

the hood). In cases when the inspector does not occupy a pilot station, then a qualified industry pilot must be designated the safety pilot.

C. Safety Pilot Duties

The safety pilot must be briefed on his or her duties prior to the practical test. These duties include:

- (1) physically intervening on the controls before a maneuver or procedure deteriorates to an unsafe level;
- (2) ensuring overall safety of the flight to whatever extent necessary; and
- (3) ensuring safety in whatever manner would be effective if a particular maneuver cannot be executed safely.

D. Inspector's Role

The inspector or examiner, when not occupying a pilot station, must rely on the safety pilot to interfere and override any decision by the inspector, examiner candidate, applicant, or other person if safety requirements demand it.

5. Structure of the Practical Test

The practical test consists of a demonstration of aeronautical knowledge and a demonstration of aeronautical skill or flight proficiency. The two demonstrations are not intended to be separate tests; rather, they should be conducted concurrently.

A. The Oral Portion

The demonstration of knowledge is sometimes referred to as the oral portion of the practical test and generally consists of a question and answer exchange between the inspector and the applicant.

- (1) The questions asked of an applicant should be clearly stated and have only one correct response. The correct response to the question should reflect a clear understanding of the subject by the applicant. Trick questions or questions requiring trick responses should be avoided. The correct answers to all questions should be available in the CASR, airplane flight manual, or other acceptable sources.
- (2) Maintaining an unthreatening atmosphere is important, as it enables the applicant to relax and ultimately improves performance. Care should be taken, however, not to give the applicant "ground school." When questions are consistently missed or the applicant gives confused or unrelated answers, the practical examination must be ended and a Notice of Disapproval issued.

B. Group Testing

It has been customary to administer the oral portion of the practical test to applicants individually. This practice ensures confidentiality and allows the examiner to conduct the test as the situation requires. In some circumstances, however, it can be advantageous to administer the oral test to no more than two applicants simultaneously. When two applicants of similar backgrounds have trained in the same aircraft or training course and are being tested for identical certifications, simultaneous testing may be conducted if the applicants and examiner all agree to that method. Simultaneous testing helps ensure crew coordination and can enhance

cockpit skills, thereby furthering the team training concept. However, the applicant should be evaluation an individual bases.

C. The Flight Test

The demonstration of skill is the flight portion of the practical test, where the applicant demonstrates proficiency in the aircraft for which the licence or rating is sought.

- (1) CASR Part 61 details the specific objectives, tasks, operations, and the expected results for the rating. If the applicant fails to perform any task to the standard, the applicant has failed that task and is not eligible for the licence or rating until the failed task is passed on a subsequent test.
- (2) The inspector, safety pilot, or applicant may discontinue the test at any time when failure of a required operation makes the applicant ineligible for the licence or rating sought. If the test is discontinued, the applicant shall receive credit for only those pilot operations which were successfully performed. The applicant may also elect to continue the test, with the consent of the inspector, after failing a required item. The applicant will receive credit only for those operations which are satisfactory.

D. Retest in the Event of Failure

An applicant who fails the practical test may not apply for a retest until after 30 days after the date the test was failed. However, in the case of a first failure, the applicant may retest before the 30 days has elapsed if he or she presents a written statement from an authorized instructor, certifying that the instructor has given appropriate instruction and that the applicant is competent to pass the test. When more than 60 days have elapsed since a failure, the inspector or examiner shall re-examine the applicant on all areas of operation and tasks required for that licence or rating.

7. Prerequisites for Practical Tests

To be eligible for a practical test, the applicant must meet the following prerequisites:

A. Written Test Requirement

The applicant must have passed any required written test within the 24 calendar months preceding the practical test. A Pilot Written Test Report must be presented to the inspector at the time of the practical test:

B. Medical Licence Requirements

A person applying for the original issuance of a pilot licence must present a medical licence appropriate to the pilot privileges being sought. (Balloon and glider pilots need only certify that they have no known physical deficiencies that would impair their safe operation of aircraft.)

C. Documentation

Documentation must be presented by the applicant verifying that all aeronautical experience prerequisites have been met. This includes endorsements (if required) and a written record of ground and flight time. In addition, the applicant must present an appropriately completed DAAO Form 61-1, Application for Pilots Licence and/or Rating.

9. Carriage of Passengers during Practical Tests

The practice of carrying persons, other than those participating in the practical test, is limited to individuals who have a legitimate interest in the practical test.

A. Authorized Persons

These individuals may include the following:

- (1) persons preparing for a similar flight test
- (2) flight instructors assigned to similar flight training activities
- (3) designated examiners who are authorized to conduct similar flight tests or examiner candidates
- (4) chief pilots or instructors for flight schools and executive operators
- (5) owners/operators of the aircraft
- (6) other inspectors

B. Unauthorized Persons

Examples of unauthorized persons are non-flying relatives, persons not involved in a flight training program, non-flying employees, or friends of the owner or operator.

C. Consent for Passenger Carriage

The carriage of authorized persons must be with the mutual consent of owner/operator, the practical test applicant, and the inspector.

D. Additional Crewmembers

In some large aircraft, practical tests may include operations (such as simulated equipment failures or engine fires) which may divert the attention of both pilots. In such cases, the inspector shall request the applicant to provide a qualified observer in the cockpit to assist in maintaining a constant watch for other air traffic.

11. Aircraft and Equipment Used During Practical Tests

CASR 61.45 states that an applicant for a pilot licence or added rating must furnish an airworthy aircraft appropriate for the licence or rating sought. This includes military aircraft or properly licence aircraft of foreign registry.

A. Equipped for the Practical Test

The aircraft must have equipment for each pilot operation on the practical test. The equipment shall have no operating limitation which would prohibit the aircraft's use in any required pilot operation. The aircraft must have pilot seats with adequate visibility for safe operation and, when the inspector is in a jump seat, have cockpit and outside visibility adequate to evaluate the applicant's performance.

B. View Limiting Device

During the practical test for an instrument rating or other ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the inspector, which prevents flight by visual reference.

C. Single Controls

At the discretion of the inspector, an aircraft furnished by the applicant may have a single set of controls. In this situation, the inspector observes the applicant from the ground or from another aircraft.

- (1) Tests for the addition of aircraft class or type ratings to private and commercial pilot licences may be conducted in single control or single place aircraft under CASR 61.45(e)(1) and (2).
- (2) Pilot licence issued following successful completion of a flight check, conducted in a single place gyroplane in accordance with CASR 61.45(e)(2), must bear the following limitation: "PRIVATE PILOT, ROTORCRAFT SINGLE PLACE GYROPLANE ONLY" or, for a licence of a higher grade than private, "ROTORCRAFT SINGLE PLACE GYROPLANE, PRIVATE PILOT PRIVILEGES ONLY."

D. Self-Launching Gliders

Aircraft which have been licence as gliders with self-launching capability cannot be used for any airplane practical test, since there are no dual airplane/glider category designations. Inspectors can determine the category of an aircraft by examining the airworthiness certificate.

13. Practical Test Discontinuation

Environmental, mechanical, or personal situations can occur which cause the practical test to be discontinued. Should this occur, the inspector shall assure the applicant that he or she has not failed the practical test and shall attempt to reschedule the test as soon as possible. The most frequent reasons for discontinuance of a practical test are weather, unforeseen mechanical problems, and applicant incapacitation.

A. Weather

A test could be postponed by rapidly changing weather. For example, at the conclusion of the knowledge demonstration portion of the practical test, the inspector and the applicant may discover that lowered ceilings or visibility would preclude a safely conducted flight.

B. Mechanical Problems

The applicant may discover, during preparation for the flight portion of the test, a mechanical problem which would preclude safe conduct of the flight. For example, preflight examination could reveal that the wrong grade of fuel had been placed in the aircraft. In this case, an appropriate inspector should issue an aircraft condition notice or a Special Flight Permit to the owner/operator after inspection of the aircraft.

C. Medical Problems

The applicant or the inspector could experience medical problems (for example, exhaust fumes in the cabin causing severe headaches or sinusitis because of pressure changes) after the test has begun. The test should be discontinued immediately at either the applicant's or the inspector's suggestion.

D. Letter of Discontinuance

When a practical test is discontinued for reasons other than an unsatisfactory performance, DAAO Form 61-1, should be returned to the

applicant. At that time the inspector signs and issues a letter identifying the portions of the practical test that were successfully completed.

- (1) A copy of the letter should be retained by the inspector for the purpose of recording work accomplishment.
- (2) The applicant may use the letter to show an inspector or examiner which portion of the practical test was successfully completed, provided that another test is attempted within 60 days. When the test is resumed, the letter shall be forwarded to DGCA and made a part of the pilot's licence file.
- (3) When more than 60 days have elapsed since the original practical test or if the inspector doubts the applicant's competency in areas where the applicant received credit during a previous practical test, the inspector shall re-examine the applicant on any pilot operations required for that pilot licence or rating.

15. Engine Shutdown on Multiengine Airplanes during Practical Tests

A. Requirement to Simulate Engine Failure

Inspectors and examiners are required to simulate an engine failure when giving practical tests in multiengine airplanes to determine an applicant's ability to recognize a failed engine and to follow the prescribed checklist procedures while maintaining positive control of the airplane. Accidents that have occurred during some of these practical tests may have been caused by shutting off the mixture control to simulate an engine failure when in the traffic pattern at an airport. As a result of such occurrences, it is recommended that instructors and examiners substitute a reduction of power at altitudes below 3,000 feet above ground level (AGL) to simulate engine failure.

B. Procedures

Inspectors and examiners conducting practical tests in multiengine airplanes should discuss the method to be used in simulating an engine failure with the applicant before the test. Inspectors and examiners should use caution in shutting down an engine with the mixture control since in some engine installations, such action may preclude a timely engine restart or may damage the engine. In no case should the mixture control be used to simulate engine failure below 3,000 feet AGL. Rather, a reduction in power should be used to simulate an engine failure unless other procedures are recommended by the manufacturer. In such case, the inspector or examiner should discuss the manufacturer's recommended procedures with the applicant prior to the flight. It is the policy of DGCA that these recommended procedures be followed as prescribed.

17. Practical Tests in Military Aircraft

Inspectors are occasionally required to administer practical tests in military aircraft. The aircraft provided by the applicant must be equipped to perform all maneuvers required on the test.

A. Aircraft Authorization

After a request for a practical test is received, an appointment for the test may be arranged between the inspector and applicant. At the time of the request, the applicant should be informed that the applicant will be required

to present a letter from the commanding officer or the operations officer of the military organization stating that the applicant is authorized to use the aircraft to receive a practical test from the DGCA and that all maneuvers required for the test are authorized to be conducted in the aircraft. Without the official, original letter accompanying the application, no part of the test (for example, oral, simulator check, or preflight operations) should be given.

B. Delineation of Responsibility

A clear understanding of responsibility among the inspector, sub director flight operations and the military organization must be maintained so that no question of accident or injury claim liability exists. A DGCA inspector must be on official DGCA duty while conducting such practical tests.

C. ATP Practical Tests

An area of concern is the administration of an ATP licence practical test in a large aircraft for which there is no civil counterpart; for example, F-4, A-10, T-38. Current policy provides for inspectors to give such tests even though an aircraft type rating is not concurrently issued. Emphasis should be placed on assuring that the aircraft is properly equipped to perform all flight maneuvers and that all equipment is functional before flight. Additionally, the aircraft must be properly equipped for the inspector; for example, jump seat, communications panel, oxygen provisions. At the conclusion of the flight test, the inspector should enter the appropriate category or class rating on the licence with any appropriate limitation, such as center thrust only, VFR only, etc.

D. Examiners

DPER's who are requested to conduct practical tests in military aircraft should follow the above guidelines.

E. Center Thrust Limitation

A licence issued for a multiengine class or type rating based on a practical test or military experience in a multiengine airplane (civilian or military) which has no published minimum controllable airspeed must be limited.

- (1) The limitation placed on the licence must read, "AIRPLANE MULTIENGINE - LIMITED TO CENTER THRUST."
- (2) The civilian and military aircraft listed below have no minimum controllable airspeed (V_{mc}) established by the manufacturer. Other aircraft not listed below, and for which there is no published data on minimum controllable airspeed, are also restricted to center line thrust only.
 - (a) C-336 Cessna Skymaster
 - (b) C-337 Cessna Super Skymaster
 - (c) T-2B/C Rockwell Buckeye
 - (d) T-37 Cessna 318
 - (e) T-38 Northrop Talon
 - (f) F-4 McDonnell-Douglas Phantom
 - (g) F-111 General Dynamics F111
 - (h) F-18A Northrop/McDonnell-Douglas Hornet
 - (i) A6-E Grumman American Intruder
 - (j) A-10 Fairchild Republic Thunderbolt II
 - (k) F-15 McDonnell-Douglas Eagle

- (3) The center thrust restriction is not placed on the pilot licence when the airplane has a Vmc established in its type licence data sheet or published in the approved flight manual.
- (4) If the holder of a licence with the center thrust restriction can show that the limitation was issued in error, the limitation can be removed upon reapplication.
- (5) Aircraft models may be added to or deleted from the above list as necessary. Any questions about other aircraft which might require a center thrust limitation should be directed to DGCA.
- (6) In the case of an applicant who requests issuance of a multiengine class or type rating in an aircraft not listed above and for which the manufacturer has not provided evidence of a Vmc, the inspector shall forward all available data to DGCA.

19. Repeating Maneuvers on Practical Tests

A maneuver that is not performed to the required standard during a practical test may not be repeated unless one of the following conditions applies.

- A. Discontinuance. Discontinuance of a maneuver for valid safety reasons; i.e. a go-around or other procedure necessary to modify the originally planned maneuver.
- B. Collision Avoidance. Inspector intervention on the flight controls to avoid another aircraft which the applicant could not have seen due to position or other factors.
- C. Misunderstood Requests. Legitimate instances when applicants did not understand an inspector's request to perform a specific maneuver. An applicant's failure to understand the nature of a specified maneuver being requested is not grounds for repeating a maneuver.
- D. Other Factors. Any condition under which the inspector was distracted to the point that he or she could not adequately observe applicant performance of the maneuver (radio calls, traffic, etc.).

Figure 1-1, EXAMPLE OF TASK FROM PRACTICAL TEST STANDARDS

III. AREA OF OPERATION: GROUND OPERATIONS

A. TASK: VISUAL INSPECTION (AMEL)

PILOT OPERATION - 1

REFERENCES: Pilot's Operating SI and DAAO Approved Airplane Flight Manual.

1. Objective. To determine that the applicant:
 - a. Exhibits commercial pilot knowledge of airplane visual inspection by explaining the reasons for the inspection, what items should be inspected, and how to detect possible defects.
 - b. Inspects the airplane by systematically following an appropriate checklist.
 - c. Verifies that the airplane is in condition for safe flight emphasizing:
 - (1) fuel quantity, grade, and type.
 - (2) fuel contamination safeguards.
 - (3) fuel tank venting.
 - (4) oil quantity, grade, and type.
 - (5) fuel, oil, and hydraulic leaks.
 - (6) oxygen supply, if appropriate.
 - (7) flight controls.
 - (8) structural damage including exhaust system.
 - (9) tiedown, control lock, and wheel chock removal.
 - (10) lighting.
 - (11) ice and frost removal.
 - (12) security of baggage, cargo, and equipment.
 - d. Demonstrates proper management of the fuel system.
 - e. Notes any discrepancy and accurately judges whether the airplane is safe for flight or requires maintenance.
2. Action. The examiner will:
 - a. Ask the applicant to explain the reasons for the inspection, what items should be inspected, and how to detect possible defects.
 - b. Observe the applicant's visual inspection procedure, and determine that the applicant's performance meets the objective.

Section 4. Application for Pilot Licence and/or Rating

1. General

Any licence function which might affect a pilot licence or rating requires that an DAAO Form 61-1, Application for Pilot Licence and/or Rating, be filled out by the pilot requesting the action; for example, a practical test for a pilot licence or rating, a pilot proficiency check, or knowledge and skill test.

3. Completing DAAO Form 61-1.

A. Instructions

Particular attention should be paid to the following:

- (1) In Section 1b, if the applicant does not have an ID Number, enter NONE. In these cases, the pilot licence number is issued by DGCA.
- (2) In Section 1h, the applicant must indicate height in centimeters.
- (3) In Section 1 I, the applicant must indicate weight in kilograms.
- (4) Section III, Record of Pilot Time, the pilot must list at least the flight experience required for the licence or rating sought. If flight experience has no bearing on the licence action; for example, exchange of a licence, it is not necessary to include flight experience on the application. However, applicants should be encouraged to enter flight experience, since the application on file could be used to verify flight time if the pilot's personal record is lost or destroyed.
- (5) The instructor's recommendation on the application DAAO Form 61-1 shall be accepted as meeting the required endorsements prescribed under CASR 61.39(a)(5).
- (6) Under "Inspector's Report," the inspector checks Approved or Disapproved as appropriate.
- (7) The inspector indicates the licence or rating for which the applicant was tested, the type of aircraft used, and its registration numbers. If more than one aircraft is used, all must be listed and all registration numbers provided.
- (8) The inspector must check all applicable boxes. In the most recent version of DAAO Form 61-1, inspectors must include two new items in the inspector's report: the location of the test and the duration of the test, both ground and flight.
- (9) The inspector dates and signs the application.
- (10) Under "Attachments," the inspector must check all applicable boxes.

Section 6. Issuance of Notices of Disapproval of Application

1. General

This section provides general guidance on the preparation and issuance of DAAO Form 61-5, Notice of Disapproval of Application. Inspectors should refer to specific task chapters for detailed information on limitations that should appear on DAAO Form 61-5.

3. Notice of Disapproval of Application

If an inspector determines that an applicant is ineligible or that an applicant's performance is unsatisfactory in the demonstration of knowledge, skill, or both areas, the practical test should be terminated and the applicant informed of the reasons for the termination. The knowledge and skill demonstrations cannot be considered as separate entities. If either aspect is considered unsatisfactory, the applicant has failed the entire practical test; however, the inspector may give credit for operations which were passed. The inspector or examiner should complete the appropriate information on DAAO Form 61-1, and prepare DAAO Form 61-5 in duplicate.

A. Preparation of DAAO Form 61-5

Sections of DAAO Form 61-5 are not numbered.

- (1) Enter the name and address of the applicant as they appear on the application.
- (2) Indicate the licence or rating sought during the practical test.

- (3) Check the Practical if there were unsatisfactory items on either the knowledge or skill portions.
- (4) Record the aircraft used for the test and the flight time in that aircraft as indicated in the applicant's logbook. The time is categorized as PIC, solo, instrument, and dual.
- (5) Indicate those areas of operation that were unsatisfactorily performed on the practical test, and indicate those operations not performed during the practical test.
 - (a) All required areas of operation that were failed or unsatisfactorily completed must be indicated; however, the specific procedures and flight maneuvers need not be recorded, except on the flight instructor's practical test.
 - (b) List the deficiencies which caused the failure and the number of practical test failures by the applicant for this licence or rating in any available space on the Notice of Disapproval.
 - (c) An applicant for retesting should receive credit for those areas of operation successfully completed, in their entirety, on the previous practical examination. However, an inspector must re-examine the applicant on all areas of operation required for a pilot licence or rating after an extended period of time (more than 60 days) or when the inspector has reason to doubt the applicant's competency in areas for which credit has previously been given.
- (6) The inspector dates and signs DAAO Form 61-5.

B. Disposition of File

If the inspector determines that the applicant has failed the practical test, the inspector issues a Notice of Disapproval to the applicant and returns the applicant's medical and written test report. A copy of the Notice of Disapproval is retained at DAAO.

Section 7. Special Emphasis Items

1. General

The following paragraphs are additional areas of consideration when conducting a practical test. Many of these special emphasis items are the result of accident investigation findings and statistical analysis of pilot operational errors.

3. Dangers Associated with Simulation of Power Failure in Single Engine Airplanes by the Interruption of Fuel Flow

Although not a widespread practice, flight instructors occasionally simulate engine failure in single engine airplanes by turning the fuel selector valve "off" or by placing the mixture control in the "idle cutoff" position.

A. Accident History

A recent study of fuel starvation accidents showed that most accidents in which simulated engine failure was a factor involved single engine airplanes. Use of the above procedures can result in an actual emergency depending on factors such as engine windmilling characteristics, fuel quantity remaining, and fuel selector and mixture control system design.

B. Alternatives

Inspectors should ensure that the subject of simulated engine failure in single engine airplanes is given special emphasis during appropriate contacts with pilot schools and flight instructors. Alternative means of engine out simulation should be discussed; for example, retarding the engine throttle control or power/thrust lever.

5. Pilot External Vigilance (Scan Program)

The continuing occurrence of midair collisions highlights a need to place special emphasis on the importance of cockpit external vigilance. While some operators have taken action to train crews in effective scan techniques, there is a need for all pilots to make a more conscious effort to search outside the cockpit for conflicting traffic.

A. Scanning Technique

The probability of spotting a potential collision threat increases with the time spent looking outside, but certain techniques may be used to increase the effectiveness of the scan time. The human eye tends to focus somewhere, even in a featureless sky. In order to be most effective, the pilot should shift glances and refocus at intervals. Most pilots do this in the process of scanning the instrument panel, but it is also important to focus outside to set up the visual system for effective target acquisition.

B. Head Movement

Pilots should be reminded that it is necessary to move the head in order to search around the physical obstructions, such as door and window posts. The doorpost can cover a considerable amount of sky, but a small head movement can reveal a threat these areas could be concealing.

C. Peripheral Vision

Peripheral vision can be most useful in spotting collision threats from other aircraft. Each time a scan is stopped and the eyes are refocused, the peripheral vision takes on more importance because it is through this element that movement is detected. Apparent movement is almost always the first perception of collision threat and probably the most important because it is the discovery of a threat that triggers the events leading to proper evasive action and safe operation.

D. Scanning Emphasis

Inspectors should ensure that the subject of scanning and cockpit vigilance is included in training programs and is emphasized on all practical tests. Special emphasis should be given during contacts with pilot schools, flight instructors, during practical examinations, and while conducting Biennial Flight Reviews. Inspectors should be keenly aware of flight operations near navigational aids, high density traffic areas, visual traffic patterns, and during simulated instrument practice where a tendency to "look inside" is common among pilots.

7. Accurate Position Reporting and Collision Avoidance

A. Accident History

A fatal midair collision between a helicopter and a light twin engine airplane, inbound to the same airport, demonstrated the importance of accurate position reporting by pilots when communicating with ATC facilities. The events contributing to this accident are as follows:

- (1) Because of radio frequency congestion, the airplane, which was on an IFR flight plan, was unable to communicate with the control tower upon arriving at the requested report fix. When the pilot of the airplane was able to contact the tower, he gave his position as inside the requested fix. The controller, based on this report, was convinced that the airplane was within five miles of the final approach fix. The helicopter pilot contacted the same control tower and reported "coming up on" a known visual fix approximately two miles from the airport.
- (2) The controller, having received these two indefinite position reports, believed that there was no conflict of traffic and did not issue a traffic advisory to either aircraft.
- (3) If the pilots of both aircraft had reported their positions more accurately, this accident may not have occurred.

B. Importance of Accurate Position Reporting

Inspectors should ensure that the subject of accurate position reporting and collision avoidance is discussed frequently and that relevant information is given the widest possible dissemination during contact with flight instructor, pilot examiners, approved schools, and the aviation community. It should be made clear that it is a pilot responsibility to exercise diligent scanning and accurate reporting procedures during aircraft operations.

9. Instrument Flying Skills – Partial Panel

A. Partial Panel Training

Data gathered during accident investigations show a need for emphasis on the skills required for control of aircraft in instrument conditions without the use of the attitude indicator. Partial panel operations involving control of an airplane through the use of "needle, ball, airspeed" develops skills that are needed should the attitude indicator fail during flight in instrument conditions. These skills apply to all pilot licences.

B. Partial Panel Emphasis

Inspectors should emphasize to examiners and flight instructors the need for pilots to maintain competency in partial panel operations. Testing of basic aircraft control with partial panel should be emphasized on all practical tests and proficiency checks when instrument flight skill is required for the type of pilot licence being applied for or required.

Section 8. Flight Reviews and Competency Checks

1. General

This section contains guidance on the background and conduct of various flight reviews and competency checks required by CASR Part 61. These reviews are in addition to airman certification tasks and include:

- Flight Review
- High Performance Airplane Competency Check
- Instrument Competency Check
- Pilot Proficiency Check for aircraft requiring more than one pilot

3. Inspector Participation

The flight reviews and competency checks listed above are required by CASR Part 61 and are usually conducted by licenced flight instructors, designated pilot examiners, or pilot proficiency examiners. If, however, a pilot has obtained a flight review or competency check and, in that pilot's opinion, the outcome of the check was not satisfactory, the pilot may request a flight review or competency check from another instructor, an examiner, or a DAAO inspector. If an inspector conducts the flight review or competency check and finds the pilot does not meet the standards for the original issuance of the pilot licence or ratings that the pilot holds, the inspector should request the pilot to appear for a subsequent re-examination practical test.

5. Application for a Flight Review or Competency Check

Inspectors shall require airmen applying for any review or competency check to complete the top portion of DAAO Form 61-6, Airman Proficiency and Qualification Record. Maneuvers listed on DAAO Form 61-6 that are not applicable to the review given (for example, a Biennial Flight Review for a VFR only pilot would not include "Instrument Procedures") would not be graded; the boxes would be left blank. DAAO Form 61-6 should be kept in the appropriate office file. Copies can be provided to employers, if applicable, or to the pilot.

7. Combining Flight Reviews and Competency Checks

A pilot may elect to combine required flight reviews and checks. For example, a pilot who satisfactorily demonstrates competency in an aircraft requiring more than one pilot (CASR 61.58) may also use this demonstration to meet the biennial flight review requirement of CASR 61.56. For the purposes of the biennial flight review, a single showing of competency in any aircraft shall suffice for all other categories or classes of aircraft for which the pilot is rated. Demonstrations of competency may also be associated with proficiency checks required by CASR Part 121 or 135 or when applying for an additional category or class of pilot licence or for a type rating.

9. Evaluating the Flight Review

The word "satisfactory" is used under CASR 61.56 even though a flight review is not considered to be a practical test. The term is used only to provide the person giving the flight review a minimum standard on which to base judgment and comment as described in the regulation.

A. Licence Privileges If Unsatisfactory

If a pilot is denied a satisfactory endorsement for flight review, the pilot may continue to exercise licence privileges provided the time period prescribed by the CASR has not elapsed since the last flight review. However, if the review has been conducted by an INSPECTOR, the pilot would not be able to exercise the licence privileges until successfully completing a re-examination practical test.

B. Length of Review

CASR 61.56 will require a minimum of one hour flight instruction and one hour of ground instruction for sport pilots other than glider rated private pilots who have logged fewer than 400 hours of flight time. For pilots who exceed these requirements, there is no specified amount of flight or ground time required for a flight review, nor are there specific requirements for particular items or maneuvers to be reviewed. These matters are left to the discretion of the person giving the flight review. Since the flight review is given to determine each pilot's general, overall piloting ability, the time required varies from pilot to pilot.

11. Length of Review

A flight review consists of the general operating and flight rules of CASR Part 91 and those maneuvers and procedures that are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot licence. There are no specific requirements for the particular items or maneuvers to be reviewed. These matters are left to the discretion of the person giving the flight review.

The flight review consists of a minimum of 1 hour of ground instruction and 1 hour of flight instruction, except as provided for in CASR 61.56(d) and (e). A flight review may require more than 1 hour of ground instruction and 1 hour of flight instruction to complete a flight review. The CASR do not restrict the review to the minimum hour requirement. The person conducting the review determines whether more than 1 hour of flight and 1 hour of ground instruction are required for the review, depending on the experience and skills of the applicant.

13. Logbook Endorsements

A. Logbook Endorsement When Satisfactory

When a pilot has satisfactorily accomplished a flight review or competency check, the pilot's logbook or personal record must be endorsed by the person who gave the review. That endorsement should read substantively as follows: MR./MS. [name of pilot as it appears on pilot licence] HOLDER OF PILOT LICENCE NO. [insert number as it appears on the pilot licence] HAS SATISFACTORILY COMPLETED A [type of review or competency check] ON [date] IN A [type of aircraft].

B. Logbook Endorsement When Unsatisfactory

If, in the opinion of the person conducting the flight, the pilot has not accomplished a biennial flight review satisfactorily, that person shall endorse the pilot's logbook only to indicate the training received. There is no provision in the regulation for the failure of a flight review; therefore, there should be no logbook endorsement reflecting a failure.

15. Recent Instrument Experience - CASR 61.57(2)

CASR 61.57(e)(1)(i) states that no person may act as PIC under IFR or in weather conditions less than the minimums prescribed for VFR unless that person has, within the past six calendar months, logged at least six hours of instrument time under actual or simulated IFR conditions. At least three hours must be in flight in the category of aircraft involved. These six hours of instrument time must include at least six instrument approaches of any kind. A

pilot may also meet the recency of instrument experience requirements by passing an instrument competency check in the category of aircraft involved given by a DAAO inspector, a DAAO approved check pilot, or a licensed instrument flight instructor.

A. Failure to Meet Instrument Currency

A pilot not meeting the instrument recency of experience requirement may not exercise the privileges of the instrument rating until the requirements are met. If the pilot fails to meet this recency of instrument experience for a period of one year, the pilot must pass an instrument competency check in the category of aircraft involved.

B. Instrument Competency Check

An instrument competency check must be accomplished in a category of aircraft in which the pilot is rated and shall consist of one or all of the procedures and maneuvers from the instrument pilot practical test standards as selected by the person conducting the check. Instrument competency checks may be given by:

- (1) DAAO inspectors
- (2) Instrument pilot examiners
- (3) A licensed instrument flight instructor

C. Competency Check Unsatisfactory

If, in the opinion of the person conducting the instrument competency check, the pilot has not performed satisfactorily, no logbook endorsement is required. Flight instructors should be aware that the regulations do not provide for the failure of an instrument competency check; therefore, persons conducting instrument competency checks should not endorse a pilot's logbook to reflect failure. If the instrument competency check was overdue, the pilot shall not conduct IFR operations until an instrument check is satisfactorily accomplished.

D. Ground Trainers or Simulators

Any DAAO inspector may, at the request of the pilot involved, authorize the use, or partial use, of an instrument ground trainer or simulator that meets the requirements of CASR 141.41(a)(2) for all or part of the instrument competency check only.

17. High Performance Airplane Check – CASR 61.31(d)

A pilot must receive flight instruction from an authorized flight instructor in such an airplane and have an instructor endorse the logbook to the effect that the pilot is competent to operate a high performance airplane. For the purposes of this requirement, a high performance airplane is one that is powered by more than 200 horsepower, or has retractable landing gear, flaps, and a controllable pitch propeller, regardless of the horsepower.

19. Self-Launching or Powered Sailplane Flight Checks

Self-launching sailplanes, powered sailplanes, motorized sailplanes or motorgliders have become an increasingly common and popular type of vehicle for use in aviation sport flying. Under current regulations, a glider pilot is limited to the types of launch demonstrated during the licence practical test. Appropriate limitations, if any, are placed on the pilot licence when it is issued.

However, there are no provisions, nor are any intended, for the issuance of a powered glider rating.

Section 9. Designated Examiners

1. General

A. Background and Policy

The information in this section contains policy concerning the designation, supervision, and renewal and certain termination procedures.

B. Designated Representative Records

The DAAO shall keep a file record of each designated examiner. This file shall contain copies of the original designation, renewals, spot check reports, correspondence, examiner training records, and a log of all practical test files received from the examiner. The log of practical test files shall include the name of each pilot tested, the type of test, the date, and the result of the test.

3. Pilot Examiners

A. Examiner Designation Procedures

Designation procedures, found in Chapters 15 and 15a, must be rigidly adhered to. In particular, the DAAO must select candidates for designation whose technical qualifications, reputation, and integrity are of the highest order.

B. Reasons for Cancellation

A designation may be canceled by the DGCA on the basis of any of the following:

- (1) There is no longer a need for the examiner's services.
- (2) Continued unsatisfactory performance in any phase of examiner duties or responsibilities, including inability to accept or carry out designating DGCA instructions.
- (3) Any actions by the examiner which may reflect discredit on the DGCA, such as proof and adjudicated cases of fraudulent use of the designation.
- (4) Demonstrated inability of the examiner to work harmoniously with personnel of the DGCA or with the public.
- (5) Confirmation of evidence that the examiner's general or professional qualifications and requirements were not met at the time of the original designation or not met anytime thereafter.
- (6) The inability of an examiner to demonstrate satisfactory performance during a knowledge and skill evaluation or during a recurrent examiner or job function course.
- (7) The inability of an examiner to demonstrate qualifications for any licence held, rating held, or any examiner designation.

C. Documentation of Deficiencies

It is vital that any observed deficiencies in examiner performance be properly and completely documented. Affected examiners should be notified of deficiencies and provided with opportunity to correct them. They shall

also be advised that continued poor performance constitutes valid grounds for the cancellation of their designations.

D. Renewal Procedures.

- (1) DGCA shall ensure the required prerequisites for renewal of each examiner. In particular, a finding must be made that continuation of the designation is justified to provide service to the public. All such findings, whether used to support continuing or canceling a designation, must be fully documented and the examiner must receive timely notice where a determination is made to cancel a designation.
- (2) It should be emphasized that it is administratively preferable to terminate an examiner's services by not renewing his or her designation, rather than cancellation of the designation during its one year duration.

E. Cancellation of Designation

If it becomes necessary to cancel an examiner designation for any reason, the case should be thoroughly documented. Procedures should be established to ensure director involvement and concurrence before giving any official notification to the examiner. Particular attention should be given to providing documented and timely notice to examiners whose designations are to be canceled.

F. Periodic Monitoring

Periodic monitoring should be accomplished and special reviews should be performed as the need arises. Regular program evaluation is especially valuable in improving standardization and in maintaining effective oversight of the examiner program.

5. Nonrenewal/Termination

The following paragraphs establish procedures to be followed when an inspector decides not to renew or to terminate a pilot examiner, flight engineer examiner, aviation medical examiner, flight navigator examiner, flight operations officer examiner or flight attendant examiner designation. These procedures are intended to ensure that due process is accorded to designees before a final decision. These procedures state how a designation may be terminated but do not provide a comprehensive procedure for appeal of such actions by the designee.

7. Procedures for Terminating or Not Renewing Designations

The following procedures must be followed and are effective immediately. The procedures contained in this action notice should rationalize the process for terminating examiner designations.

A. Notification

Designees should be notified in writing of the reasons for the proposed action. The reasons should be as specific as possible, should cite applicable CASR and other guidance, and should be supported by examples, especially in cases of unacceptable conduct. The reasons cited must also be supported by documented surveillance results or the results of other investigations, but these documents should not be included in the letter.

B. Content of Written Notification

The written notification should give the designee the option to respond in writing or in person. The notification should also inform the designee that a record shall be made of any meeting held.

C. Record of Meeting

The written record of any meeting held with the designee may be in the form of notes taken by a secretary, a summary composed by staff after the meeting, or a verbatim record. Where the record consists of notes or a summary, the write up shall be sent to the designee, and he or she should be invited to submit any comments or proposed corrections.

D. Decision or Action

The decision regarding the proposed action should be in writing. Where the decision is not to renew or to terminate a designation, the written statement must indicate the reasons, and it must provide a justification for the decision, notwithstanding the designees' response, regardless of whether the response was in writing or in person. The decision letter must also advise the designee that, if the designee so desires, he or she may obtain further administrative review by writing and requesting such review from the DGCA within 10 days of receipt of the letter from the DGCA.

F. Emergency Action

In cases where a designee is suspected of fraud or any other activity for which emergency action is necessary to ensure safety, DGCA may immediately direct the designee, in writing, to cease all further testing and certification activity, pending further DGCA investigation of the matter. Upon investigation of the circumstances of such incidents, DGCA should initiate termination or nonrenewal action.

G. Coordination of Decisions

Coordination of Decision not to Renew or to Terminate. DAAO personnel should coordinate all contemplated actions with the Sub Director, Aircraft Operations and the Director DAAO before the initiation of such action.

9. Reinstatement of Expired Designation

An expired examiner designation may be reinstated only on compliance with the requirements and procedures prescribed for an original issuance of a designation. The original designation number may be used.

Section 10. Miscellaneous Certification Information

1. General

The information in the following paragraphs is supplemental in nature, and some does not have a direct application to the actual certification of pilots. Some of the information is safety related. Inspectors should be aware of this information and relate it to examiners or flight instructors. Other information also notes items to consider during surveillance of pilots, instructors, or examiners.

3. Use of Simulators or other Training Devices (Approved by the DGCA) to Conduct Civil Aviation Safety Regulations (CASR) 61.58(c) Proficiency Checks

CASR 61.58(c) requires that to serve as pilot in command (PIC) of an aircraft licence for more than one pilot crewmember, the PIC must have completed a proficiency check in the particular type aircraft since the beginning of the 24th calendar month before the month in which the pilot acts as PIC. However, CASR 61.58(d) provides that for airplanes, the maneuvers and procedures required for the checks and tests prescribed in CASR 61.58(c)(1), (2), and (4), and CASR 61.58(c)(3) in the case of type ratings obtained in conjunction with a CASR Part 121 training program, may be performed in a qualified simulator or other training device in accordance with applicable provisions set forth in the CASR.

A. Recent Simulator Technology

Recent breakthroughs in computer technology have permitted development of highly sophisticated computerized electronics and computer generated visual imagery in aircraft simulators and training devices. Authority for the increased use of simulators and training devices has been incorporated in the various CASR relating to the certification of pilots.

B. Expanded Use of Simulators

The DAAO has indicated its commitment to permit the expanded use of simulators and training devices in connection with the training and practical testing of pilots as the state of the art develops and as public interest dictates. Aircraft Simulator and Visual System Evaluation and Approval, are periodically updated along with simulator technology in order to ensure maximum transfer in flight crew training and to ensure that the simulator or training device factually represents the aircraft and flight environment.

C. [Reserved]

D. [Reserved]

5. Use of an Airplane Simulator or Training Device in Accordance with CASR 61.157(d)

CASR 61.157(d) permits the use of an airplane simulator or training device to accomplish those items listed in DAAO Form 61-6, Airmen Proficiency/Qualification Check. This authority extends to any applicant for an airline transport pilot (ATP) licence or additional type rating, including an applicant not employed by a CASR Part 121 operator, provided the requirements of CASR 61.157(d)(1) and (2) are met. Any applicant, regardless of his or her employment status, may fulfill CASR 61.157(d)(2) requirements and benefit from the authority to use a simulator or training device as specified by this subpart of the CASR. CASR 61.157(d) does not permit the use of a simulator to satisfy those items required to be accomplished in flight by DAAO Form 61-6. This authority is contained in CASR 61.157(e) and this clarification of policy does not extend to that subpart of CASR. Additionally, this policy in no way expands the waiver authority addressed in CASR 61.157(c). The waiver authority contained in CASR 61.157(c) is explicitly limited to pilots employed by CASR Part 121 licence holders.

7. Pilot Licence Requirements and the Logging of Flight Time in Hang Gliders, Ultralights, Powered (Motorized) Gliders, and other Vehicles

The following guidance is designed to clarify issues concerning the logging of flight time and minimum pilot licence requirements for hang gliders, ultralights, and similar vehicles.

A. Noncertificated Vehicles

The DAAO does not require a pilot licence to operate hang gliders, ultralights, etc., unless the vehicle is type licence as an aircraft in a category listed in CASR 61.5(b)(1) or licence as an experimental aircraft under CASR Part 21. If the vehicle is licence under either Part, at least a student pilot licence is required.

B. Logging Time

Unless the vehicle is type licenced as an aircraft in a category listed in CASR 61.5(b)(1) or as an experimental aircraft or otherwise holds an airworthiness licence, flight time acquired in such a vehicle may not be used to meet requirements of CASR Part 61 for a licence or rating or to meet recency of experience requirements of that Part.

C. Minimum Licence Requirements

To operate a small aircraft with an experimental airworthiness licence, at least a student pilot licence is required. The licence must be properly endorsed in accordance with CASR 61.87, except in the case of an aircraft operating limitation which requires the PIC to hold an appropriate category/class rating. In that case, the pilot must hold at least a private pilot licence.

D. Logging Time in Powered Gliders

Flight time in a powered glider cannot be logged as required airplane pilot flight time unless the aircraft is type licence as an airplane. Flight time used to meet recency of experience requirements or the requirements for a licence or rating may only be logged according to the category in which the aircraft is type licence, i.e., airplane, glider, etc. Powered gliders may be type licence either as gliders or airplanes. Advisory Circular 21.23-1, "Type Certification - Fixed Wing Glider (Sailplanes)," provides criteria and lists other means, such as the German Federal Republic developed Joint Airworthiness Requirements (JAR-22) for sailplanes and powered sailplanes, that may be used to type licence powered gliders. Self-launching powered gliders that do not meet the acceptable criteria may only be type licenced as airplanes. In this case, the logging of airplane flight time would be appropriate.

11. [Reserved]

13. [Reserved]

15. Lost Logbooks or Flight Records

Aeronautical experience requirements must be shown for a person to be eligible for the issuance or to exercise the privileges of a pilot licence. A pilot who has lost logbooks or flight time records should be reminded that any fraudulent or intentional false statements concerning aeronautical experience are a basis for

suspension or revocation of any licence or rating held. The pilot who has this problem may, at the discretion of the inspector accepting the application for a pilot licence or rating, use a signed and notarized statement of previous flight time as the basis for starting a new flight time record. Such a statement should be substantiated by all available evidence, such as aircraft logbooks, receipts for aircraft rentals, and statements of flight operators.

CHAPTER 2 : WRITTEN TEST PROCEDURES

Section 1 : Processing and Requirements Examination Applications

1. Receipt of Applications

Submitted or received applications are registered by signed and numbered receipt sheet/form.

2. Fees

Fees will be charged according to applicable rules and directly paid by the assigned finance person (company or operator)

3. Applications for On-demand Examinations

The name form and procedures are to be implemented as other examination application, except that the handling is done and evaluation for eligibility will be done later after the conduct of the examination.

Application can be forwarded for individual or a number of persons on the intended date and time of examination.

4. Applications for Scheduled Examinations

The name form and procedures are to be implemented as other exams, except that the date, time and location are as scheduled on the examination notification letter.

5. Advice to Applicants

Whenever it is found that the applicant meets or do not meet the requirement as stated in the CASR Part 61 the notification letter will be issued to the applicants within 14 (fourteen) days after the date of receipt.

6. Result Notification

The result of the examination will be notified by letter per batch or group or examination number within 14 (fourteen) days after the date of the examination.

The notification will only consist of "Pass" or "Failed" statement, but the scorers are kept in the file or records. (included the scores)

7. Examination Records

The copies of questions paper shall be destroyed within 1 (one) weeks after the date of examination.

The answer sheet, the list of examinee names and the examination result records will be kept for at least 2 (two) years after the date of examination for those who pass the examination.

8. Requirements

1. The applicant of the examination should be :
 - a. has registered as an applicant on approved training centers and operator training center in accordance with the application letter has submitted to Sub Directorate of Aircraft Operation - Directorate of Airworthiness and Aircraft Operations;
 - b. has fully accomplished the training program in the classroom at least 80% attendance from all required sessions;
2. The unregistered applicant, an unidentified IDs and "Observer" strongly prohibited to conduct an examination;
3. In case of absence because of health condition if the applicant shown statement letter regarding his/her health condition issued by medical institution, he/she allow to conduct optional examination scheduled by Sub Directorate of Aircraft Operations;
4. to conduct an optional examination, the applicant should be properly registered and approved by Sub Directorate of Aircraft Operations;
5. the applicant should be shown he/she identification (KTP/Passport) and worn casual dress. It prohibited to wear T-Shirt, shorts and sandals except injured.
6. the applicant prohibited to assigned other person for himself/herself to conduct re-examination.

Section 2 : Examination Venues And Timetables

1. DGCA Examination Venues

The Examination venues must provide and maintain on a continuous basis:

1. Conformance with local building, sanitation, and health codes.
2. Restroom facilities located in the same building where the knowledge testing is conducted.
3. Proper control of temperature and ventilation.
4. Adequate lighting. Situations that create glare on computer monitor screens should be avoided.
5. Adequate physical space. Separate cubicles with suitable partitions between test terminals (or test areas) are recommended
6. Adequate table workspace minimum for 25 applicants
7. The testing stations should be free of clutter.
8. The testing stations should be arranged so that each applicant would

be unable to view tests or computer screens at other testing stations.

9. Freedom from noise, distractions, and visual aids. Situations that create noise in or around the testing area should be avoided. Test rooms must be free of any aviation-related posters that may assist an applicant in answering test questions. Test rooms must be free from any other activity during testing sessions.

2. DGCA Examination Invigilators

A list of persons approved to invigilate DGCA personnel licensing examinations is in Attachment 2 of this chapter.

3. Scheduled Examinations Timetable

The venues, times and dates scheduled for flight crew, flight operations officer, flight attendant licence and certificate examinations are conducted in accordance with the application letter submitted to DAAO.

4. On-demand Examination Procedures

Examinations may be provided on demand if :

1. the application letter shall be received at least two weeks before the intended date of the examination
2. the applicant is to be advised the date, time and place of the examination at least two days in advance

Section 3 . Preparation Of Examination Papers

1. General

The purpose of personnel licensing examinations is to test the knowledge of licence and rating applicants. Each examination must therefore be appropriate to the category of licence sought.

2. Authorised Examiners

Examiners authorised for the purpose by the Director of Airworthiness and Aircraft Operations must prepare all examinations. A list of authorised examiners, and the papers they are authorised to prepare,

3. Refresher Training

Authorised Examiners will undergo periodic refresher training in accordance with the schedule in Attachment 2 of this chapter.

4. Reference Library

Each authorised examiner shall maintain a reference library consisting of CASR, AC's, SI's and text books appropriate to the examinations he or she is authorised to write. These libraries are for the purpose of assisting authorised examiners to research and review examination questions in their subjects. Requests for additional text books shall be made in writing through section heads. The reference library assigned to each authorised examiner is listed in Attachment 3 of this chapter.

5. Examination Question Banks

Each authorised examiner shall maintain a question bank from which examination papers may be prepared. Question banks shall contain sufficient questions to ensure that successive examination papers contain no more than 50% of the questions used in the previous paper.

6. Examination Validity

Each authorised examiner shall constantly review and amend as necessary questions in his or her question bank. Library texts shall be used for this purpose. Each question in the bank shall contain a reference to the text where the correct answer may be found.

7. Examination Security

Authorised examiners are to treat all examination questions and papers as if they were personal and confidential documents. They are not to be left lying on unattended desks where unauthorised persons may see and read them. Answers to questions in the bank and for individual examination papers shall be stored separately from the questions themselves. Each authorised examiner is responsible for the security of his or her questions and examination papers from the time of writing through to printing and distribution to examination centres.

8. Writing Examination Papers

before the examination, the papers should be prepared :

- a. Application For Examination
- b. Attendant List
- c. Answer Sheet
- d. Questions

Section 4 . Type And Subject Of Examination

Type and subject of examination, for flight crew of fixed wing and rotary (aeroplane dan rotorcraft)

- 1) Student Pilot Licence/SPL :
 - a) English Test
- 2) Private Pilot Licence/PPL :
 - a) Airlaw / Rule Regulation
 - b) Aircraft Instrument
 - c) Aviation Meteorology
 - d) Principle of Flight / aerodynamic
 - e) Airframe and aircraft System
 - f) Navigation General
 - g) Human factor/performance
- 3) Commercial Pilot Licence/CPL :
 - a) Airlaw / Rule Regulation
 - b) Flight Navigation
 - c) Principle of Flight / Aerodynamic
 - d) Aviation Meteorology
 - e) Airframe and aircraft System
 - f) Aircraft Powerplant
 - g) Conduct of Flight Operation
 - h) Flight Planning
 - i) Human factor/performance
- 4) Instrument Rating/IR :
 - a) Aircraft Instrument
 - b) Radio Aid To Air Navigation
- 5) Airline Transport Pilot Licence/ATPL :
 - a) Airlaw / Rule Regulation
 - b) Conduct of Flight Operation
 - c) Aviation Meteorology
 - d) Flight Navigation
 - e) Flight Planning / Performance / Weight and Balance
 - f) Human factor/performance
- 6) Certified Flight Instructor/CFI :
 - a) Ground instructor course
- 7) Technical Type Knowledge :
 - a) according to Type Rating application
- 8) Endorsement (PPL, CPL, ATPL, CFI, IR) :
 - a) Subject of examination for PPL/CPL/ATPL collected in one group of tests
- 9) Certificate of Validation :
 - a) Airlaw / Rule Regulation
- 10) Requalification/Revocation Licence (PPL, CPL, ATPL, CFI, IR) :
 - a) Subject of examination for PPL/CPL/ATPL collected in one group of tests

CHAPTER 4. ISSUE A STUDENT PILOT LICENCE

Section 1. Background

1. **[Reserved]**

3. **Objective**

The objective of this task is to determine an applicant's eligibility for a student pilot licence under CASR Part 61. Completion of this task results in the issuance or denial of a student pilot licence to the applicant.

5. **General**

A. Two Types of Student Pilot Licences

There are two types of student pilot licences.

- (1) An Aviation Medical Examiner issues a DAAO Form 61-2, Student Medical Licence, to a qualified applicant who meets the requirements of Subpart C of CASR Part 61 for unrestricted student pilots. This certificate serves as both a medical certificate and a student pilot licence. An applicant who needs a medical certificate and does not have one, may apply to an aviation medical examiner for either a combined student pilot Licence - medical certificate or a medical certificate only. But the licence must be endorsed by DAAO.
- (2) Inspectors issue DAAO Form 61-2 to qualified applicants. This licence serves as a standard student pilot licence.

B. Limitations

Applicants for student pilot licences that require the limitations "Not valid for flights requiring the use of English" or "Not valid for flights requiring the use of radio," must have the licence issued by DAAO inspectors only.

7. **Renewal**

A. Nonrenewable

Student pilot licences are not renewable. Upon expiration of a student pilot licence the applicant may reapply for a new licence. The application process is the same as for the original issuance. The student pilot should keep his or her original licence bearing any endorsements that remain valid. The holder of an expired licence may be issued a new licence only if he or she meets the same requirements as for his or her original licence.

B. Endorsement Space Full

If the allotted space for flight instructor endorsements is full, and the student seeks endorsements for additional types of aircraft, issue a second Student Pilot licence. It must be clearly marked "For Record Purposes Only" by the inspector. The second Licence will have the same expiration date as the original.

9. **Student Pilot Licences – Glider and Free Balloon**

For these two aircraft an applicant only needs to be 14 years of age and does not need to have an airman medical licence. On DAAO Form 61-1, the applicant must certify that he or she has no known medical problem which would prevent

safe operation of an aircraft. Applicants for glider or free balloon student pilot licences are issued DAAO Form 61-2. If at any time the holder of a student pilot licence for gliders or free balloon aircraft wishes to obtain a licence or rating in a powered aircraft, he or she must meet the appropriate medical requirements of CASR Part 67.

11. Student Pilot Class B and Airports within Class B Airspace Endorsements

A student pilot may not operate an aircraft on a solo flight in Class B airspace unless the requirements of CASR 61.95 are met. Once these requirements are satisfied a logbook endorsement is required in accordance with CASR 61.95.

13. Sport Pilot Licences

See Chapter 30 of this SI.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of CASR Part 61 and DGCA policies, and qualification as a Flight Operations Inspector.

B. Coordination

This task requires coordination with the licensing section of DAAO.

3. References, Forms, and Job Aids

A. References.

CASR Parts 1 and 61 (Subpart C, Student and Sport Pilots).
SI 8400.1, Flight Operations Inspector's SI.

B. Forms.

DAAO Form 61-5, Notice of Disapproval of Application
DAAO Form 61-1, Application for Pilot Licence and/or Rating
DAAO Form 61-2, Student Pilot Licence

C. Job Aids.

Sample letters and figures.

5. Procedures

A. Schedule Appointment

Inform the applicant that he or she must bring acceptable identification to the appointment.

B. Applicant Arrives for Appointment

Collect DAAO Form 61-1 and the applicant's identification.

C. Aircraft Category

Determine which category of aircraft the applicant intends to fly.

- (1) If glider or free balloon, provide the applicant a copy of DAAO Form 61-1. Explain what must be filled out.
- (2) If airplane or rotorcraft, determine if the applicant holds a valid medical certificate.
 - (a) If an applicant does not have a medical certificate, inform the applicant that a medical certificate must be obtained. Also, inform the applicant that the application may be resubmitted after obtaining the medical certificate. Advise applicant to make an appointment with an aviation medical examiner for either the combined student pilot - medical certificate or a medical certificate only.
 - (b) If an applicant does have a valid medical certificate, provide the applicant with DAAO Form 61-1. Explain what must be filled out.

D. Review Application

Verify that the application is filled out accurately and in ink.

- (1) In Section I, ensure that the applicant has checked the box labeled "Student."
- (2) Ensure the remainder of the application is filled out according to Chapter 1, Section 4 of this volume. Sections II and III, however, do not have to be filled in for issuance of an original student pilot licence.

E. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on DAAO Form 61-1. (See Chapter 1, Section 4, paragraph 5 of this SI.)

- (1) If the applicant's identity can be verified, proceed with issuing the licence.
- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1, or it appears that an attempt at falsification has been made, do not issue DAAO Form 61-2

F. Establish Eligibility

- (1) Determine if the applicant for a student pilot licence meets the requirements regarding age, language, and medical qualifications (CASR 61.83).
- (2) If the applicant proposes to operate powered aircraft, check that the applicant has the required valid DAAO Form 91-3, Medical Release Form. If the applicant proposes to operate only gliders or free balloons, check that the applicant has completed the self medical certification portion of DAAO Form 61-1.
- (3) If the applicant does not meet the requirements of CASR 61.83, prepare DAAO Form 61-5 in duplicate (Chapter 1 Section 6).
 - (a) Inform the applicant of the reasons for denial.

- (b) Give an adequate explanation of how the applicant may correct the discrepancies.

G. Applicant Meets Requirements

If the applicant meets all of the requirements for a student pilot licence -

- (1) Prepare the licence in duplicate as per Chapter 1, Section 5.
- (2) Sign and have the applicant sign, in ink, both the original and the carbon copy.
- (3) Issue the original to the applicant.
- (4) Inform the applicant that the licence expires two years after the date it was issued, on the last day of the month.
- (5) Enter the following operating limitations (when appropriate) on the space provided on the student pilot licence:
 - (a) Enter "Gliders Only" or "Free Balloon Only" for an applicant who wants to operate only such aircraft.
 - (b) Enter "Not valid for flights requiring the use of English" for an applicant who does not read, speak, and understand English.
 - (c) Enter "Not valid for flights requiring the use of radio" if the applicant is hearing impaired or speech impaired.
- (6) Complete inspector certification section and sign the reverse side of DAAO Form 61-1.
- (7) Forward the file to licensing.

H. Subsequent Issuance

- (1) If a student pilot licence has expired, follow the procedures for original issuance.
- (2) If the allotted space for flight instructor endorsements is full on a valid student pilot licence, issue a second student pilot licence as follows:
 - (a) Clearly mark on the front of the second licence, "For Record Purposes Only."
 - (b) Enter the same expiration date on the second licence that is on the original licence.
 - (c) Issue the original of the new licence to the student and destroy the carbon copy.

I. Forward File

- (1) If the applicant was issued a student pilot licence, forward the completed file to licensing. The file consists of:
 - (a) Completed, signed DAAO Form 61-1.
 - (b) The carbon copy of DAAO Form 61-2.
- (2) If the applicant was issued a Notice of Disapproval, forward the completed, signed DAAO Form 61-1 and DAAO Form 61-5 to licensing.

7. Task Outcomes

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

- A. Student Pilot licence
- B. Notice of Disapproval

CHAPTER 5. CONDUCT A PRIVATE PILOT CERTIFICATION INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to determine if an applicant meets the requirements for certification as a private pilot under CASR Part 61, Subpart D. Successful completion of this task results in the recommendation of an issuance of a Pilot Licence, Private Pilot Licence or a Notice of Disapproval. A Letter of Discontinuance is issued only when the practical test is discontinued due to unforeseen circumstances, such as mechanical failure or unforecasted adverse weather.

5. General

A. Airworthiness Coordination

The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, Radio License (if applicable), and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

B. Airworthiness Inspector Unavailable

In cases where an airworthiness inspector is not available to review aircraft documents, the operations inspector conducting the practical test can and should review the documents for conformity.

7. Establishing Eligibility

A. Graduate of an Approved School

If the applicant graduates from an approved school and presents an appropriate graduation certificate, the applicant is considered to meet the knowledge and experience requirements of CASR 61.109, 61.113, 61.115 or 61.117. Otherwise, the applicant must meet the requirements of CASR 61.105 and 61.107.

B. Graduate of an Approved School with Examining Authority

If the applicant graduated from a DGCA approved school with examining authority within 90 days before application, CASR 61.71(b) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of CASR 61.105 and 61.107.

C. Not a Graduate of an Approved School

If the applicant is not a graduate of an approved school, the inspector must establish the applicant's flight experience in accordance with CASR 61.109 and 61.113, 61.115, or 61.117. Military pilot flight time records are acceptable if they meet the requirements of CASR 61.51.

D. Aeronautical Knowledge

A knowledge test report or a test report from an approved school with knowledge test examining authority are the only acceptable forms of evidence that the applicant has passed the knowledge test for a private pilot licence.

- (1) The format of the knowledge test report from an approved school or computer testing designee must include an embossed seal in the lower right corner and the testing facility's name and the pilot school designation number.
- (2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot licence.

E. Aeronautical Experience

The applicant must present a pilot logbook or other reliable record(s) as evidence of meeting the required aeronautical experience.

- (1) Military pilot flight time records may be used to show the required flight time if the records meet the requirements of 61.51.
- (2) An applicant for a private pilot licence with an airplane rating must have received some instruction in the control and maneuvering of an airplane solely by reference to instruments. If the applicant's records do not indicate any instruction received in this task, the applicant is not eligible for the practical test.
- (3) An applicant for a private pilot licence with an airplane or helicopter rating must have received some night flight instruction and an instructor endorsement in accordance with 61.107(a)(9) or 61.107(b)(6), as appropriate. If the applicant's records indicate that no night flight instruction has been received, the applicant is not eligible to take the private pilot practical test.

9. Limitations

A. Night Flying Limitations

- (1) An airplane or helicopter applicant who has received some night flight instruction, but less than the required 3 hours at night and 10 takeoffs and landings, shall have the limitation "NIGHT FLYING PROHIBITED" placed on the applicant's licence when it is issued.
- (2) The applicant SHALL BE TESTED on the night flying task even if the night flying limitation is to be placed on the licence.
- (3) The night flying limitation may be removed when the licence holder is able to show that he or she has met the night experience requirements of 61.109(a)(1) or 61.113(a)(1)(ii), as applicable.

B. Cross-Country

The limitation "PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NM FROM [appropriate island]" shall be entered on the licence of an applicant whose cross-country experience qualifies under the provisions of 61.111(a).

C. ICAO Cross-Country Requirement

The limitation "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO" must be entered on the licence of an

applicant whose cross-country experience qualifies under the provisions of 61.111(c). Cross-country limitations may be removed by an examiner when the licence holder has complied with the applicable solo cross-country requirements and has passed a practical test on cross-country flying.

D. English Language

Only an inspector may remove the limitation "NOT VALID FOR FLIGHT REQUIRING THE USE OF ENGLISH" from a licence. (Examiners may not do so unless specifically authorized by DGCA.)

E. Reserved

F. Lighter-than-Air Limitations

If appropriate, the inspector places one of the following limitations on a licence with lighter-than-air category and free balloon class ratings.

- (1) "LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER."
- (2) "LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER."

11. Categories and Classes

In addition to aircraft category ratings (airplane, rotorcraft, glider, lighter-than-air), class ratings may be placed on private pilot licences.

A. Airplane Class Ratings

The following are class ratings which can be originally issued or later added to private pilot airplane licences:

- (1) Single engine land
- (2) Multiengine land
- (3) Single engine sea
- (4) Multiengine sea

B. Rotorcraft Class Ratings

The following are class ratings which can be originally issued or added to private pilot rotorcraft licences:

- (1) Helicopter
- (2) Gyroplane

C. Lighter-Than-Air Class Ratings

The following are class ratings which can be originally issued or added to private pilot lighter-than-air licences:

- (1) Airship
- (2) Free balloon

13. Sport Pilot Upgrades

A sport pilot who desires certification as a private pilot must meet ALL the eligibility requirements appropriate to the category and class sought for the private pilot licence. Since the sport pilot is limited to within 50 NM of a "home" airport and since the sport pilot is not authorized to use the radio for ATC communication, the sport pilot's logbook must be endorsed by a flight instructor for each operation not allowed under sport pilot licence. The sport pilot must also pass a written test appropriate to aircraft category.

A. Knowledge Test

The applicant for an upgrade to a private pilot licence must also pass the appropriate private pilot knowledge test. (There are short private pilot knowledge tests authorized for holders of sport pilot licences with airplane, helicopter, and gyroplane privileges who wish to upgrade to a private pilot licence for the same category of aircraft.)

B. Licence

The private pilot licence supersedes the sport pilot licence. If a different category of aircraft is used, the sport pilot privileges from the superseded licence are shown on the private pilot licence.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 and DGCA policies and qualification as a Flight Operations Inspector.

B. Coordination

This task requires coordination with the airworthiness unit and with the pilot records section of DGCA.

3. References, Forms, and Job Aids

A. References.

CASR Parts 1, 91, 141,
CASR Part 61, Subpart D, Private Pilots
Private Pilot Practical Test Standards
Chapter 1, Introduction to CASR Part 61 Related Tasks

B. Forms.

DAAO Form 61-5, Notice of Disapproval of Application
DAAO Form 61-1, Application for Pilot Licence and/or Rating

C. Job Aids.

Sample letters and figures

5. Procedures

A. Schedule Appointment

Inform the applicant of the necessary documentation to bring to the appointment.

- (1) A properly completed DAAO Form 61-1
- (2) Student Pilot Licence
- (3) Pilot Licence (if for an additional category/class rating)
- (4) Medical Certificate
- (5) Written Test Report (if applicable)
- (6) A DGCA approved school Graduation Certificate (if required by CASR 61.71)
- (7) Personal logbooks or other records substantiating the flight experience shown on the application form
- (8) Aircraft maintenance records

- (9) Aircraft airworthiness certificate
- (10) Aircraft registration
- (11) An acceptable form of photo identification; and
- (12) the aircraft station licence documents, if applicable.

B. Applicant Arrives for Appointment

- (1) Collect the documentation indicated above.
- (2) Open file.

C. Review Application.

- (1) In Section I, ensure that the applicant has checked the box labeled "Private." If the applicant is seeking a rating (other than an instrument rating), ensure that he or she has checked the box labeled "Additional Aircraft Rating."
- (2) Check the application for accuracy, using the instructions attached to DAAO Form 61-1 and any additional instructions found in Chapter 1, Section 4 of this Staff Instruction.
- (3) Ensure that the flight instructor has signed an endorsement no more than 90 days before the application was submitted.

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on DAAO Form 61-1.

- (1) If the applicant's identity can be verified, proceed with the task.
- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1, or it appears that an attempt at falsification has been made, do not continue with this task.

E. Pilots Requirements for Original Issuance

Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a private pilot (see CASR 61.103, 61.105, and 61.107). The following list expands on the basic requirements:

- (1) If the applicant proposes to operate powered aircraft, ensure that the medical certificate is current. If the applicant proposes to operate only gliders or balloons, have the applicant complete the self medical certification portion of DAAO Form 61-1.
- (2) Inspect the applicant's medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary. (If a special medical flight test is necessary, see Chapter 27 of this Staff Instruction.)
- (3) If the applicant is not a graduate of an approved school, have the applicant establish aeronautical knowledge and flight proficiency in accordance with CASR 61.105 and 61.107. Use an acceptable logbook or other reliable record that conforms to the requirements of CASR 61.51.

- (4) Check the record of flight time in Section III of the application to determine if the applicant has at least the minimum flight experience required for the licence and ratings sought (CASR 61.109, 61.113, 61.115, or 61.117, as applicable).
- (5) Check DAAO Form 61-1 to determine if the applicant has failed the Private Pilot Practical Test within the past 30 days (first failure only). If so, check the recommendation section of the form for the required licenced flight instructors signature verifying that the applicant has received the necessary additional instruction as a result of the failure.
- (6) Determine if the applicant graduated from a DGCA approved pilot school within 60 days before the application. If so, have the applicant present the appropriate graduation certificate, required by CASR 61.71. Otherwise, the applicant must meet the requirements of CASR 61.105 and 61.107.
- (7) Request and examine any ONE of the following documents as acceptable evidence of having passed the written test:
 - (a) Pilot Written Test Report; or
 - (b) A test report from an approved school with written test examining authority.
- (8) If an applicant lives on an island from which the required flights cannot be accomplished without flying over water, refer to CASR 61.111.

F. Pilots Requirements for Additional Category and Class Rating

These requirements are the same as in paragraph E above; however, the written test is not required if the applicant already has a powered aircraft rating.

G. Aircraft Requirements

The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, radio licence, if applicable and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

H. Discrepancies

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

I. Conduct Practical Test

After determining the applicant is eligible and meets all prerequisites for the private pilot licence and/or category or class rating, conduct the practical test.

- (1) Use the procedures and maneuvers for the category and class of aircraft for which a licence or rating is sought.
- (2) Give an applicant who is retesting credit for those entire pilot operations successfully completed on the previous practical examination, provided the previous test was conducted within 60 days before the re-examination practical test, (inspector's option). If the previous test was conducted more than 60 days before the re-examination practical test, test the applicant in all areas.

- (3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance. Return the application and all submitted documents to the applicant. Close file.

J. Unsatisfactory Performance

If the applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

- (1) Give credit for operations that were passed.
- (2) Prepare in duplicate DAAO Form 61-5 as described in Chapter 1, Section 6 of this Staff Instruction. In addition to the instructions provided in Chapter 1, Section 6, perform the following:
 - (a) If specific procedures and maneuvers need to be repeated, record them on DAAO Form 61-5.
 - (b) Record the number of practical test failure on DAAO Form 61-5. Give a copy of this form to the applicant.
- (3) Forward the certification file to the Pilot Licensing Section.
- (4) Return all submitted documents not forwarded to record section to the applicant.

K. Satisfactory Performance

- (1) Inform DAAO of the following operating limitations (when appropriate):
 - (a) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH," if the pilot does not read, speak, and understand English.
 - (b) Enter "AERO TOWS ONLY" if the glider rating is issued on the basis of a flight test using aero tows only.
 - (c) Enter "GROUND TOWS ONLY" if the glider rating is issued on the basis of a flight test using ground tows only (auto, auto pulley, or winch).
 - (d) Enter "SELF LAUNCH ONLY" if the glider rating is issued on the basis of a flight test using self launch only.
 - (e) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO" if the pilot is hearing impaired and/or speech impaired.
 - (f) Enter "NIGHT FLYING PROHIBITED" if the applicant does not have three hours of flight time at night and/or has not made 10 takeoffs and landings at night.
 - (g) Enter "PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NAUTICAL MILES FROM [name of appropriate island]" to a pilot whose cross-country experience qualifies under CASR 61.111(b).
 - (h) "FLIGHT REQUIREMENTS OF ICAO" when the applicant's cross-country experience qualifies under CASR 61.111 (c).
- (2) [Reserved]
- (3) Complete the inspector certification section and sign the reverse side of DAAO Form 61-1.
- (4) Forward the completed file to record section.
- (5) Return all submitted documents not forwarded to record section to the applicant.

7. Task Outcomes

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

- A. Notice of Disapproval
- B. Letter of Discontinuance

9. Future Activities

- A. Applicant may return for an added category, class, or type rating.
- B. Applicant may return for an upgraded licence.

CHAPTER 6. CONDUCT A COMMERCIAL PILOT LICENCE INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to determine if an applicant meets the requirements for licence as a commercial pilot under CASR Part 61, Subpart E. Successful completion of this task results in the recommendation of an issuance of a Commercial Pilot Licence, a Notice of Disapproval, or a Letter of Discontinuance.

5. General

A. Airworthiness Coordination

The inspector conducting the practical test, or an airworthiness inspector, should review the aircraft maintenance records, aircraft logbook, airworthiness licence, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, return the documents to the applicant.

B. Pilot In Command Duties

CASR 61.139 allows a commercial pilot to act as pilot in command of an aircraft for compensation or hire. During the practical test, inspectors should determine that the applicant is aware of the types of flight operations and other regulatory requirements found in CASR Parts 135, 137 that affect these privileges.

D. Medical certificates

The applicant must have a current first-class medical certificate to be eligible for original issuance of a commercial pilot licence.

D. Concurrent Private and Commercial Testing

A private pilot licence with an airplane category rating is a requirement for a commercial pilot licence with an airplane rating. If the applicant does not hold a private pilot airplane licence, the applicant must meet all of the prerequisites for a private pilot licence, including the private pilot knowledge test and satisfactory completion of private pilot practical test requirements. The applicant may, at the inspector's or examiner's discretion, take the private and commercial practical tests concurrently during a single flight; however, the applicant must satisfactorily accomplish testing on all private pilot requirements before the inspector or examiner may begin testing on the commercial requirements. The process requires the completion of two licence files (or a Notice of Disapproval of Application, as applicable).

7. Establishing Eligibility

A. Graduate of an Approved School

Under the provisions of CASR 61.71(a), an applicant that presents an appropriate graduation certificate within 60 days after the date of graduation from an approved pilot school, licenced under CASR Part 141, is considered to meet the AERONAUTICAL EXPERIENCE requirements of CASR 61.129, 61.131, 61.133, 61.135, or 61.137, as applicable. However, the applicant is NOT considered to have met the AERONAUTICAL KNOWLEDGE and FLIGHT PROFICIENCY requirements of CASR 61.125 and 61.127. The applicant must present evidence of compliance with these requirements.

B. Graduate of an Approved School with Examining Authority

Under the provisions of CASR 61.71(b), an applicant who graduated from an approved pilot school WITH EXAMINING AUTHORITY is considered to meet the applicable knowledge and skill requirements for a commercial pilot licence if the applicant applies within 90 days of graduation and the school is authorized to test applicants on aeronautical knowledge and skill.

C. Not a Graduate of an Approved School

If the applicant is not a graduate of an approved pilot school, or has not applied for a commercial pilot licence within the times specified for approved school graduates, the applicant must meet all applicable aeronautical knowledge, aeronautical experience, and flight proficiency requirements of CASR Part 61, Subpart E.

9. Limitations

Because of specific operating conditions, commercial pilot licences may have certain operating limitations. The pilot must observe an operating limitation until the limitation is removed from the licence. Any limitations on the private pilot licence that were not removed before the commercial licence was issued must be placed on the commercial licence, unless the applicant demonstrates or presents evidence that the limitations no longer apply.

11. Categories and Classes

With the exception of commercial glider licences, a class rating must also be placed on commercial pilot licences.

A. Airplane Class Ratings

The following are class ratings which can be originally issued or later added to commercial pilot airplane licences:

- (1) Single engine land
- (2) Multiengine land
- (3) Single engine sea
- (4) Multiengine sea

B. Rotorcraft Class Ratings

The following are class ratings which can be originally issued or later added to a commercial pilot rotorcraft licence:

- (1) Helicopter
- (2) Gyroplane

C. Lighter-Than-Air Class Ratings.

- (1) The following are class ratings which may be originally issued or later added to commercial pilot lighter-than-air licences:
 - (a) Airship
 - (b) Free balloon
- (2) A commercial pilot with a lighter-than-air category rating may instruct in free balloons or airships, as appropriate. The Practical Test Standards (PTS) for commercial Lighter-Than-Air, free balloon (airborne heater) contain areas of operations that specifically test flight instructor responsibilities.
- (3) At their discretion, inspectors are authorized to omit Area of Operation 1, Fundamentals of Instructing, when conducting practical tests for those pilots who hold a current flight instructor licence and who are applying for a Commercial Pilot licence with a Lighter-Than-Air category with an Airship, Free Balloon (Airborne Heater) or Free Balloon (Gas) rating. In addition, inspectors are authorized to use applicable portions of the Free Balloons (Airborne Heater) (PTS) when conducting initial practical tests for Free Balloon (Gas) licence.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 and DGCA policies and qualification as a Flight Operations Inspector.

B. Coordination

This task may require coordination with the airworthiness unit and with the pilot records section.

3. References, Forms, and Job Aids

A. References.

CASR Parts 1, 91, 141
CASR Part 61 Subpart E, Commercial Pilots
CASR 61.2, Licence of Foreign Pilots and Flight Instructors
Commercial Pilot Practical Test Standards

B. Forms.

DAAO Form 61-5, Notice of Disapproval
DAAO Form 61-1, Application for Pilot Licence and/or Rating

C. Job Aids.

Sample letters and figures

5. Procedures

A. Schedule Appointment

Inform the applicant of the necessary documentation to bring to the appointment.

- (1) A properly completed DAAO Form 61-1.

- (2) Private Pilot Licence (if for original commercial pilot licence airplane category only)
- (3) a student licence (required for categories other than airplane);
- (4) Commercial Pilot Licence (if for an additional category or class rating)
- (5) Pilot Medical Certificate;
- (6) a knowledge test report (if applicable);
- (7) a school graduation certificate (if required by CASR 61.71)
- (8) personal logbooks or other records substantiating the flight experience shown on the application form;
- (9) the aircraft maintenance records;
- (10) the aircraft airworthiness licence;
- (11) the aircraft registration;
- (12) an acceptable form of photo identification; and
- (13) the aircraft station license, if applicable.

B. Applicant Arrives for Appointment.

- (1) Collect the documentation indicated above.
- (2) Open file.

C. Review Application.

- (1) In Section I, ensure that the applicant has checked the box labeled "Commercial." If the applicant is seeking a rating (other than an instrument rating), ensure that he or she has checked the box labeled "Additional Aircraft Rating."
- (2) Check the application for accuracy, using the instructions attached to DAAO Form 61-1 and guidance found in Chapter 1, Section 4 of this Staff Instruction.
- (3) Ensure that the flight instructor has signed the endorsement block no more than 60 days before the application was submitted.

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. (See Chapter 1, Section 4, paragraph 5.) Compare the identification with the personal information provided on DAAO Form 61-1.

- (1) If the applicant's identity can be verified, proceed with issuing the licence.
- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1, or it appears that an attempt at falsification has been made, do not continue with this task.

E. Pilots Requirements for Original Issuance

Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for licence as a commercial pilot (CASR 61.123, 61.127, and 61.129). The following list expands on the basic requirements:

- (1) If the applicant proposes to operate powered aircraft, ensure that the medical certificate is valid. If the applicant proposes to operate only gliders or balloons, have the applicant complete the self medical certificate portion of DAAO Form 61-1.

- (2) Inspect the applicant's medical certificate to make sure that it does not bear any limitation that would make a special medical flight test necessary for the issuance of the commercial pilot licence. (If a Special Medical Flight Test is necessary, see Chapter 27, Conduct a Special Medical Flight Test.)
- (3) Have the applicant present proof of aeronautical knowledge and flight proficiency in accordance with CASR 61.125 and 61.127. Use an acceptable logbook or other reliable record that conforms to CASR 61.51 requirements.
- (4) Check the record of flight time in Section III of the application to determine if the applicant has the minimum aeronautical experience required for the licence and ratings sought under CASR Part 61 or 141.
- (5) Check DAAO Form 61-1 to determine if the applicant has failed the Commercial Pilot Practical Test within the past 30 days (first failure only). If so, check the recommendation section of the form for the required certified flight instructor's signature verifying that the applicant has received the necessary additional instruction as a result of the failure.
- (6) Request and examine any one of the following documents as acceptable evidence of having passed the written test:
 - (a) Pilot Written Test Report
 - (b) A test report from an approved computerized written test facility; or
 - (c) A test report from an approved school with written test examining authority
- (7) If the applicant for an airplane category rating does not hold a private pilot licence, ensure that the applicant has passed the written private pilot test.
 - (a) A private pilot licence with an airplane category rating is a requirement for a commercial pilot licence with an airplane rating. See section 1, paragraph 3D of this chapter for an explanation of the requirements pertaining to concurrent testing. If the applicant wishes to take the tests for both the private pilot and the commercial pilot licences and the inspector or examiner concurs, request the applicant to present two separate applications and instructor endorsements, one for the private test and one for the commercial test. The process requires the completion of two licence files. (Or a Notice of Disapproval of Application, as applicable).
 - (b) If the applicant holds an unrestricted private pilot or higher grade licence with an airplane rating from an ICAO member state, the applicant meets the requirements of CASR 61.129(a) without taking the private pilot written and practical tests.
- (8) Ensure that second in command (SIC) pilot time was acquired in an aircraft with a type licence that requires an SIC or in an aircraft operated in compliance with a CASR that requires a SIC.

F. Pilots Requirements for Additional Category and Class Rating

These requirements are the same as in paragraph 5E of this section; however, the knowledge test is not required if the applicant already has a powered aircraft rating. The applicant must present at least a third-class medical certificate for an additional category/class rating in a powered aircraft.

G. Aircraft Requirements

The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness licence, and aircraft registration to determine if the aircraft is airworthy and suitable for a practical test. After review, return the documents to the applicant.

H. Discrepancies

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

I. Conduct Practical Test

After determining the applicant is eligible and meets all prerequisites for the commercial pilot licence and/or category/class rating, conduct the practical test.

- (1) Use the procedures and maneuvers outlined for the category and class of aircraft for which a rating is sought. An applicant who is retesting may be given credit for those areas of operations successfully completed on the previous practical test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the inspector must test the applicant in all areas.
- (2) Give an applicant who is retesting credit for those entire pilot operations successfully completed on the previous practical examination, provided the previous test was conducted within 60 days before the re-examination (inspector's option). If the previous test was conducted more than 60 days before the re-examination, test the applicant in all areas.
- (3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance. Return the application and all submitted documents to the applicant. Close file.

J. Unsatisfactory Performance

If it is determined that an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

- (1) Give credit for areas of operation that were satisfactorily completed.
- (2) Prepare in duplicate a DAAO Form 61-5 as shown in Chapter 1, Section 6 of this Staff Instruction. In addition to the instructions provided in Chapter 1, Section 6, perform the following:
 - (a) If specific areas of operations need to be repeated, record them on DAAO Form 61-5.
 - (b) Indicate the number of practical test failures on DAAO Form 61-5.
- (3) Forward the licence file to the record section.
- (4) Return all submitted documents not forwarded to record section to the applicant.

K. Satisfactory Performance

- (1) Inform DAAO of the following operating limitations (when appropriate):

- (a) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH," if the pilot does not read, speak, and understand English.
 - (b) Enter "AERO TOWS ONLY" if the glider rating is issued on the basis of a flight test using aero tows only.
 - (c) Enter "GROUND TOWS ONLY" if the glider rating is issued on the basis of a flight test using ground tows only (auto, auto pulley, or winch).
 - (d) Enter "SELF LAUNCH ONLY" if the glider rating is issued on the basis of a flight test using self launch only.
 - (e) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO" if the pilot is hearing impaired and/or speech impaired.
 - (f) Enter "NIGHT FLYING PROHIBITED" if the pilot does not have 3 hours of flight time at night and/or has not made 10 takeoffs and landings at night.
 - (g) Enter "PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10 NAUTICAL MILES FROM [appropriate island]" to a pilot whose cross-country experience qualifies under CASR 61.111(b).
 - (h) Enter "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO" when the applicant's cross-country experience qualifies under CASR 61.111(c).
 - (i) Enter "NOT VALID FOR CARRIAGE OF PERSONS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NAUTICAL MILES OR AT NIGHT" if the pilot has no instrument rating.
- (2) If an instrument rating is added to a licence using a single engine airplane, and the applicant has a multiengine rating (land or sea), enter a VFR limitation for those multiengine privileges.
 - (3) If the pilot licence is issued in a foreign country, see CASR 61.2.
 - (4) Complete the inspector licence section and sign the reverse side of DAAO Form 61-1.
 - (5) Forward the completed file to record section.
 - (6) Return all submitted documents not forwarded to record section to the applicant.

7. Task Outcomes

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

- A. Notice of Disapproval
- B. Letter of Discontinuance

9. Future Activities

- A. Applicant may return for an added category, class, or type rating.
- B. Applicant may return for an upgraded licence, for example, an ATP licence.

CHAPTER 7. CONDUCT AN AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to determine if an applicant meets the requirements for certification as an Airline Transport Pilot (ATP) under CASR Part 61, Subpart F. Successful completion of this task results in the recommendation of the issuance of a Pilot Licence - Airline Transport, a Notice of Disapproval, a Letter of Aeronautical Competency, or a Letter of Discontinuance.

5. General

Except for the age requirement, an applicant for an ATP licence must meet all applicable requirements of part 61, subpart F.

A. Pilot Logbooks/Records

The applicant must present sufficient logbooks and/or other reliable records to show the applicant's total flight time up to the amount required for the ATP licence. Previously, an applicant for an ATP licence needed to present only the knowledge test report as evidence of meeting the aeronautical experience requirement. Now the inspector must determine if the applicant meets the International Civil Aviation Organization (ICAO) requirements of 61.155(c) and 61.155(e)(2) by reviewing the applicant's complete flight records. Military records may be used if they meet the criteria of 61.51.

B. Second-in-Command (SIC) Time

The inspector should ensure that SIC time credited toward the ATP certification requirements was accrued in an aircraft that required an SIC because of the aircraft's type data licence or during flight operations for which an SIC is required by the regulations.

C. Approved School Graduate

An applicant who applies for the ATP licence on the basis of graduation from approved CASR part 141 pilot schools must present an appropriate graduation certificate issued within the preceding 60 days.

D. Medical Certificates

At the time of application for an original issuance of an ATP licence, the applicant must have a valid first-class Medical Certificate, which is one issued within the preceding 6 calendar months. If an applicant's first-class Medical Certificate expires between the portions of a segmented practical test (oral, aircraft, and simulator), the applicant must obtain a new first-class medical before certification can continue. If the applicant is adding a category, class, or type rating to an existing ATP licence, a first-class Medical Certificate meets regulatory requirements.

E. Extension of Test Date

In addition to the provisions of 61.39(b)(1) for pilots employed by CASR parts 121 and 135 operators, the following provision is made for military applicants. An applicant for an ATP licence or rating may take the practical test if, within the period ending 24 calendar-months after the month in which the applicant passed the first of any required knowledge tests, the applicant participated as a pilot in a pilot training program of an Indonesian military air transportation service and is currently participating in that program.

- (1) An inspector accepting an application for an ATP practical test from a person meeting the above criteria should review the evidence presented by the applicant indicating eligibility for this extension of the expiration date of the knowledge test.
- (2) If the applicant's evidence is acceptable, the inspector adds a note to the certification file indicating that the expiration date of the knowledge test is extended under the provisions of 61.39(b)(2). It is not necessary to include a copy of the applicant's evidence with the licence file.

7. Instructor Endorsements and Recommendation

A. Flight Instructor Endorsement

An applicant for a type rating to be added to an existing ATP licence or for the original issuance of an ATP licence in an airplane requiring a type rating must have an endorsement in the person's logbook or training from an authorized instructor certifying satisfactory completion of the training required by 61.157(f).

- (1) The flight training required by 61.157(f) may be conducted by instructors employed by part 121 or 135 air carriers for pilot employees of those air carriers.
- (2) Under the provisions of 61.169, an ATP may instruct other pilots in air transportation service in aircraft of the category, class, and type for which that pilot is rated without holding a flight instructor licence.

B. Military Instructor Pilots

Under the provisions of 61.157(f)(1), the instruction and associated endorsement must be given by an "authorized instructor." A designated military instructor pilot for the aircraft used in a program for training military pilots satisfies the intent of the regulation with respect to being an authorized instructor.

- (1) The ground and flight training received from a military instructor to prepare a type rating applicant for the rating sought may be used to meet the requirements of 61.157(f).
- (2) The instruction must be documented in sufficient detail for an inspector to readily determine whether the applicant has received the required training.

C. Instructor Recommendation

The Instructor's Recommendation section of DAAO Form 61-1 need not be signed for the original issuance of an ATP licence; however, after a first failure, if the applicant wishes to retake the test within 30 days after the failure, an instructor recommendation is required by 61.49. No instructor recommendation is required for a retest after 30 days.

- (1) The recommending instructor for a retest must hold an instrument instructor rating and the category and class ratings for the aircraft to be used for the test.
- (2) The instructor does not have to hold an ATP licence.

D. Evaluator's Record

The Evaluator's Record for Airline Transport Licence/Rating Only section of DAAO Form 61-1 must be signed and dated by the inspector on the appropriate lines for each test segment conducted. The inspector must also complete the Inspector's Report section of DAAO Form 61-1 .

9. Category, Class, and Type Ratings

The category and class rating(s) for which the applicant has qualified on the original or subsequent ATP practical tests are entered on the ATP licence. Sport, private, and commercial category and class ratings may not be upgraded to the ATP level without a practical test.

A. Type Ratings

Type rating tests are conducted to a single standard for all grades of pilot licence. Therefore, except for helicopter type ratings added to a pilot licence under the provisions of 61.73(d)(3), all of the type ratings held on the superseded licence carry forward at the new licence level WITHIN CATEGORY AND CLASS.

NOTE: A type rating for a single-place airplane may not be upgraded to the ATP level.

- (1) Except for type ratings and, under some circumstances, the instrument rating, other ratings indicated on the superseded pilot licence are carried forward at the commercial, private, or sport level, as indicated on the superseded licence.
- (2) Instrument rating privileges are shown on the ATP licence only if the ATP practical test was for visual flight rules (VFR) only, or to retain instrument privileges that were held on the superseded licence for a category of aircraft other than the one used for the ATP practical test.

B. Airplane Class Ratings

The following class ratings are originally issued or added to ATP licences.

- (1) Single engine land
- (2) Multiengine land
- (3) Single Engine Sea
- (4) Multiengine sea

C. Rotorcraft Class Ratings.

- (1) An ATP licence with a rotorcraft category rating is issued only with the helicopter class rating.
- (2) A gyroplane class rating may be added to an ATP licence at the private or commercial level.

D. Addition of Lighter-Than-Air and Glider Class Ratings

A lighter-than-air or glider category rating may be added to an existing ATP licence; however, the rating may be added only at the private or commercial level, as appropriate to the practical test completed. There is no provision

for the original issuance of an ATP licence with a lighter-than-air or glider category rating.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of part 61 and DGCA policies and qualification as an aviation safety inspector (operations).

B. Coordination

This task may require coordination with the airworthiness unit and occasionally with the pilot records section.

3. References, Forms, and Job Aids

A. References

CASR parts 61, 91, 141

Airline Transport Pilot and Type Rating Practical Test Standards

B. Forms

DAAO Form 61-5, Notice of Disapproval of Application

DAAO Form 61-1, Pilot Licence and/or Rating Application

C. Job Aids

Sample figures

5. Procedures

A. Schedule Appointment

Schedule applicant for the ATP Certification or for additional category/class ratings in accordance with office procedures.

(1) If the applicant is bringing a Letter of Aeronautical Competency for issuance of an initial ATP licence, advise the applicant to bring the following documents:

- (a) The original Letter of Aeronautical Competency;
- (b) A current DAAO Form 61-1 ; and
- (c) A current first-class Medical Certificate.

B. Applicant Arrives for Appointment.

Collect and review the documents and records listed in subparagraph 5A above.

C. Review Application.

Verify that the information on the application is presented accurately and completely.

- (1) In Section I, ensure that the applicant has checked "Airline Transport." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating."
- (2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the guidance in Chapter 1, Section 4.

- (3) If this is a retest, within thirty days of a first failure, ensure that an instructor has signed the Instructor's Recommendation section of DAAO Form 61-1 .

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in Chapter 1, Section 4.

- (1) Compare the identification with the personal information provided on DAAO Form 61-1 .
- (2) When the applicant's identity is verified, continue.
- (3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.
- (4) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1 , or it appears that an attempt at falsification has been made, discontinue the practical test.

E. Letter of Aeronautical Competency

If the applicant presents a valid Letter of Aeronautical Competency complete the following:

- (1) Enter any appropriate limitations on DAAO Form 61-1 .
- (2) Complete the inspector's report on DAAO Form 61-1 .
- (3) Forward DAAO Form 61-1 , the original Letter of Aeronautical Competency, and the pilot's superseded licence to licensing section.
- (4) Close file.

F. Establish Eligibility

Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and aeronautical skill requirements for certification as an airline transport pilot (61.151, 61.153, 61.155, and 61.157, 61.159, 61.161, 61.163, or 61.165).

- (1) Determine that the applicant meets ONE of the following requirements:
 - (a) holds a commercial pilot licence;
 - (b) holds a foreign ATP or commercial licence without limitations, issued by an ICAO member state; or
 - (c) is a pilot in the Republic of Indonesia whose military experience qualifies that pilot for a commercial pilot licence under 61.73.
- (2) Determine if an applicant for an additional rating holds the required ATP licence.
- (3) If an applicant for an ATP Licence does not already hold an instrument rating, ensure that the applicant meets the following two requirements:
 - (a) as part of the oral portion of the practical test, the applicant must comply with 61.65(g); and
 - (b) as a part of the flight portion of the test, the applicant must additionally perform each maneuver required by 61.65(g) that is not required in the ATP practical test standards (PTS), appropriate to the category of aircraft used.
- (4) If the applicant's medical certificate, bear any limitations that would make a special medical flight test necessary, refer to chapter 27.

- (5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of 61.71.
- (6) Again, review the applicant's logbook or other records to determine if an ICAO limitation will be necessary at the satisfactory completion of the practical test. Ensure that the record of flight time in section III of the application reflects the appropriate flight times.
- (7) Ensure that the SIC pilot time credited by a commercial pilot under the provisions of 61.155(d) was acquired in an aircraft with a type licence that requires an SIC or during flight operations in which the regulations require and SIC.
- (8) Check the application to determine if the applicant has failed the ATP practical test within the past 30 days. If the oral, simulator, and/or flight portions of the test were separate tests, the test completion dates should not exceed a 60-day time period.
- (9) Examine the applicant's knowledge test report or the test report from an approved school with knowledge test examining authority, if applicable.
 - (a) If the applicant is an employee of an air carrier licenced under part 121 or 135, or a military pilot meeting the applicable criteria, the expiration date of the knowledge test may be extended per 61.39(b)(1) or (2).
 - (b) Inspect the applicant's letter prepared on the appropriate airline letterhead stationary, certifying the dates of the applicant's employment and eligibility under 61.39(b)(1) or military documentation showing qualifications under 61.39(b)(2).

G. Requirements for an Additional Category Rating

For an additional category rating, the applicant must present a logbook or other records showing that the applicant has received instruction in that category of aircraft and has met all of the requirements of 61.165(a) or (b), as appropriate. A knowledge test is required for an additional category rating.

H. Aircraft Requirements

Review, or arrange for an airworthiness inspector to review, the applicant's aircraft maintenance records, logbooks, airworthiness licence, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

I. Discrepancies

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

J. Conduct the Practical Test

After determining that the applicant is eligible and meets all prerequisites for the licence and/or rating sought, accept the application and conduct the practical test in accordance with the Airline Transport Pilot and Type Rating PTS. (If a type rating is sought, refer to Chapter 9.)

An applicant for an Air Transport Pilot licence must perform the practical test from the pilot-in-command (PIC) duty position, e.g. Airplanes left seat and helicopters right seat. An applicant not only is required to perform the required maneuvers for the licence he/she also must demonstrate procedures for crew incapacitation and crew coordination including allocation of pilot tasks, crew cooperation and use of checklist. That must be performed from the PIC duty position.

- (1) Give an applicant who is retesting credit for those areas of operations successfully completed on the previous practical test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, test the applicant in all areas.
- (2) If the practical test is not completed for reasons other than unsatisfactory performance, issue a Letter of Discontinuance to the applicant.
- (3) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.
- (4) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.
- (5) Close file.

K. Unsatisfactory Performance

If the applicant did not meet the applicable standards for the licence sought, inform the applicant of the reasons for the unsatisfactory performance.

- (1) Prepare DAAO Form 61-5, Notice of Disapproval of Application, in accordance with the guidance in Chapter 1, Section 6.
 - (a) List the areas of operation that were unsatisfactory or not completed. If specific procedures and maneuvers need to be repeated, record them on the form; and
 - (b) indicate the number of practical test failures by the applicant for this licence or rating on the form.
- (2) Sign, date and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.
- (3) Retain the DAAO Form 61-1 and return all other submitted documents to the applicant.

L. Satisfactory Performance

When the applicant has satisfactorily met all requirements for the licence and/or rating sought, prepare DAAO Form 61-1 .

- (1) Enter the correct limitations if appropriate.
 - (a) Enter "HOLDER DOES NOT MEET THE PILOT IN COMMAND FLIGHT EXPERIENCE REQUIREMENTS OF ICAO" if the applicant meets the requirements of 61.155(b)(1), but has less than 150 hours as PIC.
 - (b) Enter "HOLDER DOES NOT MEET THE PILOT FLIGHT EXPERIENCE REQUIREMENTS OF ICAO" if the applicant meets the total flight time requirement only by applying 61.155(d) and meets the criteria of 61.155(e).

- (c) An inspector should remove the limitations listed in subparagraphs L(1)(a) and (b) of this section when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.
- (d) The limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" may not be placed on an ATP licence. An applicant to whom this limitation would apply IS NOT ELIGIBLE for an ATP licence.

- (2) If the pilot licence is issued in a foreign country, see 61.13(a).
- (3) Verify that all information on the licence is correct.
- (4) Retain the original for the certification file.

M. Letter of Aeronautical Competency

If the applicant satisfactorily completes the practical test, issue a letter of aeronautical competency.

- (1) Give the applicant the original letter. The applicant also retains his/her current pilot licence.
- (2) Retain a copy of the letter for the certification file.
- (3) Retain DAAO Form 61-1 for the certification file.

N. Certification File

Complete the certification file.

- (1) Ensure that both the Evaluator's Record and Inspector's Report Sections of DAAO Form 61-1 are completed.
- (2) If the applicant qualified for the ATP practical test on the basis of military competence or a foreign pilot licence and did not have an Indonesian commercial pilot licence, ensure that Block A and Block B or D, as appropriate, of Section II of DAAO Form 61-1 are completed correctly to indicate why a commercial pilot licence is not attached to the file.
- (3) Forward the completed certification file to record section.
- (4) Close file.

7. Task Outcomes

Completion of this task results in the issuance of a Notice of Disapproval of Application, a Letter of Aeronautical Competency, or a Letter of Discontinuance.

9. Future Activities

- A. Applicant may return for an added category, class, or type rating.
- B. If the applicant was issued a letter of competency, the applicant may return for issuance of the ATP licence.

FIGURE 7-1, LETTER OF AERONAUTICAL COMPETENCY



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Applicant name]
Address

This is to certify, that on [date] you satisfactorily completed the practical test prescribed for an airline transport pilot licence by CASR 61. The practical test was successfully accomplished in [make/model of aircraft and/or simulator].

Upon reaching your 21st birthday, you may present this letter, a current DAAO Form 61-1, a current first-class Medical Certificate, and your current Pilot Licence to the DGCA Office and you will be issued a Pilot Licence with the appropriate category, class, and type rating, as applicable.

Your permanent Airline Transport Pilot Licence will be mailed to you from the Pilot Licensing Section, DGCA.

On behalf, Director General of Civil Aviation
Director of Airworthiness Certification

[NAME]

CHAPTER 8. CONDUCT AN INSTRUMENT RATING CERTIFICATION

Section 1. Background

1. [Reserved]

3. Objective

The objective of this Chapter is to provide background to enable the inspector to determine if an applicant is eligible for an instrument rating under CASR 61.65. Successful completion of this task results in the recommendation of an issuance of a Pilot Licence with an Instrument rating, a Notice of Disapproval, or a Letter of Discontinuance.

5. General

A. Instrument Rating.

- (1) The instrument rating requires instruction in VOR, ADF, and ILS approaches. Because ADF and ILS instrument approach facilities may not be available in some areas, certain airborne or ground training devices may be used for the simulation of ILS, ADF, and VOR approaches during training.
- (2) The written test results for an Airline Transport Pilot (ATP) Licence is not acceptable as evidence of aeronautical knowledge for an instrument rating.

B. Limitations.

- (1) If an applicant holds both a single and multiengine rating on the pilot licence, but has not demonstrated instrument proficiency in a multiengine aircraft, that pilot's licence must bear a limitation indicating that multiengine flight is permitted in VFR conditions only.

7. Establishing Eligibility.

A. Graduate of an Approved School

If an applicant graduated from an approved school, the applicant is considered to meet the knowledge and experience requirements of CASR 61.65. If an applicant graduated from a DGCA approved pilot school within 60 days before application, CASR 61.71(a) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of CASR 61.65.

B. Graduate of an Approved School with Examining Authority

If an applicant graduated from a DGCA approved school with examining authority within 90 days before applying, CASR 61.71(b) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of CASR 61.65.

C. Not a Graduate of an Approved School

If applicant is not a graduate of a DGCA approved school, establish the applicant's flight experience in accordance with CASR 61.65. Official military

pilot flight time records are acceptable if they meet the requirements of CASR 61.65.

9. Types of Instrument Ratings

An Instrument - Airplane rating is issued to an applicant who qualifies for an instrument rating in an airplane. An Instrument - Helicopter rating is issued to an applicant who qualifies for an instrument rating in a helicopter. The holder of an instrument rating who applies for an instrument rating in either category of aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument written examination and practical test.

11. Instruments Required for Instrument Pilot Airplane Rating Practical Test

Although appropriate flight instruments are considered to be those outlined in CASR Part 91 for flight under IFR, an applicant may elect to satisfy a portion of the instrument practical test in an airworthy aircraft that does not have all of the instruments required by CASR 91.205(d), such as a partial panel aircraft with only turn, slip, and airspeed indicators. However, the applicant will need an aircraft equipped in accordance with CASR 91.205(d) to complete the remaining required tasks for instrument certification. While it may be extremely difficult for the applicant to satisfactorily complete any portion of the instrument practical test with the limited flight instruments characterized by the partial panel, and while IFR flight plans cannot be filed, it is the applicant's prerogative to attempt the test under these circumstances. Moreover, it must be emphasized to the applicant that performance standards will not be relaxed when an airplane is so equipped.

13. Instrument Flight Instruction or Practical Tests Involving Simulated Instrument Flight

CASR 91.21(b)(2) requires a third person observer whenever the safety pilot determines that his or her outside vision is inadequate. The rule requires that a competent observer who adequately supplements the safety pilot's forward and side vision must be in the aircraft during simulated instrument flight when the safety pilot does not have adequate vision forward and to each side of the aircraft. Inspectors should ensure that the subject of adequate vision, as it relates to instrument instruction, is discussed during appropriate contacts with flight instructors and examiners. It must be made clear that the most diligent and expert scanning by the instructor pilot is imperative, since the instructor pilot is normally the person aboard the aircraft best able to see and avoid other aircraft.

15. Required Instrument Approaches

CASR 61.65(g) requires an applicant for an instrument rating to pass a practical test on instrument flight procedures. The instrument rating Practical Test Standards (PTS) are required to ensure that the applicant has the ability to perform the IFR operations required by CASR 61.65(c) and (d). At least one of the required approaches must be demonstrated in flight. The inspector conducting the practical test may allow an applicant to perform the instrument approaches not selected for flight demonstration in a ground training device/simulator that meets the requirements of CASR 141.41(a)(1).

17. Use of Aircraft not approved for IFR Operations under its Type Certificate for Instrument Training and/or Pilot Licence Testing

The following paragraphs are intended to clarify the use of an aircraft not approved for IFR operations under its type certificate for instrument flight training and/or Pilot certification testing.

A. IFR Training in VMC

Instrument flight training may be conducted during visual meteorological conditions (VMC) in any aircraft that meets the appropriate requirements of CASR 91.109, 91.205, and, for an airplane operated in controlled airspace under the IFR system, 91.411 and 91.413. An aircraft may be operated on an IFR flight plan under IFR in VMC, provided the pilot in command (PIC) is properly licenced to operate the aircraft under IFR. However, if the aircraft is not approved for IFR operations under its type certificate or if the appropriate instruments and equipment are not installed or are not operative, operations in instrument meteorological conditions (IMC) are prohibited. The pilot in command of such an aircraft must cancel the IFR flight plan in use and avoid flight into IMC.

B. Type Certificate Data

Appropriate type certificate data will indicate whether the aircraft meets the requirements for IFR operations.

- (1) CASR 91.9(a) prohibits aircraft operations without compliance with the operating limitations for that aircraft prescribed by the certifying authority.
- (2) CASR 91.9(b) prohibits operation of an Indonesian registered aircraft requiring an airplane or rotorcraft flight manual unless it has on board a current and approved airplane or rotorcraft flight manual or approved manual material, markings, and placards containing each operating limitation prescribed for that aircraft.

19. DME ARC Approaches

DME arc transition flight paths may be used during approach and departure procedures. While the technique of arc flying is uncomplicated, it may cause considerable concern if an instrument pilot's first exposure to this type approach is encountered during actual IFR conditions. Therefore, the following should be considered:

A. Obstacle Clearance

In addition to difficulties which may be experienced when maintaining the prescribed arc, there is a general misunderstanding that obstacle clearance is provided throughout the entire sector containing the arc at the published arc altitude. For example, the published altitude along a prescribed arc may be 2,500 feet. This provides obstacle clearance of at least 1,000 feet for a four mile distance from either side of the centerline of the prescribed course.

B. Departing the Arc

Pilots should be cautioned that obstacle clearance to the final approach fix is not guaranteed if the aircraft departs the arc at other than the prescribed position, even if the published arc altitude is maintained.

C. Information Dissemination

Inspectors should ensure that the subject of flying DME arcs is brought to the attention of examiners, pilot schools, flight instructors, instrument rated pilots, and air taxi operators to provide an awareness of the need to become familiar with the use of this procedure.

21 [Reserved]

23. Partial Panel Skills and Early Detection of Instrument Failure

Recent aircraft accidents have occurred during IFR operations in instrument meteorological conditions (IMC) in which the failure or malfunction of certain instruments or equipment and the pilot's lack of competency in instrument partial panel skills have been identified as factors which may have contributed to the pilot's loss of control and the resulting accident.

A. Partial Panel Skills.

Since many of the single and twin engine aircraft operated in IMC are not equipped with dual, independent, gyroscopic heading or attitude indicators, it is imperative that the pilot maintain proficiency in partial panel instrument skills. In addition, the pilot should have an adequate knowledge of the proper functioning of all gyroscopic instrumentation, pressure/vacuum systems, and associated electronic equipment to preclude operating in IMC with inoperative instruments or equipment.

B. Certification Standards

Current certification standards as outlined in the pertinent rules of CASR Part 61 describe the level of instrument competency which should be achieved during pilot training and which must be demonstrated during certification testing.

C. Inspector Responsibilities

Each inspector should take the necessary action to ensure the following:

- (1) the matter of partial panel skills is brought to the attention of all flight and ground instructors and designated pilot examiners;
- (2) CASR Part 141 approved instrument or instrument related ground or flight school training course outlines (TCOs) are reviewed and revised as necessary to ensure proper emphasis on the subject areas described herein;
- (3) inspectors and pilot examiners should emphasize pilot competency in partial panel instrument skills during the training and testing of airmen in simulated emergency operations, particularly in aircraft that do not have redundant or dual, independently powered flight instrumentation systems;
- (4) inspectors and pilot examiners should emphasize the early detection of malfunction or failure of either pressure/vacuum or electronic flight instruments or systems, particularly where the failure or malfunction would endanger the safety of the aircraft; and
- (5) flight instructors and pilot examiners giving instrument competency checks under CASR 61.57(e)(2) should ensure that the pilot performing the instrument competency check demonstrates an accepted level of competency in partial panel skills.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 (Subpart B), DGCA policies, and qualification as a Flight Operations Inspector.

B. Coordination

This task requires coordination with the airworthiness unit and with the licensing section.

3. References, Forms, and Job Aids

A. References.

CASR Part 1, 91, and 141
Instrument Rating Practical Test Standards

B. Forms.

DAAO Form 61-1, Application for Pilot Licence and/or Rating
DAAO Form 61-5, Notice of Disapproval

C. Job Aids.

Sample letters and figures

5. Procedures

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

- (1) A properly completed DAAO Form 61-1
- (2) A Pilot Licence
- (3) A Pilot Medical Certificate (DAAO Form 91-3)
- (4) A written test report,(not applicable if applicant holds ATP with VFR only);
- (5) A school graduation certificate (if required by CASR 61.71)
- (6) Personal logbooks or other record substantiating the flight experience shown on the application form
- (7) Aircraft maintenance records
- (8) Aircraft airworthiness certificate
- (9) Aircraft registration
- (10) A view limiting device;
- (11) The aircraft flight manual; and

B. Applicant Arrives for Appointment.

Collect the documents listed above.

C. Review Application.

- (1) In Section I, ensure that the applicant has checked the box labeled "Instrument."
- (2) Check the application for accuracy, using the instructions on the form attachment.
- (3) Check to make sure the flight instructor has signed the reverse side of the application no more than 60 days before the application.

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. (See Chapter 1, Section 4, paragraph 5 of this Volume.) Compare the identification with the personal information provided on DAAO Form 61-1 .

- (1) If the applicant's identity can be verified, proceed with issuing the licence.
- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1 , or it appears that an attempt at falsification has been made, do not continue this task.

E. Establish Eligibility

- (1) Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for an instrument rating certification (CASR 61.65).
 - (a) Verify that the applicant for an instrument rating holds either a private or a commercial pilot licence with an aircraft rating appropriate to the instrument rating sought or an Airline Transport Pilot (ATP) Licence limited to VFR.
 - (b) Verify that the applicant for an instrument rating is able to read, speak, and understand the English language.
 - (c) If the applicant is not a graduate of an approved school, have the applicant establish flight experience in accordance with CASR 61.65 in an acceptable logbook or other reliable record that conforms to the requirements of CASR 61.51.
 - (d) Check the record of flight time in Section III of the application to determine if the applicant has at least the minimum flight experience required for the rating sought (CASR 61.65(e)).
 - (e) Verify that the applicant is credited with no more than 20 hours of instrument instruction in an instrument ground trainer acceptable to the Director General that effectively duplicates the procedures or maneuvers necessary for the category of aircraft involved. Check that these 20 hours of instrument ground trainer time (if acceptable as instrument time under CASR 61.65(e)(2)) has been logged specifically as instrument ground trainer instruction received.
 - (f) Verify that the ground trainer time, including Levels A through D simulators, is certified by an authorized instructor. Credit all allowed instrument ground trainer time toward total pilot time.
 - (g) Inspect the applicant's medical certificate to make sure it is at least a valid third class medical certificate, and it does not bear any limitation making a special medical flight test necessary for the issuance of the instrument rating. Graduates of approved pilot schools must show a valid first class medical certificate. (If a special medical flight test is necessary, see Chapter 27 of this SI.)
 - (h) If the applicant holds an instrument rating and is applying for an instrument rating in another category of aircraft, check to see if the applicant meets the required pertinent experience requirements of CASR 61.65 and if the applicant has passed the appropriate instrument written examination.

- (i) Check DAAO Form 61-1 to determine if the applicant has failed the Instrument Rating Practical Test within the past 30 days (first failure only). If so, check the form for the required licensed flight instructor's signature verifying applicant has received additional instruction as a result of the failure.
 - (j) Determine if the applicant graduated from a DGCA approved commercial/instrument pilot certification course or instrument rating test course within the preceding 60 days. If so, have the applicant present the appropriate graduation certificate required by CASR 61.71. Otherwise, the applicant must meet the requirements of CASR 61.65.
 - (k) Request and examine the following document as the only acceptable evidence of having passed the written test:
 - (i) Pilot Written Test Report
- (2) Check the reverse side of DAAO Form 61-1 for the instructor's signature in the recommendation section. Verify that the applicant has received instrument instruction in the last 60 days from a licenced instrument flight instructor.
 - (3) The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

F. Discrepancies

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

G. Conduct Practical Test

After determining applicant is eligible and meets all prerequisites for the instrument rating, conduct the practical test.

- (1) Use the procedures and maneuvers outlined in the Instrument Rating Practical Test Standards for the appropriate category and class of aircraft.
- (2) An applicant for retesting should normally receive credit for those entire pilot operations successfully completed on the previous practical examination(s). However, an inspector will re-examine the applicant on all pilot operations required for a pilot licence or rating after more than 60 days have elapsed, or when the inspector has reason to doubt the applicant's competency in any areas for which credit has previously been given.
- (3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance . Return the application and any submitted documents to the applicant.

H. Unsatisfactory Performance.

If it is determined that an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

- (1) Give credit for operations that were passed.
- (2) Prepare in duplicate DAAO Form 61-5 . In addition to the instructions in Chapter 1, Section 6 of this SI for completing DAAO Form 61-5 :
 - (a) If specific areas of operation need to be repeated, record them on the form;
 - (b) Indicate the number of practical test failures by the applicant for this licence or rating on the form; and
 - (c) Forward the certification file to licensing.
- (3) Return all submitted documents not forwarded to licensing to the applicant.

I. Satisfactory Performance

- (1) Indicate the appropriate instrument rating:
 - (a) INSTRUMENT - HELICOPTER for applicants who have met the requirements in a helicopter
 - (b) INSTRUMENT - AIRPLANE for applicants who met the requirements in an airplane
- (2) If an instrument rating is added to a certificate using a single engine airplane, and the applicant has a multiengine rating (land or sea), enter a VFR limitation for those multiengine privileges.
- (3) Complete the inspector certification section and sign the reverse side of DAAO Form 61-1 .
- (4) Forward the completed file to licensing.
- (5) Return all submitted documents not forwarded to licensing to the applicant.

7. Task Outcomes

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

- A. Notice of Disapproval
- B. Letter of Discontinuance

9. [Reserved]

CHAPTER 9. CONDUCT A PILOT TYPE RATING CERTIFICATION

Section 1. Background

1. [Reserved]

3. Objective

The objective of this chapter is to provide background and policy to enable the inspector to determine if an applicant is eligible to receive an initial or additional type rating for a Private, Commercial, or Airline Transport Pilot (ATP) Licence under CASR Part 61. Successful completion of this task results in the recommendation of the issuance of a Pilot Licence with a type rating, a Notice of Disapproval of Application, or a letter of discontinuance.

5. General

An aircraft type rating may be added to a private, commercial pilot, or ATP licence. However, type rating practical tests are conducted to a single standard for all licence levels. Regardless of the grade of licence held, an applicant must meet the standards for a type rating in the Airline Transport Pilot and/or Type Rating Practical Test Standards. Except for helicopter type ratings added to a pilot licence under the military competency provisions of 61.73(d)(3), all type ratings WITHIN CATEGORY AND CLASS held on a superseded licence are carried forward to the new licence level without further testing. For military pilots applying under the provisions of 61.73(d)(3) and AIRPLANE type rating may be upgraded to the ATP level; however, a helicopter type rating (an aircraft rating OTHER than airplane category and type) added to an ATP licence is limited to commercial privileges. Type ratings limited to visual flight rules (VFR) also may be upgraded to the ATP level without further testing. A type rating for a single-place (single pilot station) airplane MAY NOT be upgraded to the ATP level.

A. Flight Instructor Recommendation

For an applicant applying for a type rating only, the Instructor's Recommendation section of DAAO Form 61-1 , Application for Pilot Licence and/or Rating, need not be signed.

- (1) If the applicant is applying for a type rating to be added to an ATP licence or for the original issuance of an ATP licence in an airplane requiring a type rating, the applicant must have an endorsement in the applicant's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by 61.157(f).
- (2) If the applicant is applying for a type rating to be placed on a private or commercial pilot licence, the pilot must have an endorsement in the pilot's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by 61.63(d)(6).

B. Evaluator's Record

The Evaluator's record for Airline Transport Licence/Rating Only section of DAAO Form 61-1 must be signed on the appropriate lines, even if the type

rating practical test is conducted for the holder of a private or commercial pilot licence.

C. Medical Certificate

If the applicant is adding a type rating but not upgrading the pilot licence, at least a third-class medical certificate is required. However, if the pilot is adding a type rating and upgrading the pilot licence, the applicant's pilot medical certificate must meet the requirements for the grade of pilot licence sought.

D. Type Rated Limited to VFR

A type rating bearing the limitation "VFR ONLY" may be added to an existing ATP licence under the provisions of 61.63(d)(4). However, this option is available only for those aircraft, such as certain types of vintage airplanes, which require a pilot type rating and ARE NOT CAPABLE of demonstrating instrument procedures. This paragraph applies to type ratings being added to an ATP licence only. There is no provision for taking an INITIAL practical test for an ATP rating in an airplane which would require a VFR limitation.

E. Amphibian Aircraft

An amphibian type rating shall bear the limitation "LIMITED TO LAND" or "LIMITED TO SEA," as appropriate, unless the applicant demonstrates proficiency in both land and sea operations.

7. Single-Pilot Crew Member

A pilot who applies for a type rating in an aircraft for which the pilot is required to hold a type rating as a single pilot crewmember must meet all applicable PTS criteria while satisfactorily demonstrating single pilot competency in that aircraft. This requires that the pilot demonstrate, without assistance, the required maneuvers and procedures during the practical test with the skill necessary for safe single-pilot operation.

A. Cessna 500-Series Aircraft

The holder of a CE-500 pilot type rating is entitled to act as pilot in command (PIC) in Cessna models 500, 501, 550, 551, S550, and 560. However, Cessna models 500, 550, S550, and 560 require the use of an SIC.

- (1) The successful completion of a certification practical test in any of the Cessna 500 models listed in paragraph 5a of this section will qualify the applicant for the CE-500 pilot type rating.
- (2) An airman who obtains a pilot type rating as a single pilot crew member in models 501 and 551 may also operate models 500, 550, S550, and 560 as a member of a two person crew.
- (3) A model 501 or 551 certification practical test may be used to satisfy the requirements of a 61.58 PIC proficiency check for any Cessna 500 model requiring an SIC.

B. Limitation

The limitation "SECOND IN COMMAND REQUIRED" is NOT placed on the Pilot Licence issued to a pilot who satisfactorily accomplishes a practical

test in either the CE-501 or CE-551. The practical test in the 501 or 551 models must be accomplished as a single-pilot crewmember.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of part 61 requirements and DGCA policies, and qualification as an aviation safety inspector (operations). In addition, the inspector should have completed the appropriate initial type rating course or be considered "best qualified" by DGCA. The inspector must also have completed an initial or recurrent type rating course within the previous 12 months or hold a letter of authorization (LOA) or deviation authorizing that inspector to conduct the practical test.

B. Coordination

This task requires coordination with the airworthiness unit and with the pilots records section.

3. References, Forms, and Job Aids

A. References.

CASR parts 1, 61, 91, 141

Airline Transport Pilot and Type Rating Practical Test Standards

Commercial Pilot Practical Test Standards, if applicable

Private Pilot Practical Test Standards, if applicable

B. Forms.

DAAO Form 61-5, Notice of Disapproval of Application

DAAO Form 61-1, Application for Pilot Licence and/or Rating

C. Job Aids.

Sample figures

5. Procedures

A. Schedule Appointment

Advise the applicant to bring the following documents to the appointment:

- (1) A properly completed DAAO Form 61-1 ;
- (2) A private, commercial, or airline transport pilot licence;
- (3) An appropriate class of medical certificate and a Statement of Demonstrated Ability (SODA), if applicable;
- (4) A knowledge test report, if applicable;
- (5) A DGCA-approved pilot school graduation certificate, if applicable;
- (6) Personal logbook or other records substantiating the flight experience shown on the application form;
- (7) The aircraft maintenance records;
- (8) The aircraft airworthiness certificate;
- (9) The aircraft registration; and
- (10) The aircraft station licence, if applicable; and
- (11) An acceptable form of photo identification.

B. Applicant Arrives for Appointment.

- (1) Collect and review the documents listed above.
- (2) Open file.

C. Review Application

Verify that the information on the application is presented accurately and completely.

- (1) In section I, ensure that the applicant has checked "Additional Aircraft Rating" and "Private," "Commercial," or "ATP," as appropriate. Ensure that the applicant has checked any other applicable boxes.
- (2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the information in chapter 1, section 4.
- (3) If the applicant is applying for a private or commercial licence in conjunction with the type rating, ensure that the flight instructor has signed an endorsement no more than 60 days before the application was submitted.

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on DAAO Form 61-1 .

- (1) If the applicant's identity can be verified, proceed with the practical test.
- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1 , or it appears that an attempt at falsification has been made, do not continue this task.

E. Establish Eligibility

Determine if the applicant meets the type rating requirements of 61.63(d)(1) through (6).

- (1) If the applicant is upgrading a pilot licence, ensure that the applicant meets the general eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for the grade of licence sought.
- (2) Verify that the applicant holds a pilot medical certificate appropriate to the licence/rating sought.
- (3) Inspect the medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary. (See chapter 27.)
- (4) Check the record of flight time in section III of the application to determine if the applicant has the minimum flight experience required for the type rating/grade of pilot licence sought.
- (5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of 61.71.

- (6) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and the required instructor endorsements for ground and flight training are recorded.
- (7) If the applicant is upgrading a licence or concurrently obtaining an instrument rating, examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.
- (8) If the applicant has checked the "Yes" box of section IV of the application, verify that the applicant meets the requirements of 61.49.

F. Aircraft Requirements

Review, or arrange for an airworthiness inspector to review. The applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. Ensure that a type rating exists for the aircraft and determine if the aircraft is certificated for single-pilot operation. After review, return the documents to the applicant.

G. Discrepancies

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

H. Conduct Practical Test

After determining the applicant is eligible and meets all prerequisites for the type rating/licence sought, accept the application and conduct the practical test. A preflight briefing must be conducted before the practical test. (Refer to chapter 1, section 3.)

- (1) Use the procedures and maneuvers outlined in the Airline Transport Pilot and/or Type Rating Practical Test Standards for the category of aircraft for which a type rating is sought.
- (2) The inspector may give an applicant who is retesting credit for those areas of operation successfully completed on the previous practical test, provided the test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant must be tested in all areas.
- (3) When conducting type rating practical tests in turbojet airplanes for which a single pilot is authorized, ensure that the single pilot applicant satisfactorily performs all pilot duties without assistance.
- (4) Require applicants for type ratings on aircraft not listed in Figure 9-2 to present evidence that at least one aircraft of the type concerned has been issued a DGCA type certificate in accordance with CASR 21.175 (as a standard airworthiness certificate or a special airworthiness certificate).
- (5) The aircraft, if type certificated under 21.175(b), will not be operated for any purpose other than the purpose for which the special airworthiness certificate was issued.

I. Discontinuance

If the practical test is not completed for reasons other than unsatisfactory performance, issue the applicant a letter of discontinuance .

- (1) Return the application and all other submitted documents to the applicant.
- (2) Close file.

J. Unsatisfactory Performance

If the applicant did not meet the applicable standards for the licence sought, inform the applicant of the reasons for the unsatisfactory performance.

- (1) Prepare DAAO Form 61-5 in duplicate as per chapter 1, section 6. In addition to those instructions:
 - (a) record areas of operation that were unsatisfactory or not completed. If specific procedures and flight maneuvers need to be repeated, record them on the form; and
 - (b) indicate the number of the applicant's practical test failures for this licence or rating.
- (2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.
- (3) Retain the DAAO Form 61-1 and return all other submitted documents to the applicant.

K. Satisfactory Performance

- (1) Enter all previous category, class, and type ratings including any limitations held by the applicant.
- (2) Enter the type rating under the appropriate pilot licence privileges.
- (3) Enter any required operating limitations such as "CV-PBY5 LIMITED TO SEA" or "N-B25 VFR ONLY."
- (4) Verify all information on the form is correct.
- (5) Retain the original for the file.

L. Complete the Certification File

Complete the certification file and return to the applicant all submitted documents not forwarded to licensing section.

7. Task Outcomes

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

- A. Notice of Disapproval of Application.
- B. Letter of discontinuance.

9. Future Activities

- A. Applicant may return for another type rating.
- B. Applicant may return for an upgraded licence.

FIGURE 9-1, PILOT LICENCE AIRCRAFT TYPE DESIGNATIONS -
AIRPLANES

MANUFACTURER: Aero Commander Division, North America Rockwell Corporation

MODEL DESIGNATION: 1121 Jet Commander

Commodore Jet 1123

PRIOR DESIGNATION: AC-1121

CJ-1123

CURRENT DESIGNATION: IA-JET

MANUFACTURER: Aerospatiale, France

MODEL DESIGNATION: SN 601 Corvette

CURRENT DESIGNATION: SN-601

MANUFACTURER: Aerospatiale/Aeritalia, France

MODEL DESIGNATION: ATR-42, ATR-72

CURRENT DESIGNATION: ATR-42, ATR-72

MANUFACTURER: Armstrong Whitworth Aircraft, LTD., UK

MODEL DESIGNATION: Argosy AW-650

PRIOR DESIGNATION: Armstrong Whitworth AW-650

CURRENT DESIGNATION: AW-650

MANUFACTURER: Avions Dassault, General Aeronautique, Marcel, Dassault,
France

MODEL DESIGNATION: Mystere 10 Falcon

CURRENT DESIGNATION: DA-10

MODEL DESIGNATION: Mystere 20 Falcon, Fan Jet

PRIOR DESIGNATION: GAMD/SUD-20

CURRENT DESIGNATION: DA-20

MODEL DESIGNATION: FALCON 50, 900

CURRENT DESIGNATION: DA-50

MODEL DESIGNATION: Fan Jet Model 200

CURRENT DESIGNATION: DA-200

MODEL DESIGNATION: Falcon DA-2000

CURRENT DESIGNATION: DA-2000

MANUFACTURER: Beech Aircraft Corp., USA, Wichita, KS

MODEL DESIGNATION: BE-200T/200TC (restricted)

CURRENT DESIGNATION: BE-200

MODEL DESIGNATION: BE-300, BE-350, BE-300LW, BE-B300

CURRENT DESIGNATION: BE-300

MODEL DESIGNATION: BE-300FF

CURRENT DESIGNATION: BE-300F

MODEL DESIGNATION: BE1900, BE1900C, BE1900D, C-12J

CURRENT DESIGNATION: BE-1900

MODEL DESIGNATION: BE-2000 Starship
CURRENT DESIGNATION: BE-2000

MODEL DESIGNATION: BE-2000S (single pilot)
CURRENT DESIGNATION: BE-2000S

MODEL DESIGNATION: Diamond I, MU-300, MU-300-10, BE-400 and 400T
(USAF T-1A Jayhawk)
PRIOR DESIGNATION: MU-300
CURRENT DESIGNATION: MU-300, BE-400

MANUFACTURER: Boeing Co., USA
MODEL DESIGNATION: B-17
PRIOR DESIGNATION: Boeing B-17
CURRENT DESIGNATION: B-17

MODEL DESIGNATION: 247-D
PRIOR DESIGNATION: Boeing 247
CURRENT DESIGNATION: B-247

MODEL DESIGNATION: 314
PRIOR DESIGNATION: Boeing 314
CURRENT DESIGNATION: B-314

MODEL DESIGNATION: S-307, SA-307
PRIOR DESIGNATION: Boeing 307
CURRENT DESIGNATION: B-307

MODEL DESIGNATION: 377, C-97, YC-97
PRIOR DESIGNATION: Boeing 377
CURRENT DESIGNATION: B-377

MODEL DESIGNATION: 707, 720
C-135, E3-A, E6-A/B
C-18B, EC-18B, EC-18D
PRIOR DESIGNATION: Boeing 707/720
CURRENT DESIGNATION: B-707, B-720

MODEL DESIGNATION: 727
PRIOR DESIGNATION: Boeing 727
CURRENT DESIGNATION: B-727

MODEL DESIGNATION: 737/100/200/300/400/500, T-43
PRIOR DESIGNATION: Boeing 737
CURRENT DESIGNATION: B-737

MODEL DESIGNATION: 747, E-4, 747SP
PRIOR DESIGNATION: Boeing 747
CURRENT DESIGNATION: B-747

MODEL DESIGNATION: B-747-400
CURRENT DESIGNATION: B-747-4

MODEL DESIGNATION: 757, 767
PRIOR DESIGNATION: Boeing 757, 767
CURRENT DESIGNATION: B-757, B-767

MODEL DESIGNATION: B-777-200
CURRENT DESIGNATION: B-777

MANUFACTURER: Bristol Aircraft LTD., UK
MODEL DESIGNATION: Britannia 305
CURRENT DESIGNATION: BR-305

MANUFACTURER: British Aerospace/Taiwanese Aerospace Corp.
MODEL DESIGNATION: BAE-146-70/85/100/115 Series
PRIOR DESIGNATION: BAE-146
CURRENT DESIGNATION: BAE-146, AVR-146

MANUFACTURER: British Aerospace Corporation
MODEL DESIGNATION: BAE-ATP
CURRENT DESIGNATION: BAE-ATP

MODEL DESIGNATION: HP.137, MK.1
Jetstream Series 200
Jetstream 3101
Jetstream 3201
CURRENT DESIGNATION: BA-3100

MODEL DESIGNATION: Jetstream 4100
CURRENT DESIGNATION: BA-4100

MODEL DESIGNATION: Concorde SST
CURRENT DESIGNATION: CONCRD

MANUFACTURER: British Aircraft Corp., UK
MODEL DESIGNATION: BAC 1-11
PRIOR DESIGNATION: BAC-1-11
CURRENT DESIGNATION: BA-111

MANUFACTURER: Bushmaster Aircraft
MODEL DESIGNATION: Bushmaster 2000
CURRENT DESIGNATION: BU-2000

MANUFACTURER: Canadair, LTD., Canada
MODEL DESIGNATION: CL-44 (Yukon)
PRIOR DESIGNATION: Canadair
CURRENT DESIGNATION: CL-44

MODEL DESIGNATION: CL600-2B19
CURRENT DESIGNATION: CL-65

MODEL DESIGNATION: CL-215
CURRENT DESIGNATION: CL-21

MODEL DESIGNATION: (Challenger)
CL-600 (Challenger), CL-601, CL-6013A
CURRENT DESIGNATION: CL-600

MODEL DESIGNATION: CL-604
CURRENT DESIGNATION: CL-604

MANUFACTURER: Cessna Aircraft Corp., USA
MODEL DESIGNATION: Cessna 500 Series, T-47
CURRENT DESIGNATION: CE-500

MODEL DESIGNATION: CE-525
CURRENT DESIGNATION: CE-525

MODEL DESIGNATION: CE-525 (single pilot)
CURRENT DESIGNATION: CE-525S

MODEL DESIGNATION: Citation III, Model 650
Citation VI, VII
CURRENT DESIGNATION: CE-650

MODEL DESIGNATION: Model CE-750 (Citation X)
CURRENT DESIGNATION: CE-750

MANUFACTURER: Chase (also Roberts Aircraft Co.), USA
MODEL DESIGNATION: YC-122
PRIOR DESIGNATION: Chase YC-122
CURRENT DESIGNATION: YC-122

MANUFACTURER: Consolidated Vultee Aircraft
(See General Dynamics Corp.)

MANUFACTURER: Convair
(See General Dynamics Corp.)

MANUFACTURER: Construcciones Aeronauticas S.A.
MODEL DESIGNATION: CASA (Model)
C-212-CB
CURRENT DESIGNATION: CA-212

MODEL DESIGNATION: C-235
CURRENT DESIGNATION: CN-235

MANUFACTURER: Curtiss-Wright Corp., USA
MODEL DESIGNATION: Commando CW-20
PRIOR DESIGNATION: Curtiss-Wright C-46
CURRENT DESIGNATION: CW-46

MANUFACTURER: Dart Aircraft Corp.

(See General Dynamics Corp.)

MANUFACTURER: deHavilland Aircraft of Canada Ltd., Canada
(See Hawker Siddeley)

MODEL DESIGNATION: Caribou 4A, USAF C-7A, Army CV-2
PRIOR DESIGNATION: deHavilland Caribou DH-4
CURRENT DESIGNATION: DH-4

MODEL DESIGNATION: DHC-7
CURRENT DESIGNATION: DHC-7

MODEL DESIGNATION: DHC-8
CURRENT DESIGNATION: DHC-8

MANUFACTURER: Dee Howard Co., USA
MODEL DESIGNATION: Howard 500
PRIOR DESIGNATION: Howard 500
CURRENT DESIGNATION: HW-500

MANUFACTURER: Dornier, Deutsch Aerospace, Friedrichshafen, Germany
MODEL DESIGNATION: Dornier 228
CURRENT DESIGNATION: DO-228

MODEL DESIGNATION: Dornier-328-100
CURRENT DESIGNATION: DO-328

MANUFACTURER: Douglas Aircraft Co.
(See McDonnell Douglas)

MANUFACTURER: Empresa Brasileira de Aeronautica, Brazil
MODEL DESIGNATION: EMB-110P1, P2, P3
CURRENT DESIGNATION: EMB-110

MODEL DESIGNATION: EMB-120
CURRENT DESIGNATION: EMB-120

MANUFACTURER: Fairchild Aircraft Corp., USA and Fokker, The Netherlands
MODEL DESIGNATION: Friendship F-27
PRIOR DESIGNATION: Fairchild
CURRENT DESIGNATION: F-27

MODEL DESIGNATION: F-227
PRIOR DESIGNATION: F-27/227

MODEL DESIGNATION: C-119C
CURRENT DESIGNATION: FA-119C

MODEL DESIGNATION: C-123
CURRENT DESIGNATION: FA-C123

MANUFACTURER: Fairchild Hiller
MODEL DESIGNATION: C-82A

CURRENT DESIGNATION: C-82A

MANUFACTURER: Fokker, Netherlands
MODEL DESIGNATION: Fellowship F-28 (Models 1000 & 4000)
CURRENT DESIGNATION: FK-28

MODEL DESIGNATION: Fokker 28 Mk 0100
CURRENT DESIGNATION: FK-100

MANUFACTURER: Ford Motor Corp., USA
MODEL DESIGNATION: Tri-Motor 4-AT, 5-AT, FO-5
PRIOR DESIGNATION: Ford 5
CURRENT DESIGNATION: FO-5

MANUFACTURER: Learjet Corporation
MODEL DESIGNATION: 23, 24, 25, 28, 29, 31, 35, 36, 55, C21-A
PRIOR DESIGNATION: LR-23, LR-24, LR-25, LR-28, LR-29, LR-35, LR-36,
LR-50
CURRENT DESIGNATION: LR-JET

MODEL DESIGNATION: 60
CURRENT DESIGNATION: LR-60

MANUFACTURER: General Dynamics Corp., USA
MODEL DESIGNATION: PB2Y, PB2Y-5
PRIOR DESIGNATION: Consolidated-Vultee PB2Y
CURRENT DESIGNATION: CV-PB2Y

MODEL DESIGNATION: PB4Y-2, QP-4B
PRIOR DESIGNATION: Consolidated-Vultee P4Y
CURRENT DESIGNATION: CV-P4Y

MODEL DESIGNATION: PBY-5, 28-4, 28-5
PRIOR DESIGNATION: Consolidated-Vultee PBY-5
CURRENT DESIGNATION: CV-PBY-5

MODEL DESIGNATION: LB-30, C-87A, RB-24
PRIOR DESIGNATION: Consolidated-Vultee LB-30
CURRENT DESIGNATION: CV-LB30

MODEL DESIGNATION: 240, 340, 440, T-29, C-131
PRIOR DESIGNATION: Convair 240/340/440
CURRENT DESIGNATION: CV-240, CV-340, CV-440

MODEL DESIGNATION: 22, 22M (880) (990)
PRIOR DESIGNATION: Convair 880/990
CURRENT DESIGNATION: CV-880, CV-990

MODEL DESIGNATION: Napier-Eland
PRIOR DESIGNATION: Napier-Eland Convair
CURRENT DESIGNATION: CV-N1, CV-N2

MODEL DESIGNATION: Mark I, Mark II, Allison Propjet
PRIOR DESIGNATION: Mark I/II

MODEL DESIGNATION: Convair 340, 440, 580
PRIOR DESIGNATION: Allison 340/440
CURRENT DESIGNATION: CV-A340, CV-A440

MODEL DESIGNATION: Dart Convair 240, 340, 440
PRIOR DESIGNATION: Convair 600/640
CURRENT DESIGNATION: CV-600, CV-640

MANUFACTURER: Groupement d'Interet Economique Airbus Industrie, France

MODEL DESIGNATION: A-300B Airbus
CURRENT DESIGNATION: A-300

MODEL DESIGNATION: A-300-600R, A-310
CURRENT DESIGNATION: A-310

MODEL DESIGNATION: A-319, A-320, A-321
CURRENT DESIGNATION: A-320

MODEL DESIGNATION: A-340 Airbus
CURRENT DESIGNATION: A-340

MANUFACTURER: Grumman Aircraft Engineering Corp., USA

MODEL DESIGNATION: TBF, TBM, AF-2S (Ref. T.O. AR-36)
PRIOR DESIGNATION: Grumman TBF
CURRENT DESIGNATION: G-TBM

MODEL DESIGNATION: G-64 Albatross, GSA16
CURRENT DESIGNATION: G-111

MODEL DESIGNATION: G-73 Turbo Mallard (Frakes Conversion)
PRIOR DESIGNATION: FS-73T
CURRENT DESIGNATION: G-73T

MODEL DESIGNATION: G-73 Mallard
PRIOR DESIGNATION: Grumman G-73
CURRENT DESIGNATION: G-73

MODEL DESIGNATION: S2F/C1A
CURRENT DESIGNATION: G-S2

MANUFACTURER: Gulfstream Aerospace Corporation, USA

MODEL DESIGNATION: G-159 Gulfstream, VC-4A, TC-4C
PRIOR DESIGNATION: Grumman G-159
CURRENT DESIGNATION: G-159

MODEL DESIGNATION: G-1159 Gulfstream
PRIOR DESIGNATION: Grumman G-1159
CURRENT DESIGNATION: G-1159

MODEL DESIGNATION: G-1159C, C-20F, C-20G, C-20H
CURRENT DESIGNATION: G-IV

MANUFACTURER: Hamburger Flugzeugbau G.M.B.H., Germany
MODEL DESIGNATION: Hansa Jet 320
CURRENT DESIGNATION: HF-320

MANUFACTURER: Handley Page Aircraft Co., Ltd., UK
MODEL DESIGNATION: Herald 300
PRIOR DESIGNATION: Handley Page 300
CURRENT DESIGNATION: HP-300

MANUFACTURER: Hawker Siddeley Aviation Ltd., UK (See also Raytheon Hawker Corporate Jets)

MODEL DESIGNATION: DH-106, Comet 4C
PRIOR DESIGNATION: deHavilland 4C
CURRENT DESIGNATION: HS-106

MODEL DESIGNATION: DH-114 Heron
PRIOR DESIGNATION: Hawker Siddeley
CURRENT DESIGNATION: HS-114

MODEL DESIGNATION: Hawker Siddeley 748
CURRENT DESIGNATION: HS-748

MANUFACTURER: Howard Aero Corp.
(See Dee Howard Co.)

MANUFACTURER: Israel Aircraft Ltd., Israel (See Aero Commander)
MODEL DESIGNATION: Westwind 1124
CURRENT DESIGNATION: IA-JET

MODEL DESIGNATION: Astra IAI-1125
CURRENT DESIGNATION: IA-1125

MODEL DESIGNATION: ARAVA IA 101B
CURRENT DESIGNATION: IA-101

MANUFACTURER: Lockheed Aircraft Corp., USA
MODEL DESIGNATION: Lightning P-38
PRIOR DESIGNATION: Lockheed P-38
CURRENT DESIGNATION: L-P38

MODEL DESIGNATION: B-34, PV-1, PV-2
PRIOR DESIGNATION: Lockheed B-34
CURRENT DESIGNATION: L-B34

MODEL DESIGNATION: Series 14
PRIOR DESIGNATION: Lockheed 14
CURRENT DESIGNATION: L-14

MODEL DESIGNATION: 18, C-57, C-60, R-50, Learstar

PRIOR DESIGNATION: Lockheed 18
CURRENT DESIGNATION: L-18

MODEL DESIGNATION: P2V7 (Restricted, LP2V-5F)
CURRENT DESIGNATION: L-P2V

MODEL DESIGNATION: Constellation 049, 149, 649, 749, 1049, 1649
PRIOR DESIGNATION: Lockheed Constellation
CURRENT DESIGNATION: L-1049

MODEL DESIGNATION: Electra 188, P-3, EA
PRIOR DESIGNATION: Lockheed 188
CURRENT DESIGNATION: L-188

MODEL DESIGNATION: Jetstar, C-140, Jetstar II
PRIOR DESIGNATION: Lockheed 1329
CURRENT DESIGNATION: L-1329

MODEL DESIGNATION: 382, C-130
PRIOR DESIGNATION: Lockheed 382
CURRENT DESIGNATION: L-382

MODEL DESIGNATION: 300, C-141
PRIOR DESIGNATION: Lockheed 300
CURRENT DESIGNATION: L-300

MODEL DESIGNATION: L-1011 Tristar
CURRENT DESIGNATION: L-1011

MODEL DESIGNATION: T-33
CURRENT DESIGNATION: T-33

MANUFACTURER: Martin-Marietta Corp., USA
MODEL DESIGNATION: B-26 Marauder
PRIOR DESIGNATION: Martin B-26C
CURRENT DESIGNATION: M-B26

MODEL DESIGNATION: PBM-5, C-162
PRIOR DESIGNATION: Martin PBM-5
CURRENT DESIGNATION: M-PBM-5

MODEL DESIGNATION: Mariner 202/404
PRIOR DESIGNATION: Martin 202/404
CURRENT DESIGNATION: M-202, M-404

MANUFACTURER: McDonnell Douglas Aircraft Corp., USA
MODEL DESIGNATION: AD-4N
CURRENT DESIGNATION: AD-4N

MODEL DESIGNATION: A-20
PRIOR DESIGNATION: Douglas A-20
CURRENT DESIGNATION: DC-A20

MODEL DESIGNATION: A-24, SBD
PRIOR DESIGNATION: Douglas A-24
CURRENT DESIGNATION: DC-A24

MODEL DESIGNATION: PB-26
PRIOR DESIGNATION: Douglas B-26
CURRENT DESIGNATION: DC-B26

MODEL DESIGNATION: B-18
PRIOR DESIGNATION: Douglas B-18
CURRENT DESIGNATION: DC-B18

MODEL DESIGNATION: B-23, UC-67
PRIOR DESIGNATION: Douglas B-23
CURRENT DESIGNATION: DC-B23

MODEL DESIGNATION: DC-2, C-32, C-34, C-39, C-42
PRIOR DESIGNATION: Douglas DC-2
CURRENT DESIGNATION: DC-2

MODEL DESIGNATION: DC-3, C-47, C-117
PRIOR DESIGNATION: Douglas DC-3
CURRENT DESIGNATION: DC-3

MODEL DESIGNATION: Super DC-3, C-117D
PRIOR DESIGNATION: Douglas DC-3S
CURRENT DESIGNATION: DC-3S

MODEL DESIGNATION: DC-3 (Turboprop)
CURRENT DESIGNATION: DC-3TP

MODEL DESIGNATION: DC-4, C-54
PRIOR DESIGNATION: Douglas DC-4
CURRENT DESIGNATION: DC-4

MODEL DESIGNATION: DC-6, DC-7, C-118
PRIOR DESIGNATION: Douglas DC-6, DC-7
CURRENT DESIGNATION: DC-6, DC-7

MODEL DESIGNATION: DC-8
PRIOR DESIGNATION: Douglas DC-8
CURRENT DESIGNATION: DC-8

MODEL DESIGNATION: DC-9, DC-9-50, C-9, DC-9-80, MD-80
PRIOR DESIGNATION: Douglas DC-9
CURRENT DESIGNATION: DC-9

MODEL DESIGNATION: DC-10, KC-10
CURRENT DESIGNATION: DC-10

MODEL DESIGNATION: MD-11

CURRENT DESIGNATION: MD-11

MANUFACTURER: Mitsubishi Aircraft International, Inc.
(See Beech Aircraft)

MANUFACTURER: Morane-Saulnier, France
MODEL DESIGNATION: MS-760
PRIOR DESIGNATION: Morane-Saulnier MS-760
CURRENT DESIGNATION: MS-760

MANUFACTURER: Nihon Aeroplane Manufacturing Co., Ltd., Japan
MODEL DESIGNATION: YS-11
PRIOR DESIGNATION: NAMC YS-11
CURRENT DESIGNATION: YS-11

MANUFACTURER: Nord Aviation
MODEL DESIGNATION: 262A Super Broussard, Mohawk 298
PRIOR DESIGNATION: Nord 262, ND 262/262FM
CURRENT DESIGNATION: ND-262

MANUFACTURER: North American Rockwell Corp., USA
MODEL DESIGNATION: B-25 Mitchell
PRIOR DESIGNATION: North American B-25
CURRENT DESIGNATION: N-B25

MODEL DESIGNATION: NA-265 Sabreliner T-39
PRIOR DESIGNATION: North American NA-265
CURRENT DESIGNATION: N-265

MANUFACTURER: Northrop Corp., USA
MODEL DESIGNATION: P-61 Black Widow
PRIOR DESIGNATION: Northrop P-61
CURRENT DESIGNATION: NH-P61

MANUFACTURER: Piaggio, Italy
MODEL DESIGNATION: Piaggio-Douglas 808
PRIOR DESIGNATION: Piaggio Douglas PD-808
CURRENT DESIGNATION: P-808

MANUFACTURER: Piper Aircraft, USA
MODEL DESIGNATION: PA-42-720 (Restricted)
CURRENT DESIGNATION: PA-42R

MANUFACTURER: Raytheon Hawker Corporate Jets (See also Hawker Siddeley)
MODEL DESIGNATION: BAE-125-1000
CURRENT DESIGNATION: BAE-125

MODEL DESIGNATION: DH-125, BH-125, HS-125 Series (except -1000)
PRIOR DESIGNATION: Hawker Siddeley 125
CURRENT DESIGNATION: HS-125

MANUFACTURER: SAAB-Fairchild International, S-58188, Linkoping, Sweden

MODEL DESIGNATION: SAAB-Fairchild 340
CURRENT DESIGNATION: SF-340

MANUFACTURER: SAAB Aircraft AB, Sweden
MODEL DESIGNATION: SAAB-2000
CURRENT DESIGNATION: SA-2000

MANUFACTURER: Short Brothers and Harland Ltd., Northern Ireland (UK)
MODEL DESIGNATION: SD3-30, SD3-60 Variant 200
PRIOR DESIGNATION: SD3-30
CURRENT DESIGNATION: SD-3

MANUFACTURER: Sikorsky Aircraft Division of United Aircraft Corp., USA
MODEL DESIGNATION: VS-44AC-32, C-34
PRIOR DESIGNATION: Sikorsky VS-44
CURRENT DESIGNATION: SK-44

MODEL DESIGNATION: S-43 Series
PRIOR DESIGNATION: Sikorsky S-43
CURRENT DESIGNATION: SK-43

MANUFACTURER: Sud Aviation, France
MODEL DESIGNATION: SE Caravelle I, II, VIR
PRIOR DESIGNATION: SUD 210
CURRENT DESIGNATION: S-210

MANUFACTURER: Swearingen Fairchild Aircraft Corp.
MODEL DESIGNATION: SA 226-TC, SA-227-AC, AT, TT
SA-227-DC
C-26A, C-26B, SA-227-CC
CURRENT DESIGNATION: SA-227

MANUFACTURER: Vickers-Armstrong British Aircraft Corp., UK
MODEL DESIGNATION: 700 & 800 Series
PRIOR DESIGNATION: Vickers Viscount
CURRENT DESIGNATION: VC-700, VC-800

FIGURE 9-2, PILOT LICENCE AIRCRAFT TYPE DESIGNATIONS -
ROTORCRAFT

MANUFACTURER: Bell USA

MODEL DESIGNATION: BH-214ST
CURRENT DESIGNATION: BH-14ST

MANUFACTURER: Boeing Vertol, USA

MODEL DESIGNATION: 107-II, H-46 Kawasaki, KV107-II
PRIOR DESIGNATION: Vertol 107 II
CURRENT DESIGNATION: BV-107

MODEL DESIGNATION: 114, CH-47A, B, and C Series
BV-234 (Ch-47D)
CURRENT DESIGNATION: BV-114, BV-234

MODEL DESIGNATION: BV-44, H-21
PRIOR DESIGNATION: Vertol 44
CURRENT DESIGNATION: BV-44

MANUFACTURER: Sikorsky, USA

MODEL DESIGNATION: H-37 Series
CURRENT DESIGNATION: SK-56

MODEL DESIGNATION: S-58 Series, H-34 Series
PRIOR DESIGNATION: Sikorsky S-58, S-58IT
CURRENT DESIGNATION: SK-58

MODEL DESIGNATION: S-61 Series, H-3 Series
PRIOR DESIGNATION: Sikorsky S-61
CURRENT DESIGNATION: SK-61

MODEL DESIGNATION: S-64 Series, CH-54A Series
PRIOR DESIGNATION: Sikorsky S-64
CURRENT DESIGNATION: SK-64

MODEL DESIGNATION: HH-53, CH-53A
PRIOR DESIGNATION: Sikorsky S-65
CURRENT DESIGNATION: SK-65

MANUFACTURER: Sud Aviation, USA

MODEL DESIGNATION: SA321F
CURRENT DESIGNATION: S-321

MODEL DESIGNATION: SA330F, SA-332, AS-330
CURRENT DESIGNATION: S-330

The following applies to helicopters weighing 12,500 pounds or less on which type ratings are issued to holders of airline transport pilot licences only:

MANUFACTURER: Aerospatiale, France

MODEL DESIGNATION: SA 341/342 Gazelle, SA 360

CURRENT DESIGNATION: SA-341

MODEL DESIGNATION: AS 350 Astar
CURRENT DESIGNATION: AS-350

MODEL DESIGNATION: SA 355 Twinstar
CURRENT DESIGNATION: AS-355

MODEL DESIGNATION: SA 360C Dauphine (SE)
CURRENT DESIGNATION: SA-360

MODEL DESIGNATION: SA 365 Dauphine (ME)
CURRENT DESIGNATION: SA-365

MODEL DESIGNATION: SA 365 Dolphin (HH-65)
CURRENT DESIGNATION: SA-365

MANUFACTURER: Bell, USA

MODEL DESIGNATION: 47 Series, H-13 Series
PRIOR DESIGNATION: Bell 47
CURRENT DESIGNATION: BH-47

MODEL DESIGNATION: 204-B, UHI-B, -D, H205B
PRIOR DESIGNATION: Bell 204
CURRENT DESIGNATION: BH-204

MODEL DESIGNATION: 206A, 206B
PRIOR DESIGNATION: Bell 206
CURRENT DESIGNATION: BH-206

MODEL DESIGNATION: 212/412 Series
PRIOR DESIGNATION: Bell 212
CURRENT DESIGNATION: BH-212

MODEL DESIGNATION: 214 Series (Except ST)
CURRENT DESIGNATION: BH-214

MODEL DESIGNATION: 222 Series
CURRENT DESIGNATION: BH-222

MANUFACTURER: Brantley, USA

MODEL DESIGNATION: B-2 (YGO3BR)
PRIOR DESIGNATION: Brantley B-2
CURRENT DESIGNATION: BY-2

MODEL DESIGNATION: B-305
PRIOR DESIGNATION: Brantley B-305
CURRENT DESIGNATION: BY-305

MANUFACTURER: Costruzioni Aeronautiche Giovanni, Agusta, Italy

MODEL DESIGNATION: A109 Agusta
CURRENT DESIGNATION: A-109

MANUFACTURER: Enstrom, USA
MODEL DESIGNATION: F-28
PRIOR DESIGNATION: Enstrom F-28
CURRENT DESIGNATION: EN-28

MANUFACTURER: Hiller, USA
MODEL DESIGNATION: UH-12 Series, H-23 Series
PRIOR DESIGNATION: Hiller UH-12
CURRENT DESIGNATION: HH-12

MANUFACTURER: Fairchild, USA
MODEL DESIGNATION: FH-1100
PRIOR DESIGNATION: FH-1100
CURRENT DESIGNATION: FA-1100

MANUFACTURER: Hughes, USA (Schweizer)
MODEL DESIGNATION: 300, 269 Series
PRIOR DESIGNATION: Hughes 269A
CURRENT DESIGNATION: HU-269

MODEL DESIGNATION: 500, 369 Series
PRIOR DESIGNATION: Hughes 500
CURRENT DESIGNATION: HU-369

MANUFACTURER: Kaman Aerospace Corporation
MODEL DESIGNATION: K-MAX (K-1200)
CURRENT DESIGNATION: KM-1200 (VFR ONLY)

MANUFACTURER: Kaman, USA
MODEL DESIGNATION: K-190A
PRIOR DESIGNATION: Kaman K-190A
CURRENT DESIGNATION: KM-190

MODEL DESIGNATION: K-225
PRIOR DESIGNATION: Kaman K-225
CURRENT DESIGNATION: KM-225

MODEL DESIGNATION: K-240, HTK-1
PRIOR DESIGNATION: Kaman K-240
CURRENT DESIGNATION: KM-240

MODEL DESIGNATION: K-600
CURRENT DESIGNATION: KM-600

MANUFACTURER: Lockheed, USA
MODEL DESIGNATION: Lockheed California 286
PRIOR DESIGNATION: Lockheed California 286
CURRENT DESIGNATION: L-286

MANUFACTURER: McDonnell Douglas
MODEL DESIGNATION: Notar MD-500, 369-E, 369FF

CURRENT DESIGNATION: MD-500N, HU-369

MANUFACTURER: Messerschmitt Bolkow Gmbh (West Germany)
MODEL DESIGNATION: BO-105A
CURRENT DESIGNATION: BO-105

MODEL DESIGNATION: BK-117-A1
CURRENT DESIGNATION: BK-117

MANUFACTURER: Omega, USA
MODEL DESIGNATION: 12D1A
PRIOR DESIGNATION: Omega 12D1
CURRENT DESIGNATION: OM-12

MANUFACTURER: Piasecki, USA
MODEL DESIGNATION: HRP-1, HRP-2
PRIOR DESIGNATION: Piasecki HRP
CURRENT DESIGNATION: PI-HRP

MANUFACTURER: Robinson Helicopter
MODEL DESIGNATION: R-22
CURRENT DESIGNATION: R-22

MODEL DESIGNATION: R-44
CURRENT DESIGNATION: R-44

MANUFACTURER: Scheutzow, USA
MODEL DESIGNATION: Model B
CURRENT DESIGNATION: SC

MANUFACTURER: Sikorsky, USA
MODEL DESIGNATION: R-4B
PRIOR DESIGNATION: Sikorsky R-4B
CURRENT DESIGNATION: SK-4

MODEL DESIGNATION: R-5A, YR-6A, R-6A, HOS-1
PRIOR DESIGNATION: Sikorsky R-5A
CURRENT DESIGNATION: SK-5

MODEL DESIGNATION: S-51
PRIOR DESIGNATION: Sikorsky S-51
CURRENT DESIGNATION: SK-51

MODEL DESIGNATION: S-52 Series
PRIOR DESIGNATION: Sikorsky S-52
CURRENT DESIGNATION: SK-52

MODEL DESIGNATION: S-55, H-19 Series
PRIOR DESIGNATION: Sikorsky S-55
CURRENT DESIGNATION: SK-55
MODEL DESIGNATION: S-62A, HH-52A
PRIOR DESIGNATION: Sikorsky S-62

CURRENT DESIGNATION: SK-62

MODEL DESIGNATION: S-76
CURRENT DESIGNATION: SK-76

MANUFACTURER: Silvercraft, USA
MODEL DESIGNATION: SPA-SH4
CURRENT DESIGNATION: SI-4

MANUFACTURER: Sud Aviation (Aerospatiale)
MODEL DESIGNATION: SE 3130, SE 313B, SE 3160, SA 316B, SA 3180,
SA 318B, SA 318C, SA 315B
PRIOR DESIGNATION: Sud Alouette II/III
CURRENT DESIGNATION: S-3130

MODEL DESIGNATION: SO 1221
PRIOR DESIGNATION: Sud Djinn
CURRENT DESIGNATION: S-1221

MANUFACTURER: Westland Helicopters, Inc., Yeoville, England
MODEL DESIGNATION: W-30
CURRENT DESIGNATION: WH-30

CHAPTER 10. CONDUCT OF PILOT IN COMMAND PROFICIENCY CHECKS FOR AIRCRAFT REQUIRING MORE THAN ONE PILOT AS REQUIRED BY CASR 61.58

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to evaluate an applicant's performance during a Pilot in Command Proficiency Check conducted in accordance with CASR 61.58. Successful completion of this task results in the completion of DAAO Form 61-6 , Airman Competency/Proficiency Check, with an indication of either satisfactory or unsatisfactory results.

5. General

A. Regulatory Requirement

CASR 61.58 requires that the pilot in command (PIC) of an aircraft requiring more than one pilot receive a proficiency check in that type aircraft during the preceding 24 months. Additionally, the PIC must have received a Proficiency Check in any aircraft requiring more than one pilot during the past 12 months. This requirement does not apply to operations conducted under CASR Parts 121, 125, 129, 133, 135, 137, and 141.

B. Grace Period

If the pilot takes this check in the month before or the month after it is due, the pilot is considered to have taken it in the month it is due.

(1) Six-Month Checks

Checks scheduled: Dec. 87 and Jun. 88
Actual checks: 12 Dec. 87 and 1 May 88
Next check due: Dec. 88 and Jun. 89

(2) Annual Checks

Checks scheduled: Jan. 87 and Jan. 88
Actual checks: Jan. 87 and Dec. 87
Next check due: Jan. 89 and Jan. 90

C. Carrying Persons and Property

For the purpose of completing this check a person may act as PIC under day VFR or IFR if no persons or property, other than is necessary for compliance, are carried.

D. Methods of Compliance

CASR 61.58 lists the several methods of compliance.

E. Proficiency Check Test Expiration

The proficiency check expires at the end of the 24th month after the month in which it is completed.

F. Letter of Discontinuance

When the check is terminated for reasons other than proficiency and a Letter of Discontinuance is issued, include all the required maneuvers the applicant completed successfully. The applicant may continue the test with a different inspector and may receive credit for the successful maneuvers within the sixty day period.

G. Use of Simulators

Portions of the proficiency check can be conducted in a simulator if it has been approved.

H. Unsatisfactory Performance

In order to cause the least inconvenience to an operator, the CASR 61.58 check may be continued after an item is deemed unsatisfactory. At the very least, the option of continuing should be offered the applicant. If the check is continued, full credit is given on DAAO Form 61-6 for all successful maneuvers.

7. Application

The applicant for a check required by CASR 61.58 applies for the check using DAAO Form 61-6 .

A. DAAO Form 61-6

The applicant fills out only the top portion of the form . The remainder is used by the inspector conducting the check to "grade" the applicant's performance.

B. Prerequisites

When the applicant submits a completed DAAO Form 61-6 and the other required documents, the following documents should be checked by an airworthiness inspector, if one is available:

- (1) Aircraft maintenance records
- (2) Airworthiness certificate
- (3) Aircraft registration

9. Retesting

Retesting only applies when previous checks are discontinued because of reasons other than pilot proficiency. Retesting is not normally required for those maneuvers and procedures successfully completed on the previous proficiency check as indicated on the previous DAAO Form 61-6 .

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 and DGCA policies and qualification as Pilot In-Command.

B. Coordination

This task requires coordination with the airworthiness unit and with the licensing section.

3. References, Forms, and Job Aids

A. References.

CASR Parts 1 and 91
Chapter 1, Introduction to CASR Part 61 Related Tasks
Appropriate Practical Test Standards and the references listed within

B. Forms.

DAAO Form 61-6, Airman Competency/Proficiency Check

C. Job Aids.

Sample letters and figures

5. Procedures

A. Schedule Appointment

Schedule the applicant for the requested proficiency check at a mutually agreed upon location. Advise the applicant to bring to the appointment the following documents:

- (1) An DAAO Form 61-6 with the top portion completed
- (2) Pilot Licence
- (3) Medical Certificate
- (4) Aircraft maintenance records
- (5) Aircraft logbooks
- (6) Airworthiness certificate
- (7) Aircraft registration

B. Applicant Arrives for Appointment.

Collect the documentation indicated above.

C. Review Form.

- (1) Check that the applicant has provided his or her full name: last, first, and middle initial.
- (2) Ensure that the applicant has indicated his or her employer and where the applicant is based.
- (3) The box labeled "Name of Check Airman" should not be completed when an inspector conducts the check.
- (4) Ensure that the applicant has indicated the date of the check, the location of the check, the type of check, and the aircraft and/or simulator used.
- (5) "Block Time" does not have to be filled in until the check is completed.

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. (See Chapter 1, Section 4, paragraph 5.) Compare the identification with the personal information provided on DAAO Form 61-6 .

- (1) If the applicant's identity can be verified, proceed with conducting the check.

- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-6 , or it appears that an attempt at falsification has been made, do not continue this task.

E. Personal Requirements

Check the applicant's pilot licence to determine if the applicant has a type rating in the specific aircraft for which the applicant is pilot in command (PIC). Also, check the applicant's medical certificate to make sure it is at least a valid third-class one without limitations that would make the applicant ineligible to perform the duties of PIC.

F. Aircraft Requirements

Have an airworthiness inspector review the pilot's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the check. After review, return documents to the applicant.

G. Discrepancies

If a discrepancy exists in any of the items above, return the application and any documentation to the applicant and proceed as follows:

- (1) Explain why the applicant is not eligible.
- (2) Give an adequate explanation of how the applicant may correct the discrepancies.

H. Eligibility Determined

Conduct the proficiency check after determining that all eligibility requirements are met. Use the required maneuvers and procedures listed in the test standards.

- (1) Refer to the applicable practical test standards reference (based on the pilot's licence and ratings held) to determine if the pilot meets the standards for each maneuver and procedure.
- (2) If re-examining applicant after a previous unsatisfactory check, test the pilot:
 - (a) On any maneuvers and procedures not successfully completed
 - (b) On any maneuver or procedure when there is reason to doubt the pilot's competency in areas for which credit has previously been given
 - (c) When more than 60 days has elapsed since the previous check, on all maneuvers and procedures
- (3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance . Return the application and any documentation to the applicant.

I. Complete Inspector Portion of DAAO Form 61-6 .

- (1) On DAAO Form 61-6 grade each item either Satisfactory ("S"), Unsatisfactory ("U"), or Waived ("W"). Indicate either "Approved" or "Disapproved." The check airman performance block is not used.

- (2) Sign DAAO Form 61-6 .
 - (a) Give the original and one copy to the pilot. Instruct the pilot to give the copy to the employer, if applicable. Contact the employer to confirm receipt of DAAO Form 61-6 .
 - (b) File a copy of DAAO Form 61-6 in the according to office procedures.
- (3) If the pilot's performance during the check warrants, see Chapter 26, Conduct a Re-examination Test of an Airman.

7. Task Outcomes

Completion of this task results in either:

- A. The issuance of a DAAO Form 61-6 , Airman Competency/Proficiency Check, indicating satisfactory or unsatisfactory results
- B. A Letter of Discontinuance

9. [Reserved]

CHAPTER 11. CONDUCT A FLIGHT INSTRUCTOR INITIAL/RENEWAL CERTIFICATION AND ADDITIONAL CATEGORY/CLASS RATINGS

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to determine if an applicant is qualified for an initial flight instructor certification, a reinstatement of a licence, a renewal of a licence, or be added to an additional category or class rating to an existing licence. Completion of this task results in the recommendation of an issuance of a Flight Instructor Licence and appropriate ratings, a Notice of Disapproval, or a Letter of Discontinuance.

5. General

A. Inspector Qualifications

The inspector performing a pilot certification test for flight instructor certification must possess the pilot and flight instructor licences and ratings in the same category and class as the test being conducted. The inspector must have completed a pilot in command (PIC) check in the applicable category and class and must also have completed on-the-job training (OJT) in that task.

B. Airworthiness Coordination

When the applicant submits a completed application and the other required documents for a practical flight test, the inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

C. Written Test

The flight instructor written examination consists of two tests: Fundamentals of Instruction (FOI) and the test for the appropriate rating.

- (1) The applicant for initial flight instructor licence should present two written test reports: one for the FOI (unless test credit is given per Section 2, paragraph 5E(1)(g) of this chapter) and one for the appropriate flight instructor rating.
- (2) In addition to the FOI, a second written test must be passed for ONE of the following, appropriate to the instructor rating sought:
 - (a) Flight Instructor, Airplane
 - (b) Flight Instructor, Helicopter
 - (c) Flight Instructor, Gyroplane
 - (d) Flight Instructor, Instrument Airplane
 - (e) Flight Instructor, Instrument Helicopter
 - (f) Flight Instructor, Glider

7. DGCA Conduct of Instructor Practical Tests

The DGCA has the responsibility for conducting all practical tests for original issuance of flight instructor licences.

A. Exemptions

Some pilot schools operating under CASR Part 141 may be granted exemptions from CASR 141.65 to recommend graduates of their approved flight instructor certification courses for flight instructor licence without further testing.

9. Establishing Eligibility

A. Pilot Requirements for Original Issuance

An applicant may satisfy the aeronautical knowledge requirements of CASR 61.185(a) by showing evidence of ground instruction in the specified areas or by presenting a certified college transcript or teaching certificate. When test credit is given, a copy of the teacher's certificate should be obtained and submitted, along with the pilot certification file to DGCA. Should this be impractical, for whatever reason, the inspector responsible for the certification file should include the following statement in lieu of a copy of the teacher's certificate: "This is to certify that I have examined the qualifications and credentials of this applicant for a (ground or flight instructor licence) and find the credentials acceptable to meet the criteria stated in DGCA SI 61-1 and appropriate to the instructor licence sought."

Pilot Requirements for Original Issuance. An applicant may satisfy the aeronautical knowledge requirements of CASR 61.185(a) by showing evidence of ground instruction in the specified areas or by presenting a certified college transcript or teaching certificate.

B. Pilot Requirements for Additional Ratings

All applicants for an added rating must complete any required written test, except for an instructor adding a single or multiengine class rating to an instructor licence.

C. Statement of Endorsement

In order to prove that CASR 61.185(b) has been satisfied, an applicant may have either a flight or ground instructor's certified statement. If the ground instruction received for the private, commercial, and airplane instrument ratings was endorsed by an authorized ground or flight instructor as provided in CASR 61.65, 61.107, and 61.125, that endorsement may also be accepted.

11. Practical Test

A. Conducting the Practical Test

- (1) Although the inspector judges an applicant's performance by the standards in the Flight Instructor Practical Test Standards (PTS), the inspector may also require an applicant to demonstrate skill and knowledge from other PTS, such as private pilot, commercial pilot, and instrument rating.

- (2) When administering the practical test for renewal or reinstatement, an inspector may, at his or her discretion, recognize qualifications previously demonstrated by an applicant, provided the coverage and the standards of the flight instructor's practical test are not compromised. For example, an inspector may accept all or part of any current and required flight check conducted under CASR Part 121, or 135 as applicable. The inspector may request a particular category aircraft be provided if the inspector determines it is necessary for an applicant to show competency in that category of aircraft. Depending on the inspector's findings, all ratings may be renewed concurrently based on a showing of competency.

B. Medical Certificates

For initial issuance and reinstatement of a flight instructor licence, the applicant must have a first-class medical certificate.

C. Spin Training Requirement.

- (1) CASR 61.183(e) provides, in part, that an applicant for a flight instructor - glider rating must present a logbook endorsement from an appropriately licenced and rated flight instructor who has provided the applicant with spin entry, spin, and spin recovery training in an aircraft of the appropriate category that is certificated for spins, and has found the applicant competent and proficient in those training areas.
- (2) CASR 61.187(a)(1) through (6) provides that an applicant for a flight instructor licence must have received flight instruction in the performance and analysis of standard flight training procedures and maneuvers appropriate to the instructor rating sought, and an endorsement by the person who has given the instruction certifying that the applicant is competent to pass the practical test on the subjects listed.
- (3) When an airplane Certificated Flight Instructor (CFI) applies for a glider rating, and when a glider CFI applies for an airplane rating, training or testing in spins is not required by the CASR because that applicant has previously received an endorsement for spin entry, spins and spin recovery. This does not remove the examiner's discretion to require applicants to demonstrate instructional competency in spin tasks.

13. Regulatory Requirements

According to CASR 61.195(b), a flight instructor may not conduct flight instruction in any aircraft for which he or she does not hold category, class, and type ratings, if appropriate, on the pilot and flight instructor licences. The phrase "if appropriate" applies equally to and in combination with both licences when instrument instructor ratings are involved.

A. Single and/or Multiengine Ratings

According to CASR Part 61, flight instructors who hold an "instrument - airplane" rating only on their flight instructor licence are authorized to give instrument flight instruction in single and/or multiengine airplanes for instrument certification provided they hold single and/or multiengine ratings on their pilot licence.

B. Class Ratings

Flight instructors who hold flight instructor licences issued under CASR Part 61, which allow only instrument instructor privileges in airplanes, may give instrument flight instruction in any class airplane that is listed without restriction on their pilot licence. Instructors holding only a helicopter - instrument rating on their flight instructor licence are limited to conducting instrument flight instruction in helicopters.

C. Ratings Limited to Instrument

Instructors with ratings limited to instrument may not give instrument flight instruction to students who do not hold category and class ratings in the aircraft used, since this would be instruction for the addition of a rating that conveys other than instrument privileges. These instructors may not certify logbooks or recommend applicants for any aircraft category or class rating.

15. Renewal of Flight Instructor Licences - Special Considerations

A. Timely Application and Handling of Renewals

An applicant who has applied for the renewal of a flight instructor licence may continue to exercise the privileges of that licence until the DGCA has acted on the application for renewal. Accordingly, it is important for inspectors to take prompt action on applications. Some holders of flight instructor licences may present an application for renewal before successful completion of an approved flight instructor refresher course. This method is not acceptable as per CASR 61.197, which requires the applicant to meet the provisions for a renewal within 90 days before applying. CASR 61.197 applies only to renewal of licences and is not applicable to reinstatement of expired licences. CASR 61.199 outlines the practical test requirements which must be met for reinstatement. Inspectors must not accept applications for renewal from flight instructors whose licences will expire before anticipated completion of an approved flight instructor refresher course.

B. Methods of Renewal

- (1) A practical test may be waived on the basis of a satisfactory flight instruction record, although the inspector has no personal knowledge of the applicant's activities. Caution is recommended in this situation and, should there be any question, the inspector may wish to check with the applicant's base of activity.
 - (a) A record of at least 10 applicants recommended for pilot licences or rating tests, or 20 student pilots endorsed for first solo or cross-country flights (5 or 10, respectively, for glider instructors), or a combination of recommendations within the renewal period is the minimum acceptable level of activity, unless other special activities are reported.
 - (b) A record of flight instruction as a chief instructor, designated check pilot, or airline captain may be accepted, provided the applicant has an adequate knowledge of current flight instructor responsibilities, training procedures, and pilot certification requirements.
 - (c) If more than two of every 10 recommendees have failed their first tests or if a pattern of student accidents or deficient instruction is

apparent or suspected, an appropriate demonstration of competency should be required.

- (2) At the discretion of an inspector, a current flight instructor licence may be renewed without taking a practical test when the inspector has personal knowledge of the applicant's knowledge and competency. An example of evidence that may be presented to support that personal knowledge would be a record of satisfactory completion of a pilot training course or related, aviation oriented work experience.
- (3) The requirements of CASR 61.197(c) allow the renewal of flight instructor licences upon successful completion of an approved flight instructor course. The approved course may be conducted by an organization authorized to conduct the Flight Instructor Refresher Course (FIRC) and must consist of ground or flight instruction or both. Proof of satisfactory completion of a FIRC is valid for 90 days and should be accepted for renewal of a flight instructor licence.
- (4) An applicant for the renewal of a flight instructor licence may be required to complete all or any part of the practical test outlined in the PTS. A demonstration of currency and competency should be required in every instance when the inspector has reason to suspect the applicant's competency, regardless of other qualifications. Practical tests for instructor renewals should be held to the testing necessary to demonstrate the applicant's qualifications and not used as an exploratory procedure. Inspectors are encouraged to fly with as many instructors as possible. Requests for flight checks do not imply incompetence, but are evidence of a sincere desire to assist instructors to improve their effectiveness. Such flights may be used by inspectors to introduce new instructing procedures or pilot requirements instituted by regulatory changes. No flight instructor recommendation is required for the practical test for renewal of a flight instructor licence.

C. Denial of Renewal

If an applicant for renewal is unable to demonstrate by record or practical test that he or she possesses the qualifications for renewal of the flight instructor licence, the applicant should be issued a DAAO Form 61-5, Notice of Disapproval of Application, specifying exactly what demonstration of currency and competency will be required for the reinstatement of the instructor licence or rating. If renewal is denied on the basis of the instructor's flying proficiency, consideration must be given to action against the instructor's pilot licence. Except for a retest, no flight instructor recommendation is required for the renewal or reinstatement of a flight instructor licence, but additional preparation may be recommended to the applicant.

17. Weather Involved Accidents and the Need for Flight Instructor Emphasis on Critical Weather Situations

A. Background

Studies indicate that the most likely candidate for a fatal, weather related, aviation accident is a relatively inexperienced private pilot who receives a reasonably accurate weather briefing before departure. The pilot is usually informed of either the existence of or the potential for a critical weather

situation. Typically, the pilot takes one passenger and crashes in instrument flight rules (IFR) conditions during daylight hours. Private pilot applicants should be advised of this profile, and should receive the highest quality of meteorological instruction possible. Many applicants for pilot licences, when asked to collect weather data while planning a cross-country flight, are unable to locate the meteorological information needed to make proper inflight decisions.

B. Flight Instructor Responsibilities

Inspectors should ensure that flight instructors are aware of the record of private pilots' weather related accidents. Inspectors should encourage discussion of critical weather recognition and proper decision making when contacting flight instructors. Flight instructors should stress "the recognition of critical weather situations from the ground and in flight, and the procurement and use of aeronautical weather reports and forecasts" during instruction. (CASR 61.97(c))

19. Designated Practice Areas

Certificated Pilot School Practice Areas, describes procedures for the establishment of certificated pilot school practice areas. Designation of specific practice areas was part of DGCA effort to reduce the potential for midair and near midair collisions. Instructor refresher clinics, inspectors should emphasize to flight instructors and flight instructor applicants that safety is enhanced by conducting student instruction and solo practice within designated areas known to air traffic control and DGCA.

21. Pilot Medical and Flight Instructor Licences

DGCA continue to receive inquiries on three particular areas:

May a licenced flight instructor who does not hold a valid pilot medical certificate conduct flight instruction?

May a licenced pilot who does not hold a valid pilot medical certificate renew a flight instructor licence? and

May a licenced pilot who does not hold a valid pilot medical certificate be originally issued a flight instructor licence?

A. Required Flight Crewmember

CASR 61.3(c) states that no person may act as PIC or in any other capacity as a required flight crewmember of an aircraft under a licence issued under CASR Part 61, unless that person has in his or her possession an appropriate current medical certificate issued under CASR Part 67. CASR 61.19(d)(1) states that a flight instructor licence is effective only while the holder has a current pilot licence and a medical certificate appropriate to the pilot privileges being exercised. CASR 61.39(a)(3) requires, in part, that an applicant must hold a current medical certificate appropriate to the licence being sought to be eligible for a practical test for a licence issued under CASR Part 61.

B. Not PIC or Required Crewmember

A licenced flight instructor, who is on board an aircraft for the purpose of providing flight instruction and who does not act as PIC or as a required flight crewmember, is not performing a function or exercising pilot privileges which would require him or her to possess an appropriate current medical certificate under the referenced rules. Therefore, a licenced flight instructor who does not exercise pilot privileges as a PIC or as a required crewmember while giving flight instruction is not required to have a valid medical certificate. Similarly, a licenced pilot who does not exercise privileges as a PIC or as a required crewmember during a practical test leading to the issuance or renewal of a flight instructor licence is not required to have a valid medical certificate. DGCA is encouraged not to direct inspectors to act as PIC to permit an applicant to take the practical test for renewal or initial issuance of a flight instructor licence if that applicant does not hold a valid medical certificate.

C. Public Queries

Inspectors receiving questions concerning the above should ensure that at least the following points are emphasized in discussion with pilots:

- (1) A licenced flight instructor who acts as safety pilot during simulated instrument flight, as required by CASR 91.109(b)(2), is a required pilot flight crewmember and must have an appropriate, current medical certificate.
- (2) A licenced flight instructor who conducts a flight review required by CASR 61.56 after the pilot recipient's currency has expired must have the appropriate, current medical and pilot licences.
- (3) A licenced flight instructor who gives flight instruction on board an aircraft and acts in the capacity of a required pilot crewmember must have an appropriate, current medical certificate.
- (4) A licenced flight instructor who does not hold a valid medical certificate may give and charge a fee for flight instruction given during any flight in which the licenced pilot being instructed (other than a student pilot) is the PIC, provided the flight instructor holds at least commercial pilot privileges on his or her pilot licence and does not act in any other capacity as a required pilot flight crewmember.
- (5) A licenced flight instructor who contemplates the use of a flight instructor licence when he or she does not hold an appropriate, current medical certificate should be fully aware of the various circumstances under which he or she may be required to assume responsibility for the safety of the aircraft during flight and remain in compliance with applicable regulations.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 and DGCA policies and qualification as an Flight Operations Inspector.

B. Coordination

This task requires coordination with the airworthiness unit and with the Pilot Records Section of the DGCA.

3. References, Forms, and Job Aids

A. References.

CASR Parts 1, 61, 91, 141,
Applicable Practical Test Standards (PTS)

B. Forms.

DAAO Form 61-5, Notice of Disapproval
DAAO Form 61-1, Application for Pilot Licence and/or Rating

C. Job Aids.

Sample letters and figures

5. Procedures

A. Schedule Appointment

Advise the applicant to bring the following documents to the appointment.

- (1) a Commercial or Airline Transport Pilot (ATP) Licence
- (2) a superseded Flight Instructor Licence (if applicable)
- (3) Medical Certificate
- (4) a Written Test Report
- (5) a School Graduation Certificate (if required by CASR 61.71)
- (6) personal logbooks substantiating the flight experience shown on the application form
- (7) the aircraft maintenance records
- (8) the aircraft airworthiness certificate
- (9) the aircraft registration
- (10) an acceptable form of identification; and
- (11) Aircraft documents, if applicable.

B. Applicant Arrives for Appointment.

Collect the documents indicated above.

C. Review Application.

- (1) In Section I, ensure that the applicant has checked the box labeled "Flight Instructor." If the applicant is renewing a flight instructor licence, ensure that "Renewal of Flight Instructor Licence" is checked.
- (2) Check the application for accuracy.
- (3) Check to make sure a flight instructor applicant has either a logbook endorsement, a signed application, or a written statement signed by the recommending flight instructor no more than 60 days prior to application for certification.

D. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on DAAO Form 61-1.

- (1) If the applicant's identity can be verified, proceed with the task.

- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1, or it appears that an attempt at falsification has been made, do not continue this task.

E. Establish Eligibility.

- (1) Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a flight instructor (see CASR 61.183, 61.185, and 61.187).
 - (a) Ensure that the applicant holds either a commercial pilot or an ATP licence with an aircraft rating appropriate to the instructor rating sought. If the applicant is applying for an airplane instructor rating or an instrument instructor rating, verify that the applicant has an instrument rating.
 - (b) Inspect the applicant's medical certificate, to ensure that it is appropriate to the pilot privileges being exercised.
 - (c) Determine whether the applicant is able to read, write, and converse fluently in the English language.
 - (d) If the applicant graduated from an approved school, have the applicant present the appropriate graduation certificate. Verify that the date issued shows the applicant has graduated within the past 90 days.
 - (e) If the applicant is not a graduate of an approved school and is applying for a Flight Instructor Licence, have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in CASR 61.185.
 - (f) Determine if CASR 61.185(a) requirements are met by having the applicant present evidence of ONE of the following:
 - (i) Satisfactory completion of a home study course
 - (ii) A certified college transcript listing subjects equivalent to the subjects in CASR 61.185(a).
 - (g) Determine whether an applicant is required to take the FOI written test by examining the following substitutes:
 - (i) a current teacher's certificate issued by an educational institution approved by DGCA or equivalent
 - (ii) proof of regular employment as an instructor in aviation subject areas at an accredited college or university; or
 - (iii) the applicant's ground instructor licence with any rating.
 - (h) Determine if CASR 61.185(b) may be satisfied by an endorsement from a flight or ground instructor, who meets the requirements of CASR 61.185(b), certifying that the prescribed instruction was given.
 - (i) Request and examine any of the following documents as acceptable evidence of having passed the appropriate written tests:
 - (i) two Pilot Written Test Report, one for the appropriate instructor rating and one for the FOI; or

- (ii) test reports from an approved school with written test examining authority; or
 - (iii) a test report from a DGCA approved school.
- (j) If the applicant is not a graduate of an approved school, have the applicant present a logbook endorsement. Check to see that the instructor has signed it and certifies that the applicant is competent to pass a practical test on the subjects listed in CASR 61.187(a).
- (k) For initial flight instructor certification, the instructor who provides the training and the instructor who recommends the applicant must both meet the requirements of CASR 61.187(b).
- (l) Check Section IV on DAAO Form 61-1 to determine if the applicant has failed the Flight Instructor Practical Test within the past 30 days (first failure only). If so, check for the required licenced flight instructor's signature verifying that the applicant has received additional instruction following the failure. After the second failure, an applicant is required to wait 30 days before reapplying for certification.
- (2) Determine if the applicant for an additional flight instructor rating meets specific eligibility as listed in CASR 61.191. Ensure that the applicant meets the following requirements:
- (a) holds at least a Commercial Pilot Licence with ratings appropriate to the instructor rating sought.
 - (b) holds a valid medical certificate appropriate to the pilot privileges being exercised.
 - (c) has passed the appropriate written test for the instructor rating sought.
 - (d) has at least 15 hours of PIC time in the category and class of aircraft appropriate to the rating sought. The record of flight time in Section III of the application must show at least the minimum flight experience required for the additional rating sought.
- (3) Determine if the applicant for a flight instructor renewal meets specific eligibility requirements. The applicant must hold both of the following:
- (a) a Commercial or ATP Licence with appropriate ratings; and
 - (b) a valid medical certificate appropriate to the pilot privileges being exercised.
- (4) The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

F. Discrepancies

If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

G. Conduct Practical Test

After determining the applicant is eligible and meets all prerequisites for the flight instructor licence and associated ratings, conduct the practical test.

- (1) Give credit to the applicant who is retesting for those pilot operations successfully completed on the previous practical examination (inspector's option).
- (2) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance . Return the application and all submitted documents to the applicant.

H. Unsatisfactory Performance

Upon determining that an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons for the termination.

- (1) Prepare in duplicate DAAO Form 61-5 as per Chapter 1, Section 6.
 - (a) Record any specific procedures or maneuvers that must be repeated on DAAO Form 61-5 .
 - (b) Record the number of practical test failures by the applicant for this licence or rating on DAAO Form 61-5 .
- (2) Proceed with the following suspension action if an applicant fails a practical test for the renewal of a Flight Instructor Licence that would normally remain valid for more than 30 days.
- (3) If the applicant's flying proficiency is seriously in doubt, begin re-examination action against the applicant's Pilot Licence.
- (4) Forward the certification file to the Pilot Licensing Section.

I. Satisfactory Performance

- (1) Enter the following ratings, as appropriate, on the licence:
 - (a) Airplane, Single Engine
 - (b) Airplane, Multiengine
 - (c) Instrument, Airplane
 - (d) Instrument, Helicopter
 - (e) Helicopter
 - (f) Glider
- (3) Enter the expiration date on the licence. Inform the applicant that the licence expires at the end of the 24th calendar month after the month it is issued.
- (4) Complete the section called Inspector's Report and the attachments section on DAAO Form 61-6 . Sign the reverse side of DAAO Form 61-6 .
- (5) Forward the completed file to the Pilot Licensing Section.
- (6) Return to the applicant all submitted documents not forwarded to Certification Section.

7. Task Outcomes

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

A. Notice of Disapproval

B. Letter of Discontinuance

9. Future Activities

- A. In the case of a suspension action pending because the applicant did not pass a practical test for the renewal of a Flight Instructor Licence, one of the following future activities will result:
- (1) Suspension action must be initiated if the applicant HAS NOT PASSED the practical test in the allotted time.
 - (2) Close the file if the applicant PASSES the practical test in the required time.
- B. Applicant may return for a renewal.
- C. Applicant may return for an additional flight instructor rating.

CHAPTER 12. SURVEILLANCE OF A LICENCED FLIGHT INSTRUCTOR

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to determine whether a Licenced Flight Instructor (CFI) continues to perform to the same standards as for original certification. Completion of this task results in an inspection report with an indication of satisfactory or an unsatisfactory.

5. General

A. General Process

Although flight instructor licences are renewed every 24 months, the surveillance of individual flight instructors and their activities should take place on a random basis in the interim. High activity CFIs should receive a higher level of supervision and surveillance since this segment of the CFI population is responsible for a larger percentage of pilot training and certifications. A high activity CFI is one who recommends at least four applicants annually for a practical test.

- (1) a justifiable public/students complaint is directed towards a CFI;
- (2) a CFI is involved in an accident or incident; or
- (3) a student pilot instructed by the CFI is involved in an accident or incident.

B. Surveillance

Since the flight instructor has a responsibility aviation safety, an DGCA inspector's contacts with the flight instructor provide an opportunity to discuss current regulations, procedures, and techniques for the instructor to use in fulfilling that responsibility. These contacts also provide an opportunity for the inspector to observe the flight instructor conducting instruction.

C. Inspector's Conduct

During surveillance, interference with the flight instructor's routine should be kept to a minimum. The purpose of the inspector's discussion with the flight instructor is twofold: to inform the flight instructor of changes in regulations and to determine the flight instructor's capabilities.

D. Initiation of Surveillance

There are many circumstances that may result in an inspector initiating the surveillance of a flight instructor. For example, an inspector may initiate surveillance because of observations made during a pilot school inspection. A flight instructor may be subject to an inspection during an inspector's random visit to an airport, or as a result of that instructor's visit to DGCA. An instructor may also be subject to surveillance because of an accident or incident, or if deficiencies in the instructor's students become apparent. High

activity CFIs should be inspected when applicant failure rates of 30 percent or greater are observed.

7. Methods of Surveillance

The scope and content of the inspection is left to the discretion of the inspector and may be combined with other inspections mandated by DGCA. A number of factors need to be considered, including the inspector's personal knowledge of, or previous experience with, the instructor. Instructor surveillance may include a discussion, an observation of performance, or any combination of the three methods.

A. Discussion

Discussions held with instructors are comparable to the oral portion of a practical test. Through discussion the inspector determines the instructor's knowledge of current regulations and operational techniques. The discussion also allows the inspector to brief the instructor on the latest DGCA policy. As different situations arise, there are many other areas that may become necessary to discuss with the flight instructor. If the instructor is employed by a school, the inspector should examine employment records related to aviation activities and note the instructor's performance on school standardization checks and other training. Although unlicensed schools are not required to keep records, the inspector should examine records if they are available.

B. Observation of Performance

The observation of an instructor's performance can be accomplished in several ways.

- (1) The inspector may request that the instructor conduct a standardization flight check with the inspector acting the role of a student preparing for a particular licence or rating. While role-playing a student, the inspector should note both the instructor's teaching technique and piloting skills.
- (2) The inspector may conduct spot checks of the instructor's students. Checking more than one student is advisable to gain better perspective on the instructor's ability.
 - (a) The inspector can fly with the student and request procedures or maneuvers appropriate to the student's level of progress. The inspector uses the appropriate practical test standards to evaluate the student's level of progress. The inspector uses the appropriate Practical Test Standards (PTS) to evaluate the student's performance. However, it should be stressed to the student that the flight is not a practical test and that it cannot be passed or failed. This does not preclude the possibility of a re-examination of a pilot whose deficient skills are noted by the inspector.
 - (b) If the instructor is employed by an approved school, the inspector could conduct a stage test of one of the instructor's students.
 - (c) If applicable, the inspector should ensure that the student records include: the number of students recommended for licences or ratings, their pass/fail rate, and the number of students endorsed for first solo or solo cross-country flight. A high failure rate among

students recommended for licences or ratings might indicate weakness in the instruction skills and should be discussed with the instructor.

- (3) The inspector could observe the flight instructor conducting ground training. The instructor should use acceptable teaching methods, and the lesson content should conform to acceptable aeronautical information. If the instructor is employed by an approved school, the teaching should adhere to the content of the Training Course Outline (TCO).

C. Evaluation of Observed Performance

An evaluation can take the form of a debriefing of the instructor. The inspector should recognize and congratulate the instructor on outstanding areas. Areas that are marginally acceptable should be discussed, and the inspector should offer suggestions for improvement. Areas that are clearly deficient, revealed either in the instructor's actual performance or in a student's performance, could make the instructor subject to a re-examination or possible enforcement investigation.

9. Special Emphasis Items

The following paragraphs provide information for inspectors to consider when conducting surveillance of flight instructors.

A. Dangers Associated with Nonstandard, Unstabilized, Landing Approaches

Although not a widespread practice, instructors occasionally teach nonstandard procedures. These procedures are considered nonstandard because they do not adhere to the Pilot's Operating Handbook (POH) and/or the Airplane Flight Manual (AFM). This practice contributes to instructional accidents. Witnesses to a recent fatal, instructional accident observed the aircraft on short final approach performing S-turns with bank angles between 30 and 45 degrees. After several such turns, the aircraft nosed down abruptly and struck the ground about 600 feet short of the runway. The instructor had taught the use of S-turns on final approach as a means of increasing the spacing between the aircraft in the traffic pattern. Whereas this is somewhat of a standard procedure, the high bank angles used in this accident could have significantly increased the stall speed. Light aircraft POHs or AFMs include information on the effect of high angles of bank on stall speed, as well as recommended airspeeds for approach and landing. Subsequent investigation disclosed a pattern of the instructor using nonstandard techniques and procedures contrary to safe operating practices.

B. Adherence to Established Procedures

In order to ensure that instructors teach the proper procedures that lead to a safe approach and landing, inspectors shall discuss the following areas with instructors:

- (1) the importance of adhering to procedures specified in the appropriate POH or AFM.
- (2) the importance of properly instructing small aircraft pilot applicants in standard traffic patterns for a stabilized approach and landing; and

- (3) ensuring a normal descent to the runway touchdown zone by establishing a stabilized flight path using appropriate power settings, airspeeds, and sink rates.
- (4) The importance of the "stabilized approach" concept for large aircraft, with emphasis on the timely establishment of a stabilized flight path in the landing configuration, with appropriate power settings, airspeeds, and a sink rate that allow a normal descent to the runway touchdown zone.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 and DGCA policies, and qualification as an Aviation Safety Inspector (Operations).

B. Coordination

This task may require coordination with the operations unit section head or principal operations inspector, the accident prevention program manager, or the airworthiness unit.

3. References, Forms, and Job Aids

A. References

CASR Parts 1, 61, 91, and 141
Flight Instructor Practical Test Standards"
Other, appropriate practical test standards

B. Job Aids.

Flight Instructor Evaluation Job Aid (Figure 12-1)
Sample letters and forms (Figure 12-2)

5. Procedures

A. Schedule Surveillance

Schedule the flight instructor surveillance.

B. Open file.

C. Arrive for Surveillance.

- (1) If not already done, select the instructor to be surveyed.
- (2) Present DGCA identification to the instructor. Explain the nature of the surveillance.

D. Examine Licences

Request the instructor's pilot, medical, and instructor licences. Examine them for appropriateness and validity.

- (1) The instructor must hold at least a commercial pilot licence with an instrument rating.
- (2) The instructor must hold at least a first-class medical certificate if the instructor is pilot in command (PIC) during instruction.

- (3) The flight instructor must hold a flight instructor licence appropriate to the category, class, and rating of the aircraft used for instruction.

E. Discussion with Instructor.

- (1) Discuss any areas of special emphasis as directed by DGCA office. Ask the instructor if any safety problems have been encountered during instruction or other flight. Invite the instructor's comments.
- (2) Bring to the flight instructor's attention areas that are above average or outstanding. Cover any areas of unsatisfactory performance.
- (3) When a new regulation is implemented or an existing rule is amended, discuss it thoroughly with the flight instructor.

F. Observation

Proceed with the surveillance by observing the flight instructor's performance. Determine which method of observation to use: standardization flight check, student flight check, or ground training.

- (1) During standardization flight checks, the inspector (acting as a student) should:
 - (a) discuss with the flight instructor the maneuvers and procedures that will be required during the check; and
 - (b) evaluate the instructor's performance, demonstration of flight maneuvers, and ability to discern and correct student errors during the flight. If the instructor performs a nonstandard maneuver or procedure, discuss the correct performance with the instructor.
 - (c) At the completion of the flight, debrief the instructor on any matters that were not discussed during the flight.
- (2) During student flight checks, the inspector should:
 - (a) fly with one or more students, preferably students working on various licences or ratings, and observe their performances; or
 - (b) conduct a stage test of one or more students if the flight instructor being inspected is employed by a CASR Part 141 approved pilot school.
 - (c) Request and examine students' records. Note the number of students recommended for a licence or rating and the number of students who passed or failed. Review the records of first solo flight and first solo cross-country flight students and note any problems the students encountered. Discuss with the instructor how the problems were resolved.
- (3) During observation of ground training, the inspector should:
 - (a) observe the flight instructor's performance;
 - (b) determine if the instructor at a CASR Part 141 approved pilot school adheres to the appropriate TCO; and
 - (c) determine if the instructor has adequate knowledge of the subject being taught.

G. Evaluation

Evaluate the instructor's performance in a private area after the applicant/student is debriefed.

- (1) Indicate "satisfactory" on the Flight Instructor Evaluation Job Aid (Figure 12-1) if the discussion and observation indicate satisfactory instructional skills.
- (2) Indicate "unsatisfactory" on the Flight Instructor Evaluation Job Aid if the discussion and observation indicate unsatisfactory instructional or piloting skills.
- (3) Debrief the flight instructor on the results, whether satisfactory or unsatisfactory. Recognize strengths and suggest methods to improve weaknesses. If the inspection was unsatisfactory and the instructor is employed by a CASR Part 141 approved school, inform the school of the results and confirm in writing (Figure 12-2).
- (4) File the job aid in the DAAO file.

H. Close file.

7. Task Outcomes

Completion of this task results in one of the following:

- A. An indication of satisfactory on the Flight Instructor Evaluation Job Aid.
- B. An indication of unsatisfactory on the Flight Instructor Evaluation Job Aid.
- C. A letter to an approved school when a flight instructor's performance is unsatisfactory.

9. Future Activities

- A. The flight instructor may be subject to a re-examination.
- B. The flight instructor may be the subject of future surveillance.

FIGURE 12-1, FLIGHT INSTRUCTOR EVALUATION JOB AID

Instructor's Name	Licence No.	Expiration Date		
Airport	Company	Approved School No.		
ITEM		N/A	SAT	UNSAT
Discussion with instructor				
Observation of instructor performance				
Standardization flight check with instructor				
Oral				
Teaching techniques				
Piloting Techniques				
Student Records				
Number of students recommended for certificate or rating _____				
Passed _____ Failed _____				
Number of student first solos _____				
Number of student solo cross country flights _____				
Student spot check (Flight - Use the practical test standards appropriate for the student and any or all of the following maneuvers to judge the instructor's teaching ability.)				
Preflight operations				
• Taxiing				
Radio voice procedures				
Normal takeoffs and landings				
Crosswind takeoffs and landings				
Short field takeoffs and landings				
Flight at minimum controllable airspeed				
Stalls and stall recoveries				
Emergency operation of equipment				
Turns about a point				
Forced landing				
Gliding spirals				
Eights-on-pylons				
Steep power turns				
Lazy eights				
Chandelles				
Cross-country flight				
Cross-country emergencies				
Use of radio aids				
Instrument flight				
Overall student evaluation				
Ground Instruction				
Overall instructor evaluation: (Circle one)				
ε Satisfactory		ε Unsatisfactory		
Remarks:				

Inspector's Signature _____	Date _____
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FIGURE 12-2, LETTER TO APPROVED SCHOOL CONFIRMING FLIGHT
INSTRUCTOR'S UNSATISFACTORY PERFORMANCE



MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Applicant name]
Address

This confirms the results of a flight instructor inspection held at your school on [inspection date]. During the inspection we reviewed [instructors' names] by [inspection type]. We found [instructor name] to be deficient in the following areas:

Indicate all areas where the flight instructor was deficient.

Suggest how the deficiencies can be corrected.

Indicate if a re-examination is in order.

If the flight instructor is a chief instructor for a course of training, indicate that training in that course can continue for 30 days. After that time, if the discrepancies are not resolved, a new chief instructor must be named.

If you have any questions concerning this matter, please contact this office at [telephone number].

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

[NAME]

CHAPTER 15. DESIGNATE/RENEW A GENERAL AVIATION DESIGNATED REPRESENTATIVE

SECTION 1. Background

1. **[Reserved]**

3. **Objective**

The objective of this task is to determine if an individual meets the qualifications for designation or renewal as a designated examiner representative. Completion of this task results in designation, renewal, reinstatement, termination, or nonrenewal of an examiner representative.

5. **General**

A. Purpose

This chapter provides procedures for the designation, renewal, reinstatement, termination, and nonrenewal of a designated examiner representative.

B. Definitions

- (1) As used in this chapter, an applicant is a person being tested for a Licence or rating.
- (2) As used in this chapter, a candidate is an individual being tested or considered for designation as a designated examiner representative.
- (3) A designated examiner representative is a designated representative of the Director General who is authorized to perform those tasks described in CASR Part 183, Sub Part C.

C. Privileges

A designated examiner representative is authorized to perform the following:

- (1) Accept applications and conduct practical tests leading to the issuance of pilot and flight instructor licence and/or ratings in the type of aircraft appropriate to the licence and letters of authority held by the examiner.
- (2) Recommend issue of pilot/flight instructor licence to applicants whom the examiner has tested and found qualified for a licence or rating.
- (3) Issue DAAO Form 61-5, Notice of Disapproval of Application, to applicants whose performance, during a practical test conducted by that examiner, did not meet the applicable Practical Test Standards (PTS) for a licence or rating.
- (4) Issue letters of discontinuance when the practical test is terminated because of situations such as unforecasted weather, the applicant or examiner becomes physically incapacitated; the aircraft has mechanical difficulties after the test has begun, or other unanticipated situations.

E. Proficiency Pilot Examiner (PPE) Privileges for designated examiner representatives.

A designated examiner representative may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to

conduct certification practical tests. This privilege is automatically conveyed with the designated examiner representative and need not be shown on the Certificate of Authority issued to the designated examiner representative.

F. Examiner Standards

An examiner must conduct all practical tests according to the applicable Practical Test Standards (PTS).

- (1) An examiner is expected to honor appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a practical test if the postponement is at the examiner's request. If an examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact the DGCA.
- (2) The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.
- (3) An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.
- (4) An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural changes, and for demonstrating aviation safety at all times.

7. Types of Designations

A. Designated pilot examiner representatives.

A designated pilot examiner representative (DPER) may:

- (a) As authorized in his designated, accept applications for oral and flight tests necessary for recommending issuance of pilot licences and ratings under the applicable regulations;
- (b) Under the general supervision of the Director General, conduct those tests;
- (c) [Reserved].

B. Designated flight engineer examiner representatives.

A designated flight engineer examiner representative (DFEER) may:

- (a) Accept applications for oral and practical tests necessary for recommending issuance of flight engineer licences and ratings under the applicable regulations;
- (b) Under the general supervision of the Director General, conduct those tests;
- (c) [Reserved].

C. Designated flight navigator examiner representatives.

A designated flight navigator examiner representative (DFNER) may:

- (a) Accept applications for oral and practical tests necessary for recommending issuance of flight navigator licences and ratings under the applicable regulations;
- (b) Under the general supervision of the Director General, conduct those tests;
- (c) [Reserved].

D. Designated flight operation officer examiner representatives.

A designated flight operation officer examiner representative (DFOOER) may:

- (a) Accept applications for oral and practical tests necessary for recommending issuance of flight operation officer licences and ratings under the applicable regulations;
- (b) Under the general supervision of the Director General, conduct those tests;
- (c) [Reserved].

E. Designated flight attendant examiner representatives.

A designated flight attendant examiner representatives (DFAER) may:

- (a) Accept applications for oral and practical tests necessary for recommending issuance of flight attendant licences and ratings under the applicable regulations;
- (b) Under the general supervision of the Director General, conduct those tests;
- (c) [Reserved].

9. Eligibility

- A. An examiner must have at least 5 hours as PIC in each make and model of multiengine aircraft in which the designated examiner conducts tests.
- B. The candidate may demonstrate competency in a Level C or D flight simulator if the simulator used is representative of the aircraft to be authorized by the candidate's designation, in addition demonstrated of the aircraft. In order to conduct a test in a simulator, except in small helicopters at the ATP level, the examiner must hold a type rating for the type of aircraft represented by the simulator if the represented aircraft requires a pilot type rating.
- C. Designated examiner candidates must hold and maintain a current DGCA Licence of authority as a designated examiner; have a recommendation from the DGCA; hold at least one type rating in a vintage aircraft; have a proven background involving the operation of vintage aircraft; and be approved by the DGCA.
 - (1) For initial designated examiner authorization, a designated examiner need complete only one evaluation of competency in a vintage airplane to show competency for all vintage airplanes authorized.
 - (2) A designated examiner must hold a current 61.58 proficiency check in at least one vintage airplane.

11. Initial Designation

- A. Candidates for designation as pilot examiner must be highly qualified technically and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All pilot examiners must meet the requirements of 61.56 and 61.57, as applicable. All designated examiner's must meet the requirements of 61.58, if applicable, and must be current and qualified to act as PIC of each aircraft for which authorized throughout the duration of the designation. For designations requiring a medical certificate, the designee must maintain at least a first class medical

certificate throughout the duration of the designation. Any required flight instructor Licence must be kept current for the duration of the designation. A candidate for rotorcraft/helicopter designation must hold the appropriate category, class, and, if applicable, type ratings. Examiners' authorizations will be issued on the basis of each make and basic model of helicopter, regardless of the aircraft's size and power source.

B. Examiner Applications

Applicants should send a completed DAAO Form 183-1B, Statement of Qualification, to the DGCA, the DGCA accepts and evaluates applications from persons applying for initial designation.

- (1) The DGCA applies the general qualification requirements, technical requirements, and experience criteria to determine whether applicants meet DGCA requirements for the initial designation sought.
- (2) If extenuating circumstances justify the exception, the DGCA may approve a designated examiner representative applicant who does not otherwise meet all of the qualification requirements. However, a statement explaining the deficiency and detailing the circumstances which justify approval of the application is made a part of the candidate's file.

C. Practical Test

Each candidate selected for designation by the DGCA must pass a practical evaluation by a DAAO inspector before an initial designation is issued. The practical evaluation assists the DAAO to determine if the candidate is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which authorization is sought. The DAAO schedules the practical evaluation upon selecting a candidate for designation.

D. Training

Each examiner must successfully complete the initial pilot examiner standardization course (job functions training) conducted by the DAAO. Examiners who are designated before completion of the examiner standardization course will receive an LOA that includes an expiration date coinciding with the scheduled completion of the initial standardization course. Before issuing authorization to an examiner to conduct tests prior to completion of the standardization course, the DAAO should obtain concurrence from the DAAO.

- (1) In addition to general certification procedures and information pertinent to all designations, examiners may be instructed in procedures relating to all levels of pilot/flight instructor certification and all category and class ratings. Following this training, the candidate/examiner will be administered a comprehensive knowledge examination that may test the candidate/examiner on any or all subjects in which the class was instructed. Some of the test questions may require knowledge beyond that encompassed by the authorizations indicated on an individual candidate/examiner's current or proposed Certificate of Authority or LOA.
- (2) Successful completion of the standardization course is a prerequisite for designation as a pilot examiner. Under most circumstances, if an examiner candidate arrives after a course has started, that person will

not be permitted to attend the remainder of the course. However, if the Sub Director of Aircraft Operations determines that the examiner candidate has a legitimate reason for being tardy, and if he/she is not more than 1 hour late, that examiner candidate may be permitted to complete the training. After a late arrival is accepted by the Sub Director of Aircraft Operations, the candidate will be required to make up the missed instruction with DGCA personnel outside of normal class hours. Once this has been accomplished, the examiner candidate will take the final examination with the class.

- (3) If a designated examiner representative candidate fails to successfully complete the course, examining authority will be rescinded and the examiner/candidate is ineligible for designation as a designated examiner representative for at least 12 calendar months thereafter. If the candidate reapplies after the 12-month period, the candidate must meet all prerequisites for designation and will receive no special consideration because of the previous denial.
- (4) Authorization for an examiner to conduct tests prior to completion of the initial standardization course requires the approval of the Sub Director of Aircraft Operations.

13. Letters of Authorization

Examiners who are authorized to conduct practical tests in helicopters, multiengine airplanes, turbine-powered aircraft, and aircraft requiring a type rating will be issued a special authorization in the form of an LOA. The LOA is valid only as long as the examiner's Certificate of Authority is current and expires when the examiner's designation expires. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in at least one make and model of aircraft or simulator in each category in which the examiner is authorized to conduct tests.

A. Multiengine Airplanes and Turbine-Powered or Large Aircraft

The LOA lists each make and model of multiengine airplane, turbine-powered or large aircraft, and/or each DAAO-qualified flight simulator in which the examiner may conduct tests.

B. Helicopters

The LOA limits the examiner's authority to conduct tests to specific makes and basic models of helicopters, regardless of the aircraft's size and power source.

- (1) Initial authorization for small helicopters requires a successful demonstration of competency in a small helicopter, reciprocating or turbine-powered, as appropriate.
- (2) Initial authorization for large helicopters requires a successful demonstration of competency in each large helicopter for which an authorization is sought.

C. Interim Authorization

If a designated examiner is qualified and current in a nonturbine-powered multiengine airplane for which examiner services are rarely requested and the examiner holds a current examiner authorization for a comparable type of multiengine airplane, the DGCA may issue the examiner an interim LOA authorizing one-time testing privileges in that airplane. The LOA should

state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the LOA is determined by the Sub Director of Aircraft Operations but should not exceed 30 days from the date of issuance.

D. Infrequently Requested Aircraft (Turbine-Powered)

The DGCA may elect not to issue an LOA to a pilot examiner for a turbine-powered aircraft that requires a pilot type rating if the DGCA receives infrequent requests for certification practical tests in that aircraft. The DGCA may assign an inspector to conduct practical tests in that type of turbine-powered aircraft.

15. Additional Designations

An additional designation may be issued to an examiner by completing the same procedures used for original designation. The Designated Examiner Representative candidate must hold the Licence and rating(s), without limitation, appropriate to the designation sought.

Each additional designation requires a demonstration of competency as a designated examiner appropriate to the aircraft or simulator and the designation sought. The inspector uses the current designation number to issue a new DAAO Form 183-3 showing all designations. When a designation is added, the existing designation(s) may be renewed.

17. Renewal Criteria

In addition to the general requirements outlined in paragraph 13 above, examiners must attend the annual examiner meeting held by the designating DGCA and meet the following specific criteria for renewal of examiner designations and authorizations.

A. Recurrent Standardization Training

Once every 2 years, an examiner must satisfactorily complete examiner recurrent standardization training.

- (1) Examiner recurrent standardization courses are scheduled and presented by DGCA. When an examiner is due for recurrent training, the examiner may complete the recurrent training standardization course 3 calendar months before or after the anniversary month and the training will be considered to have been completed in the anniversary month. When an examiner elects to complete recurrent training in the 3-month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the training.
- (2) If an examiner fails the recurrent examiner standardization course, the examiner's authorization will be rescinded. The DGCA may, with the concurrence of the Sub Director of Aircraft Operations, permit the examiner to attend another recurrent training class. In this event, the examiner will have 3 calendar months to successfully complete a second recurrent course. Testing privileges will not be reinstated until the examiner satisfactorily completes the training. If the examiner attends a second recurrent training course and fails that course, the DGCA terminates the examiner's authority. The examiner is eliminated

from consideration for reinstatement for at least 12 calendar months from the date of the second failure. Examiners who are eliminated from the program under these circumstances may reapply for designation after 12 calendar months. They must meet all requirements necessary for initial designation.

B. Certification Activity

Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations.

C. Reissuance of LOA

An examiner's LOA is valid only as long as the Certificate of Authority is current and expires at the same time. It is reissued when the designation is renewed.

D. Practical Test

Examiners must demonstrate knowledge and skill appropriate to the designation and authorizations to be renewed or reinstated by the satisfactory completion of an annual practical test (demonstration of competency).

E. Designation Number

The original designation number should be used for renewal.

19. Activity Required

A certain amount of annual activity is generally required for renewal of examiner designations. If there are legitimate reasons why an examiner has been unable to accomplish any of the required levels of activity, the Sub Director of Aircraft Operations may modify the requirement to the extent justified by the extenuating circumstances and approve the renewal. Any ONE or combination of the following levels of activity is acceptable.

A. General

The examiner has conducted during the previous 12 calendar months:

- (1) five certification or aircraft rating tests in airplanes;
- (2) five certification or rating tests in helicopters, gyroplanes, gliders, free balloons, or airships;
- (3) five instrument rating practical tests; or
- (4) five ATP practical tests.

B. Multiengine Airplane

For renewal of multiengine airplane authorizations, as shown on the examiner's LOA, the examiner should have conducted five multiengine rating tests in each make and model of airplane authorized during the previous year. The Sub Director of Aircraft Operations may authorize an exception in extenuating circumstances.

21. Practical Tests for Renewal

A practical test (demonstration of competency) for renewal must consist of one of the testing procedures stated in paragraph 23 of this section. At the discretion of the DGCA, a practical test of the examiner, appropriate to the designations

held, satisfactorily completed within 3 calendar months before the renewal of the designation, and may be used to satisfy this requirement.

A. Multiengine Airplane

The examiner takes only one practical test annually for renewal in multiengine airplanes not requiring a pilot type rating or in nonturbine-powered multiengine airplanes that do require a type rating. If the examiner is authorized to conduct tests in more than one make and model of multiengine airplane, the annual demonstration of competency should be alternated between the airplanes authorized.

B. Helicopter

The examiner takes only one practical test annually for renewal in all small helicopters authorized. If authorization is held in more than one type of large helicopter, the renewal may be accomplished by alternating the annual demonstration of competency between the types authorized within a 24-month period.

C. Turbine-Powered Aircraft

For renewal of turbine-powered aircraft authorizations, at least one annual demonstration of competency is required in an appropriate turbine-powered aircraft.

- (1) For an examiner holding multiple turbine-powered aircraft authorizations, one annual demonstration of competency in a turbine-powered aircraft is sufficient. However, if any of the aircraft requires a pilot type rating, the single annual demonstration of competency must be in that turbine-powered aircraft requiring a type rating.
- (2) If an examiner holds multiple authorizations in turbine-powered aircraft requiring a pilot type rating, the annual demonstration should be alternated between those aircraft that require a type rating. The examiner may not conduct a practical test in any turbine-powered aircraft that requires a pilot type rating unless the examiner has demonstrated competency in that aircraft within the preceding 24 months.
- (3) If an examiner with turbine-powered aircraft authorizations is unable to complete a demonstration of competency due to lack of qualified applicants for a practical test or unavailability of a suitable aircraft, the examiner's authorization for these aircraft may not be renewed until a satisfactory demonstration of competency is accomplished.

D. Multiple Authorizations

For examiners holding authorizations in multiple categories of aircraft, an annual renewal demonstration shall be conducted in each category of aircraft for which the Designated Examiner holds an authorization.

23. Conduct of the Practical Test

The practical test for initial designation of an examiner or renewal/addition of examiner designations must contain both the appropriate oral questioning and flight/simulator performance in accordance with the PTS. A preflight briefing must be conducted prior to any practical test. This briefing must be given in accordance with the guidelines contained in chapter 1, section 3. Additional information on the conduct of practical tests is found in chapter 16.

A. Practical Test Roles

In regard to the practical test procedures described below, the term "candidate" refers to the person seeking the pilot examiner designation, and "applicant" refers to the person applying for an airman Licence or rating. An inspector may act in the role of an applicant for a practical test.

B. Scheduling

Since an applicant's schedule may be incompatible with an inspector's normal duty hours, the inspector should be flexible when scheduling tests with pilot examiner candidates.

C. Method

In order of preference, the inspector may choose one of the following three methods to test a candidate:

- (1) The inspector observes the examiner candidate testing an actual applicant for a rating or Licence. The inspector evaluates the candidate's performance while the candidate evaluates the applicant. In this situation, any discussion between the designated examiner candidate and the inspector concerning the candidate's performance with the applicant should be held in private.
- (2) The inspector plays the role of an applicant appropriate to the type of designation the designated examiner candidate is seeking. The inspector should not respond with trick replies to the designated examiner candidate's questions during the oral portion of the practical test. If an inspector answers a question incorrectly to test whether the designated examiner candidate recognizes an incorrect answers, the incorrect response should be obviously wrong.
- (3) The inspector tests the examiner candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

D. Authority to Issue Documentation After Practical Test.

- (1) In the case of a practical test with an actual applicant and a successful designated examiner candidate, the successful designated examiner candidate does not yet have the authority to recommend issuance of a Licence to the applicant.
- (2) However, the inspector may allow the successful designated examiner candidate to fill out the appropriate documentation for the applicant while the inspector observes.
- (3) In the case of a practical test with an actual applicant and an unsuccessful designated examiner Representative candidate, the inspector will complete and sign the appropriate documentation.

25. Delegation/Recision of an Examiner Authorization

The DG is empowered to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the DG may prescribe. Under this section and DGCA directives, The Director General may rescind any such delegation at any time and for any reason deemed appropriate. Also, the Director General may determine that such a delegation should not be renewed for any reason deemed appropriate.

A. Proposed Termination or Nonrenewal

The POI must coordinate with the Sub Director of Aircraft Operation and obtain the concurrence of the Director General before any official notification is made to an examiner regarding the DGCA's intent to terminate or to not renew a designation. The DGCA's proposed action must be thoroughly documented in accordance with established policy. Sections 183.15(a) and (d) contain the general conditions under which designations may be terminated.

B. Notification

The DGCA shall provide the examiner with written notice and an opportunity to respond to a proposed action to terminate or to not renew a designation. The written notice shall state the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable regulations other or guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited should be supported by documented surveillance or the results of other investigations; however, supporting documents shall not be included with the notification to the examiner.

C. Option to Respond

The written notification should give the designee the option to respond in writing or in person. The notification should also inform the designee that a record will be made of any meeting held.

- (1) The DAAO shall make a record of any meeting with the examiner. The record may be in the form of notes taken by a secretary during the meeting, a summary written by the DAAO staff after the meeting, or another reliable method.
- (2) The DAAO shall send a copy of the record to the examiner. The examiner may submit comments or propose corrections to the record.

D. The DAAO shall provide written notification of the Sub Director of Aircraft Operation decision regarding the termination or nonrenewal of the designation to the examiner. The written notification to the examiner must indicate the reasons for the termination or nonrenewal. If the examiner wishes to have the Director General review the matter, the examiner must make the request for the review in writing or in person within 10 days of receipt of the written notification of the Sub Director of Aircraft Operation decision.

27. Termination

Termination of an examiner's designation for reasons other than insufficient need for the examiner's services or the examiner's inability to meet medical standards should be initiated when other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

A. Reasons for Termination

A designation is terminated by the Director General for any of the following reasons:

- (1) upon the written request of the examiner;
- (2) when there is no longer a need for the examiner's services;

- (3) upon a finding by the Director General that the examiner has not properly performed the examiner's duties; and
- (4) for any reason the Director General considers appropriate.

B. Examples

The following are some examples of not properly performing an examiner's duties:

- (1) unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the supervising DAAO's instructions;
- (2) any actions by the examiner that may reflect discredit on the DAAO, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;
- (3) the inability of the examiner to work harmoniously with DAAO personnel or the public;
- (4) evidence that the examiner's general annual or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original designation or at any time thereafter;
- (5) an examiner's inability to demonstrate satisfactory performance during a knowledge and/or skill evaluation or during an initial or recurrent examiner or job function course; or
- (6) an examiner's failure to maintain, or inability to demonstrate, qualifications for any Licence, rating, or examiner designation held.

C. Documentation

Deficiencies in an examiner's performance shall be documented by the DAAO. The DAAO should notify the examiner of these deficiencies and give the examiner an opportunity to correct the deficiencies within a 90-day period. The DAAO shall advise the examiner that continued poor performance constitutes grounds for termination of the examiner's designation. When termination of the examiner's designation is being considered, the DAAO shall ensure that the DAAO follows the established procedures for termination and that DAAO personnel are directly involved in the action taken.

D. Emergency Action

In cases where a designee is suspected of fraud or any other activity for which emergency action is necessary to ensure safety, the DAAO may immediately direct the designee, in writing, to cease all further testing and certification activity pending further DGCA investigation of the matter. Upon investigation of the circumstances in such cases, the DAAO should initiate termination or nonrenewal action if appropriate.

E. Voluntary Surrender

An examiner may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing and be accompanied by the examiner's Certificate of Authority. The examiner may retain the Certificate of Designation.

29. Reinstatement (Requalification)

A former examiner whose authority has expired, and whose examiner privileges were not rescinded or revoked as a result of enforcement or legal action by the DGCA, may apply for reinstatement. An expired examiner designation may be reinstated only if the requirements and procedures for an original issuance of the designation are met. (See paragraph 11B of this section for application procedures).

A. Standardization Training

If reinstatement takes place within the 12 calendar month period after expiration, satisfactory completion of a recurrent training course within the previous 24 calendar months is acceptable. If the designation has been expired for more than 12 calendar months, the examiner must satisfactorily complete an initial standardization training class.

B. Demonstration of Competency

If the designation has been expired for less than 12 calendar months, a demonstration of competency in one of the aircraft previously authorized may be accepted by the DAAO for reinstatement of all previously authorized aircraft. If the designation has been expired for more than 12 calendar months, the DAAO shall test the examiner in each aircraft or simulator, as applicable, in which the examiner is seeking authorization.

C. Reissuance of an LOA

To qualify for the reissuance of an LOA, a reinstated examiner must demonstrate competency in at least one aircraft (the most complex aircraft) appropriate to the LOA sought. For the addition of other previously authorized aircraft, the examiner must have demonstrated competency in each aircraft within the preceding 24 calendar months. The following are examples of reinstatement requirements for previously held designations.

- (1) The examiner held an LOA for BE-55 and PA-23 aircraft. The examiner's designation expired 2 years ago. The examiner must demonstrate competency in each aircraft for reissuance of the previously held authorizations.
- (2) The examiner held an LOA for BE-55 and HS-125 aircraft. The examiner's designation expired 9 months ago. The examiner last demonstrated competency in the HS-125 21 months ago and in the BE-55 more than 24 months ago. The examiner must demonstrate competency in both the HS-125 and the BE-55 for reissuance of the authorizations.

31. Special Considerations

Special considerations must be observed when the examiner serves as a required flight crewmember during a practical test. In such cases, the examiner,

in addition to being appropriately rated, must also be current in accordance with 61.55, 61.56, 61.57, 91.109(c), and/or 61.58, as applicable. The examiner must also hold first class medical certificate. Examiners should exercise caution while serving as required crewmembers. Inspectors should ensure that all examiners are familiar with the guidance contained in chapter 1, section 2.

33. [Reserved]

35. Supervision

A. Role of the DGCA

The Sub Director of Aircraft Operation shall review DGCA procedures to ensure that examiner supervision is adequate. Some examiners may be assigned to different inspectors. Regardless of the method of supervision, procedures must ensure that examiners meet all requirements, such as recurrent training and standardization.

B. [Reserved]

C. Certification Test Files

Within 5 days of conducting a practical test, an examiner must submit the certification files to the DGCA.

D. Supervising Inspectors

Inspectors who supervise examiners should always welcome the opportunity to discuss procedures and standards and to fly with examiners at their request to resolve questions on techniques, procedures, and standards. New examiners who have not completed the pilot examiner standardization course will require increased surveillance from an inspector. Care should be taken to develop the examiner's evaluation skills and knowledge of flight and/or simulator testing of applicants, as appropriate, for airman Licences. Each examiner should be encouraged to attend safety meetings and flight clinics conducted within the area to keep informed of new developments and pilot training activities.

E. Review of Recommended Applicants

Any applicant recommended by an examiner for a Licence or rating may be requested to appear for a recheck by an inspector before a "permanent" Licence is issued. Inspectors should avoid requiring an arbitrary or an inordinate number of rechecks because of the economic hardship it places on the applicants. Rechecks should only be requested based on facts that clearly support the need for the recheck.

37. Review of an Examiner's Decision

A. Reason for Review

Any applicant who is not satisfied with an examiner's decision may obtain another practical test or appropriate reevaluation from an DGCA inspector without prejudice. In such cases, the applicant shall be given the complete test, including any phases already approved by the examiner. A complete new application and certification test file must be prepared.

B. Inspector's Role

Following the retest, both the examiner's and inspector's certification files must be forwarded to Licensing. The inspector's report determines if a Licence is issued. The inspector should discuss the results with the applicant and answer any questions relevant to the evaluation. If appropriate, the inspector should also discuss the test results with the examiner.

39. [Reserved]

SECTION 2. Procedures

1. [Reserved]

3. References, Forms, and Job Aids

A. References.

Parts 1, 61, 67, 91, and 183
All applicable PTS

B. Forms.

DAAO Form 183-1B, Statement of Qualification (DPER, DFEER, DFNER, DFOOER, DFAER)
DAAO Form 183-2 Certificate of Authority
DAAO Form 183-3, Certificate of Designation
DAAO Form 61-5, Notice of Disapproval of Application
DAAO Form 61-1, Application for Pilot Licence and/or Rating

C. Job Aids.

Specific Eligibility Requirements for Designees (figures 15-2, 15-3, and 15-4)
Job Aid for Practical Test Observation of a Designated Examiner Candidate (figures 15-5 and 15-10)
Sample letters and figures

5. Initial Designation

A. Selection

When the need for an examiner arises an operations inspector reviews the files.

The inspector assesses each designated examiner candidate's knowledge and experience through review of the application and consultation with others who are familiar with the designated examiner program and/or candidates.

B. Report Findings

The inspector submits the findings and recommendations to the Sub Director of Aircraft Operations. The following information is given on each prospective designated examiner candidate:

- (1) the designated examiner candidate's DAAO Form 183-1B, Statement of Qualification; and
- (2) any other pertinent information, references, or recommendations.

C. Notification

After the Sub Director of Aircraft Operations decides upon a qualified designated examiner candidate, the inspector notifies the person in writing that he or she is being considered as a designated examiner candidate for authorization. The inspector requests a current DAAO Form 61-1.

D. Schedule Appointment

The inspector schedules an appointment for the designated examiner candidate to take a practical test. If the designated examiner candidate tests an actual applicant rather than an inspector/applicant, both the designated examiner candidate and the applicant must present positive identification prior to the practical test. The aircraft to be used must be able to carry the designated examiner candidate, the applicant, and the inspector. The inspector should advise the designated examiner candidate that the following documents must be presented upon arrival at the appointment to take the practical test:

- (1) Designated examiner candidate's pilot licences;
- (2) Designated examiner candidate's valid first class medical certificate (except for free balloons, gliders, or simulators);
- (3) Designated examiner candidate's DAAO Form 183-1B;
- (4) Designated examiner candidate's logbooks;
- (5) Applicant's pilot licence;
- (6) Applicant's medical certificate appropriate to licence or rating sought (if applicable);
- (7) Applicant's pilot knowledge test report, if applicable;
- (8) Applicant's DAAO Form 61-1, if applicable;
- (9) A statement from a DGCA licenced flight or ground instructor showing satisfactory completion of the applicable flight and ground instruction required for the licence or rating sought (as applicable);
- (10) Applicant's logbook endorsements certified by a DGCA licenced ground or flight instructor, showing satisfactory completion of the ground and flight instruction required for the licence or rating sought (as applicable);
- (11) The maintenance records, airworthiness certificate, and registration of the aircraft to be used in the practical test; and
- (12) If applicable, evidence of DGCA approval for the simulator used during the test.

E. Appointment

When the designated examiner candidate arrives for the scheduled appointment, the inspector accomplishes the following:

- (1) Inspects acceptable forms of identification to establish the designated examiner candidate's identity;
- (2) Inspects the designated examiner candidate's licences and logbooks to verify the aeronautical experience indicated on DAAO Form 183-1B; and
- (3) Proceeds with the preflight briefing and the practical test.

F. Initial Flight Test Procedures

No testing methods other than those described in this paragraph shall be used for the initial designated examiner candidate's flight evaluation. The test (knowledge and skill evaluation) will cover inspector-selected tasks from

the licenced flight instructor (CFI) PTS. The inspector will place added emphasis on the designated examiner candidate's knowledge of pilot applicant flight and oral testing procedures. The following DAAO activities shall take place prior to issuance of examiner authorizations.

- (1) A principal operations inspector trains the designated examiner candidate in policies and testing procedures as explained in this SI and the introductory chapters of all applicable PTS. After training, the following test procedures shall be used and are listed in order of preference:
 - (a) The inspector observes the designated examiner candidate administering a complete flight test to an applicant; or
 - (b) The inspector may act as an applicant during the administration of a practical test by the designated examiner candidate.
- (2) For those designated examiner candidates who have satisfactorily completed the DAAO initial pilot examiner standardization course, the inspector uses one of the following test procedures in order of preference.
 - (a) The inspector observes the designated examiner candidate administering a complete flight test to an applicant.
 - (b) The inspector may act as an applicant during the administration of a practical test by the designated examiner candidate; or
 - (c) The inspector may test the designated examiner candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

G. Preflight Procedures

A preflight briefing must be held before any flight. The inspector may refer to chapter 1, section 3, and paragraph 3.

7. Practical Test of Designated Examiner Candidate with Actual Applicant (Inspector Observing)

A. Pretest Activities

- (1) The inspector informs both the designated examiner candidate and applicant that the inspector makes the final decision regarding the certification of the airman and the designation of the pilot examiner.
- (2) The inspector conducting the practical test or an airworthiness inspector reviews the aircraft's maintenance records, logbooks, airworthiness licence, and registration to determine if the aircraft is airworthy and suitable for use during the practical test. The inspector returns the documents after review.
- (3) The inspector ensures that both the designated examiner candidate and the applicant have the required documents listed in paragraph 5D of this section. The designated examiner candidate should check all pertinent records to ensure that the applicant meets the requirements for the licence or the rating sought.
- (4) If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, the inspector returns all submitted documents to the applicant. The inspector informs the applicant of the reasons for

ineligibility and explains how the applicant may correct the discrepancies.

B. Observation of Practical Test

If the designated examiner candidate and applicant meet all prerequisites for the rating or licence sought, the inspector has the designated examiner candidate conduct the practical test for the licence or rating the applicant is seeking.

9. Practical Test Outcomes for Designated Examiner Candidate with an Actual Applicant

(See figure 15-10.) After observing the designated examiner candidate conduct the practical test, the inspector determines which of the following four outcomes applies and follows the appropriate instructions. In each case, the inspector conducts a debriefing with the designated examiner candidate, separate from the applicant, and determines whether the designated examiner candidate exercises proper judgment concerning the applicant's performance.

Both the designated examiner candidate and the applicant perform satisfactorily
The designated examiner candidate performs satisfactorily but the applicant is unsatisfactory

The designated examiner candidate performs unsatisfactorily but the applicant performs satisfactorily

Both the designated examiner candidate and the applicant perform unsatisfactorily

A. Designated examiner candidate and applicant satisfactory

If both the candidate and applicant perform satisfactorily, the inspector accomplishes the following:

- (1) observes the designated examiner candidate debrief the applicant;
- (2) recommend the Issue of an Airman Licence. (see the chapter related to the licence or rating involved);
- (3) Issues the designated examiner candidate's pilot examiner designation; and
- (4) Issues the supplies that are indicated in paragraph 11C(2)(f) of this section, according to the designated examiner candidate's need.

B. Designated examiner candidate satisfactory/applicant unsatisfactory.

- (1) The inspector observes the designated examiner candidate debrief the applicant on the unsatisfactory results of the practical test, and the inspector then issues DAAO Form 61-5 to the applicant.
- (2) For the designated examiner candidate, the inspector follows the procedures outlined in paragraph 9A of this section.

C. Designated examiner candidate unsatisfactory/applicant satisfactory.

- (1) The inspector debriefs the applicant and issues one of the following:
 - (a) Letter of discontinuance , giving credit for all pilot operations completed satisfactorily; or
 - (b) If appropriate, recommend a Pilot Licence.
- (2) The inspector debriefs the designated examiner candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed. If

renewal of a designation is denied, refer to section 1, paragraph 27 for additional procedures.

- (a) The inspector completes the DAAO Form 183-1B and files the form in the candidate's DAAO file.
 - (b) The inspector completes the reverse side of DAAO Form 183-1B and forwards the applicant's certification file to licensing.
- (3) The inspector informs the Sub Director of Aircraft Operations that the designated examiner candidate's performance was unsatisfactory and that the designation should not be issued or renewed.
 - (4) The inspector prepares a letter of denial for the Sub Director of Aircraft Operations' signature (figure 15-9). For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 17.

D. Designated examiner candidate unsatisfactory/applicant unsatisfactory.

- (1) The inspector debriefs the applicant and issues DAAO Form 61-5, giving the applicant credit for satisfactory items.
- (2) The inspector debriefs the designated examiner candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed. If renewal of a designation is denied, refer to section 1, paragraph 27 for additional procedures.
 - (a) The inspector completes the DAAO Form 183-3 and files the form in the candidate's DAAO file.
 - (b) The inspector completes the reverse side of DAAO Form 61-1 and forwards the applicant's certification file to licensing.
- (3) The inspector informs the office Sub Director of Aircraft Operation that the designated examiner candidate's performance was unsatisfactory and that the designation should not be issued or renewed.
- (4) The inspector prepares and sends a letter of denial for the Sub Director of Aircraft Operations' signature. (See figure 15-9.) For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 17.

11. Practical Test of a Designated Examiner Candidate with the Inspector Acting as an Applicant

The inspector conducting the practical test or an airworthiness inspector should review aircraft maintenance records. The airworthiness inspector reviews the logbooks, the airworthiness certificate, and the registration to determine if the aircraft is airworthy and suitable for use in the practical test. After review, the inspector returns the documents. The operations inspector assumes the role of an applicant for a licence or rating and instructs the designated examiner candidate to conduct the practical test as if the inspector were an applicant, including a preflight briefing, oral portion, a flight, and a postflight debriefing

A. Oral Portion

During the oral portion of the practical test, the inspector accomplishes the following:

- (1) Determines whether the designated examiner candidate asks appropriate questions to test the applicant's knowledge;

- (2) Determines whether the designated examiner candidate asks questions that have only one correct answer; and
- (3) Determines whether the designated examiner candidate can recognize incorrect answers and take appropriate action; for example, termination of the practical test and issuance of a Notice of Disapproval of Application.

B. Flight and/or Simulator Portion

During the flight and/or simulator portion of the practical test, the inspectors accomplish the following:

- (1) Determines whether the designated examiner candidate requests maneuvers from the appropriate PTS and applies the criteria from the PTS; and
- (2) Determines if the designated examiner candidate can recognize and correct the applicant's errors and take appropriate action; for example, termination of the practical test and issuance of a Notice of Disapproval of Application.

C. Debriefing

During the postflight debriefing, the inspector asks the designated examiner candidate if the applicant passed or failed and on what the designated examiner candidate has based this decision. If the inspector has deliberately not performed to the standards and the designated examiner candidate did not recognize this, the inspector informs the designated examiner candidate that an examiner designation cannot be issued.

- (1) If the designated examiner candidate is successful, the inspector has the designated examiner candidate fill out a dummy Notice of Disapproval of Application to ensure that the designated examiner candidate is aware of the proper procedures. Failure to fill out the forms is not disqualifying; the inspector should instruct the designated examiner candidate on the correct procedures. The inspector ensures that any dummy notice of disapproval of application.
- (2) The inspector issues the designated examiner candidate's pilot examiner designation, as follows:
 - (a) Completes DAAO Form 183-1B;
 - (b) Completes the reverse side of DAAO Form 61-1 and files it in the examiner's DAAO file;
 - (c) Issues DAAO Form 183-2 and types the appropriate designation on the certificate, signed by the DG;
 - (d) Issues the LOA, if appropriate, signed by the DG (figure 15-7);
 - (e) Issues DAAO Form 183-3, signed by the DG; and
 - (f) Issues a supply of the following items to the designated examiner candidate:
 - i. DAAO Form 61-5;
 - ii. DAAO Form 61-1;
 - iii. Any aviation safety handouts that would be of assistance.
- (3) If a designation is not issued based on the designated examiner candidate's performance, the inspector accomplishes the following:
 - (a) Completes DAAO Form 183-1B;

- (b) Completes the reverse side of DAAO Form 61-1 and files the application in the DAAO file established for the examiner;
- (c) Informs the Sub Director of Aircraft Operation that the designated examiner candidate's performance was unsatisfactory and that the designation should not be issued or renewed; and
- (d) Prepares a letter of denial for the Sub Director of Aircraft Operations' signature (figure 15-9) after the Designated Examiner candidate has left. For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 17.

13. Postflight Procedures

A. Disposition of the Applicant's File

The inspector should refer to the appropriate pilot licence chapter in this SI for instruction on the disposition of the applicant's licence file.

15. Additional Designations

An additional designation may be issued to an examiner by the same practical test procedures use for original designation.

A. Schedule appointment

The inspector should refer to paragraph 5D of this section.

B. Evaluate the designated examiner candidate

The inspector may evaluate the designated examiner candidate's suitability for additional designation by using one of the methods listed below. The methods are listed in order of preference.

- (1) The inspector observes a complete practical test. For the initial issuance of an additional designation the practical test must be accomplished in an aircraft that can carry a DAAO inspector. The inspector will observe a complete practical test in which both oral and flight/simulator portions of the test are accomplished.
- (2) The inspector may act in the role of an applicant for a practical test.
- (3) The inspector may test the designated examiner candidate on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate to the applicable test standards as a pilot examiner.

17. Renewal Inspector Technical Administration

A. Application for Renewal

Examiners should apply for renewal at least 60 days before their licence expires. If the examiner has not reapplied 45 days before the expiration date, DAAO should send the examiner a reminder letter. The examiner must provide a completed DAAO Form 183-1B, along with a list of activities for the previous 12 months, to the DAAO.

B. Inspector's Action

When renewing a designation, the inspector should record any inspector actions on the reverse side of DAAO Form 183-1B previously prepared by the examiner. The inspector signs on the line provided. The inspector should prepare and issue a new DAAO Form 183-2, listing the designations

renewed. This form expires at the end of the 12th calendar month after the month of issue.

19. Cancellation

In cases when an examiner is suspected of activity for which emergency cancellation of the designation is necessary to ensure safety, DAAO may direct the examiner, in writing, to immediately cease all testing and certification activity pending DGCA investigation. Upon determination of the circumstances of such incidents, DAAO should initiate termination or nonrenewal action, if indicated, in strict accordance with the procedures and actions stated in section 1, paragraph 27.

21. Nonrenewal or Termination

It is preferable to terminate an examiner's services by not renewing the designation, rather than by cancellation of the designation during its 1 year duration. Additional guidance for terminating pilot examiner designations is contained in paragraphs 27 and 29 of section 1.

A. Coordination

DAAO personnel should coordinate all contemplated nonrenewals or terminations with the Director General.

B. Notification

Examiners should be notified in writing of the reasons for the proposed action. The reasons for nonrenewal or termination should be as specific as possible, cite applicable regulations and other guidance, and are supported by examples, especially in cases of unacceptable conduct.

C. Right to Redress

The written notification should give the examiner the option to respond in writing or in person. The notification should also inform the examiner that a record shall be made of any meeting held.

D. Record of Meeting

The record of any meeting with the examiner may be in the form of notes taken by a secretary, or a summary composed by DAAO staff after the meeting. A copy of the record shall be sent to the examiner, and that examiner should be invited to submit any comments or proposed corrections.

E. Decision on Action

The Director General decision regarding nonrenewal or termination must be put in writing. If the decision is not to renew or to terminate a designation, the statement must indicate the reasons and provide justification.

F. Flight Operations Review

An examiner's request for review of termination of a designation by the Director General may be written or in person. If an examiner requests such review, the procedures set forth in this chapter must be followed by the Director General.

G. The Director General.

The Director General decision shall be final, and the examiner shall be so advised. The examiner must be notified of the final decision in writing. When the decision is not to renew or to terminate a designation, the letter should restate the reasons and provide justification for the decision.

23. Task Outcomes

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

- A. Certificate of Designation
- B. Certificate of Authority
- C. LOA
- D. Notice of Disapproval of Application
- E. Letter of discontinuance
- F. Issuance of pilot examiner supplies

25. Future Activities

- A. Recordkeeping of completed pilot licences and/or ratings as submitted by the designated pilot examiner. This recordkeeping will be maintained in accordance with current office procedures.
- B. Renewal of the pilot examiner before the annual expiration date.
- C. Surveillance of the pilot examiner.
- D. Investigation of a designated examiner in response to a complaint.

FIGURE 15-1. LETTER EXPLAINING WHY CANDIDATE FOR DESIGNATED PILOT EXAMINER APPOINTMENT IS NOT BEING CONSIDERED



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Designated examiner
candidate's name]
Address

Thank you for submitting your application for consideration as a Designated pilot examiner for.

(Indicate reasons why this candidate was not selected; e.g., no longer a need, someone else selected.)

Your application will remain on file with the DAAO. Thank you for your interest in the examiner program.

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operations

[NAME]

FIGURE 15-2. SPECIFIC ELIGIBILITY REQUIREMENTS FOR PRIVATE PILOT EXAMINER (PE) DESIGNEES

SPECIFIC TYPE OF PRIVATE PILOT EXAMINER (PE) DESIGNATION

LICENCES REQUIRED -

- AIRPLANE: 1. Commercial pilot
- 2. Flight Instructor
- ROTORCRAFT: 1. Commercial pilot
- 2. Flight instructor
- GLIDERS: 1. Commercial pilot
- 2. Flight instructor
- LIGHTER-THAN-AIR: 1. Commercial pilot
- FREE BALLOON: 1. Commercial pilot

LICENCE CATEGORIES -

- AIRPLANE: Both with airplane category
- ROTORCRAFT: Both with Rotorcraft category
- GLIDERS: Both with glider category
- LIGHTER-THAN-AIR: Lighter-than-Air
- FREE BALLOON: Lighter-than-Air

RATINGS -

- AIRPLANE: Appropriate class ratings; Instrument - airplane
- ROTORCRAFT: Helicopter or Gyroplane as appropriate
- LIGHTER-THAN-AIR: Airship class rating
- FREE BALLOON: Free Balloon class rating

HOURS AS PIC -

- AIRPLANE: 2000 total
 - * 1000 in airplanes
 - * 300 in past year
 - * 300 in aircraft class sought
 - * 100 night
 - * 5 multiengine in make/model sought
- ROTORCRAFT: 1000 total
 - * 500 in rotorcraft
 - * 100 in past year
 - * 250 in helicopters or
 - * 150 if gyroplanes, as appropriate
- GLIDERS: 500 total
 - * 200 in gliders
 - * 10 in past year, including 10 flights
- LIGHTER-THAN-AIR: 1000 total
 - * 500 in airships
 - * 200 in past year
 - * 50 night
- FREE BALLOON: 200 total
 - * 100 in free balloon
 - * 20 in past year, including 10 flights, each of 30 minutes duration

HOURS AS FLIGHT INSTRUCTOR -

AIRPLANE: 500 total

* 100 in class of aircraft sought; must be as CFI or as MFI

ROTORCRAFT: 200 in rotorcraft; helicopters or gyroplanes, as appropriate

GLIDERS: 100 total

* 50 in gliders)

LIGHTER-THAN-AIR: 100 total; must be in airships

FREE BALLOON: 50 total; must be in free balloon

* 10 in past year

FIGURE 15-3. SPECIFIC ELIGIBILITY REQUIREMENTS FOR COMMERCIAL
PILOT EXAMINER (CE) DESIGNEES

LICENCES REQUIRED -

ROTORCRAFT (VFR ONLY): 1. Commercial pilot
2. Flight instructor

GLIDERS: 1. Commercial pilot
2. Flight instructor

LIGHTER-THAN-AIR AIRSHIPS: Commercial pilot

LIGHTER-THAN-AIR FREE BALLOON: Commercial pilot

LICENCE CATEGORIES -

ROTORCRAFT (VFR ONLY): Both with rotorcraft category

GLIDERS: Both with glider category

LIGHTER-THAN-AIR AIRSHIPS: Lighter-than-air

LIGHTER-THAN-AIR FREE BALLOON: Lighter-than-air

RATINGS -

ROTORCRAFT (VFR ONLY): Helicopter or gyroplane as appropriate

LIGHTER-THAN-AIR AIRSHIPS: Airship class rating

LIGHTER-THAN-AIR FREE BALLOON: Free balloon class rating

HOURS AS PIC -

ROTORCRAFT (VFR ONLY): 2000 total

* 500 in rotorcraft

* 100 in past year

* 250 in helicopter or

* 150 in gyroplanes, as appropriate

* 100 in large helicopters, if applicable

* 50 in type, if large helicopters

GLIDERS: 500 total

* 250 in gliders

* 50 flights in past year

LIGHTER-THAN-AIR AIRSHIPS: 2000 total

* 250 in airships

* 100 in past year

* 50 at night

LIGHTER-THAN-AIR FREE BALLOON: 200 total in free balloon; 1 year of
experience

HOURS AS FLIGHT INSTRUCTOR -

ROTORCRAFT (VFR ONLY): 200 total in rotorcraft, including

* 50 in rotorcraft preparing pilot for a commercial Licence (must be as
CFI/MFI)

GLIDERS: 200 total

* 100 in gliders

LIGHTER-THAN-AIR AIRSHIPS: 50 total in airships

LIGHTER-THAN-AIR FREE BALLOON: 50 total in free balloon

FIGURE 15-4. SPECIFIC ELIGIBILITY REQUIREMENTS FOR COMMERCIAL
AND INSTRUMENT RATING EXAMINER (CIRE) AND AIRLINE TRANSPORT
PILOT EXAMINER (ATPE) DESIGNEES

LICENCES REQUIRED

Type of CIRE Designation -

AIRPLANE & INSTRUMENT: 1. Commercial pilot

2. Flight instructor

HELICOPTER & INSTRUMENT: 1. Commercial pilot

2. Flight instructor

Type of ATPE Designation -

AIRPLANE: 1. Airline Transport Pilot

2. Flight instructor

HELICOPTER: 1. Airline Transport Pilot

2. Flight instructor

CATEGORIES W/ LICENCES

Type of CIRE Designation -

AIRPLANE & INSTRUMENT: Both with airplane category

HELICOPTER & INSTRUMENT: Both with rotorcraft category

Type of ATPE Designation -

AIRPLANE: Both with airplane category

HELICOPTER: Both with rotorcraft category

RATINGS

Type of CIRE Designation -

AIRPLANE & INSTRUMENT: Appropriate class ratings; Instrument -
airplanes

HELICOPTER & INSTRUMENT: Appropriate class ratings; Instrument -
helicopters

Type of ATPE Designation -

AIRPLANE: Both with appropriate airplane class ratings; flight instructor
with Instrument - Airplane

HELICOPTER: Both with helicopter ratings; flight instructor with
Instrument - Helicopter

HOURS AS PIC

Type of CIRE Designation -

AIRPLANE & INSTRUMENT: 2000 total

* 1,000 in airplanes

* 300 in past year

* 500 in class of aircraft sought

* 100 at night

* 200 complex airplanes

* If applicable, 300 in turbine airplanes, incl.

* 50 in turbine type sought (for additional types, 25 in each
additional type sought)

HELICOPTER & INSTRUMENT: 2000 total

* 500 in rotorcraft

* 100 in past year

* 250 in helicopter

* If applicable, 100 in large helicopters, civil or military, incl.

* 50 in type sought (for additional types, 25 in each additional
type sought)

Type of ATPE Designation -

AIRPLANE: 2000 total in airplanes

- * 300 in past year
- * 150 instrument time
- * 50 IMC
- * 500 in airplane class sought
- * If applicable, 300 turbine powered airplanes, incl.
- * 100 in turbine type sought (for additional types, 25 in each additional type sought)

HELICOPTER: 2000 total

- * 1,500 in helicopters
- * 100 in past year
- * If applicable, 300 in turbine-powered helicopters, incl.
- * 100 in specific type if large turbine-powered helicopter authorization sought (for additional types, 25 in each additional type sought)

HOURS AS FLIGHT INSTRUCTOR

Type of CIRE Designation -

AIRPLANE & INSTRUMENT: 500 total

- * 100 in class of aircraft sought as CFI or MFI
- * 250 instrument, incl.
- * 200 in airplane

HELICOPTER & INSTRUMENT: 250 total, including

- * 150 in rotorcraft while preparing pilots for commercial cert. as CFI or MFI
- * 100 as an instrument instructor, including 50 in rotorcraft

Type of ATPE Designation -

AIRPLANE: 250 total in airplanes while preparing pilots for instrument rating, ATP cert. or type rating

HELICOPTER: 250 total in helicopter while preparing pilot for instrument rating, an ATP cert. or a type rating

HOURS OF INSTRUMENT FLIGHT

Type of CIRE Designation -

AIRPLANE & INSTRUMENT: 100 (Actual or simulated)

HELICOPTER & INSTRUMENT: 100 (Actual or simulated)

Type of ATPE Designation

AIRPLANE: (See PIC requirements)

HELICOPTER: 50 (Actual or simulated), including 25 hours in helicopters

FIGURE 15-5. JOB AID FOR PRACTICAL TEST OBSERVATION OF A CANDIDATE FOR DESIGNATED PILOT EXAMINER WITH AN INSPECTOR ACTING AS APPLICANT

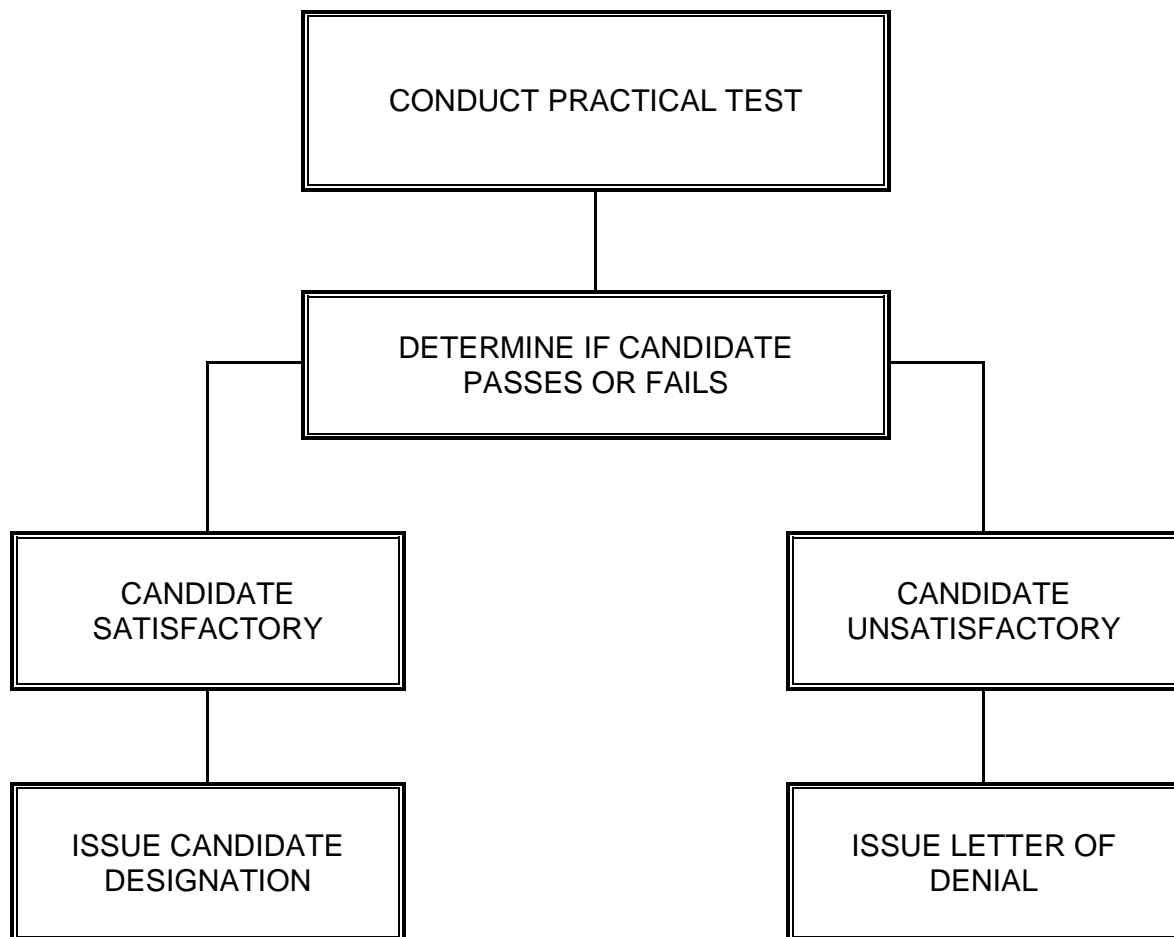


FIGURE 15-7. SAMPLE LETTER OF AUTHORIZATION (LOA)



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Examiner candidate's name]
Address

This letter authorizes [name of examiner], Examiner Designation Number [number], to perform the duties as pilot examiner for the following aircraft:

* Indicate all aircraft by make and model name (for example, Beechcraft Baron) and make and model number (for example, BE-55, BE-58).

Enclosed is your DAAO Form 183-3, Certificate of Designation and your DAAO Form 183-2, Certificate of Authority.

This is a temporary appointment pending the satisfactory completion of the standardization course conducted at DAAO. We will contact you when you are to attend the course. If you have any questions or need further assistance you may contact this office at [telephone number].

This letter expires on [applicable date].

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

[NAME]

FIGURE 15-9. LETTER EXPLAINING DENIAL OF EXAMINER DESIGNATION
AS RESULT OF UNSATISFACTORY PRACTICAL TEST



MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Candidate's name]
Address

This is inform you that your application for designation as a practical test examiner in [indicate area applied for; for example, private, commercial, etc.] has been denied because of failure of the required practical test.

List the specific areas where the candidate was unsatisfactory
Thank the candidate for his or her interest in the program.

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

[NAME]

FIGURE 15-10. JOB AID FOR PRACTICAL TEST OBSERVATION OF A CANDIDATE FOR DESIGNATED PILOT EXAMINER WITH AN ACTUAL APPLICANT AND THE INSPECTOR OBSERVING

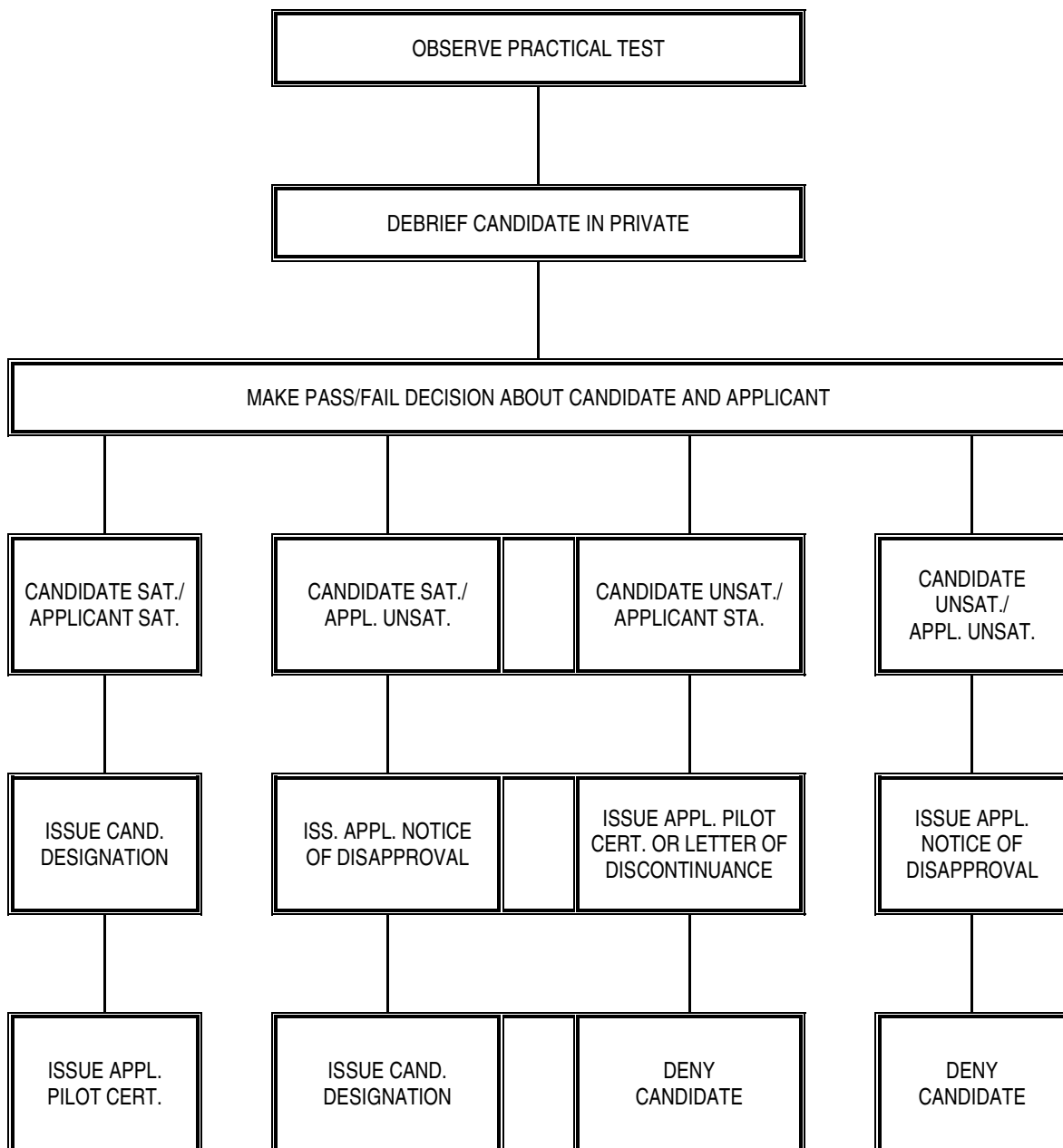


FIGURE 15-11. SAMPLE LETTER FOR DISCONTINUANCE OF PRACTICAL TESTS



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Candidate's name]
Address

On this date you successfully completed the oral portion of the practical test for a [indicate grade] licence with an [indicate category] category and [indicate class] class rating. The practical test was discontinued because of [indicate reason].

If application is made by [indicate date 60 days from date of letter], this letter may be used to show the following portions of the practical test which have been completed satisfactorily.

Indicate pilot operations completed on the test

After [indicate expiration date] you must repeat the entire practical test.

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

[NAME]

NOTE: This letter does not extend the expiration date as shown on the written test results.

CHAPTER 15a. AIR CARRIER DESIGNATED REPRESENTATIVE

Section 1. General

1. General

Licensing tasks are delegated to the Flight Operation Inspectors within the DGCA and to examiners outside of the DAAO under the terms of CASR Part 183. By policy the designation of examiners is the responsibility to the DAAO on behalf of the DG.

This chapter contains general guidance in designating air carrier designated examiners.

3. Overview of the Five Types of Air Carrier Designated Examiners

A. Designated Pilot Examiner Representatives

A Designated Pilot Examiner Representative (DPER) may:

- (1) As authorized in his designated, accept applications for oral and flight tests necessary for recommending issuance of pilot licences and ratings under the applicable regulations;
- (2) Under the general supervision of the Director General, conduct those tests.
- (3) [Reserved].

B. Designated Flight Engineer Examiner Representatives

A Designated Flight Engineer Examiner (DFEER) may:

- (1) Accept applications for oral and practical tests necessary for recommending issuance of flight engineer licences and ratings under the applicable regulations;
- (2) Under the general supervision of the Director General, conduct those tests;
- (3) [Reserved].

C. Designated Flight Navigator Examiner Representatives

A Designated Flight Navigator Examiner Representative (DFNER) may:

- (1) Accept applications for oral and practical tests necessary for recommending issuance of flight navigator licences and ratings under the applicable regulations;
- (2) Under the general supervision of the Director General, conduct those tests;
- (3) [Reserved].

D. Designated Flight Operation Officer Examiner Representatives

A Designated Flight Operation Officer Examiner Representative (DFOOER) may:

- (1) Accept applications for oral and practical tests necessary for recommending issuance of flight operation officer licences and ratings under the applicable regulations;

- (2) Under the general supervision of the Director General, conduct those tests;
- (3) [Reserved].

E. Designated Flight Attendant Examiner Representatives

A Designated Flight Attendant Examiner Representative (DFAER) may:

- (1) Accept applications for oral and practical tests necessary for recommending issuance of flight attendant licences and ratings under the applicable regulations;
- (2) Under the general supervision of the Director General, conduct those tests;
- (3) [Reserved].

5. **Guidance for Supervising Inspectors and Manager when Designating Examiners**

A. Supervising Inspectors

The term supervising inspectors as it is used in connection with examiners comprises of Principal Operations Inspectors (POI).

B. Manager

The term managers as it is used in connection with examiners are the Sub Director of Aircraft Operations.

C. Guidance

Supervising inspectors and the Sub Director of Aircraft Operations should consider designating examiners when the volume of licence activity makes such designations desirable to an operator and to the DAAO. These conditions may occur when the volume of licence activity is relatively high, when an aircraft type is new to an operator's fleet, or when simulator training is available. The Sub Director of Aircraft Operations may consider designating examiners for flight engineer, aircraft dispatcher, flight navigator, flight operations officer, and flight attendant, as well as for pilot licence.

7. **Designated Examiner Authority and Responsibilities**

A designated examiner is authorized to conduct only those licence activities approved by the DGCA.

A. Privileges and Limitations

The following privileges and limitations apply to designated examiners conducting evaluations of personnel in air transportation. A designated examiner may:

- (1) Conduct only those tests indicated on DAAO Form 183-2, "Certificate of Authority," and specifically named in the Letter of Authority.
- (2) Be authorized to conduct licence tests within a CASR Part 121 or CASR Part 135 training program at any base or facility approved for the operator's use by the POI.

A designated examiner may not:

- (1) Conduct a test for a licence or rating that the designated examiner does not hold.

- (2) Normally conduct an evaluation of any applicant whom the designated examiner has instructed in preparation for the licence or rating sought by the applicant. Exceptions may be granted by the supervising inspector only on a case-by-case basis.
- (3) Normally conduct an evaluation of any applicant whose performance the designated examiner has found to be unsatisfactory on the previous evaluation (i.e., a different examiner is required on a “retake”). Exceptions may be granted by the supervising inspector only on a case-by-case basis.

B. Professional Conduct

Each designated examiner must represent the DGCA in a manner which credits the DGCA. Qualities such as promptness, courtesy, and professionalism are essential. Each designated examiner must continuously exhibit a positive personal attitude toward safety and present a positive image of the DGCA in respect to aviation safety.

C. Designated Examiner Responsibilities

Designated examiners are responsible for the following:

- (1) Conducting all practical tests in air transportation programs in accordance with the applicable sections of this guidance. Inspectors should ensure that designated examiners are aware that all operators must have a document covering procedures and maneuvers which contains specific training and testing standards. This document should be based on the applicable Practical Test Standards (PTS).
- (2) Submitting complete and accurate licence packages to DAAO within 5 working days of administering a test.

D. Multiple Licence Services by an Examiner

A pilot may be designated by the DAAO to perform multiple licence services as an examiner on behalf of the DGCA. In some cases, a pilot (1) may be designated to hold more than one type of designation; or (2) may be approved to conduct licence activities under more than one training program, which, in turn, may be approved for use by more than one operator.

NOTE: A designated examiner may be issued only one DAAO Form 183-3, “Certificate of Designation” and one [DAAO Form 183-2](#), “Certificate of Authority.” When a designated examiner holds authority to perform multiple licence services, each authorization shall be listed on a single record or certificate.

- (1) *Designations.* A pilot may be designated as more than one type of DGCA designated examiner. For example, a pilot might be designated as a private pilot examiner in gliders and, separately, as an air carrier examiner for air carrier.
- (2) *Training Programs.* A Training Center Examiner – Air Carrier (TCE-AC) may be approved for a maximum of two different training programs.

9. Supervising Inspector Responsibilities

Supervising inspectors are responsible for ensuring that examiners are trained in licence duties and procedures, that surveillance is scheduled, and that

examiners maintain licence standards. For the examiners designated in accordance with this guidance, these responsibilities include the following:

A. Initial Training and Observation

Supervising inspectors are responsible for ensuring that, before designation, each examiner candidate is properly trained to recommend licensing and is observed while conducting an evaluation.

B. Surveillance

Supervising inspectors must ensure that each examiner is observed a minimum of once a year by an appropriately rated aviation safety inspector and that an observation has been accomplished before the examiner's designation is renewed. In alternate years the biennial observation required of every check pilot may be counted as the annual observation required of the examiner. The responsibility for scheduling surveillance lies with the supervising inspector. Supervising inspectors are responsible for establishing procedures by which the designated examiner provides schedules of proposed activities as far in advance as is practical or required.

C. Pilot Licensing Standards

Supervising inspectors are responsible for ensuring that designated examiners maintain pilot licensing standards as prescribed by the CASR's, by practical test standards (PTS), and by other applicable guidance. Supervising inspectors must conduct an active program of meetings and surveillance to achieve this objective.

11. Sub Director Flight Operations Responsibilities

The Sub Director of Aircraft Operations must establish effective administrative systems for supporting designated examiner programs. This support must include the following:

A. Licensing Paperwork

The Sub Director of Aircraft Operations is responsible for establishing administrative procedures for the expedient and efficient processing of licensing paperwork within the office.

B. Resources

The Sub Director of Aircraft Operations is responsible for the personnel, training, and budget resources necessary to accomplish the surveillance of designated examiners.

Section 2. Managing Programs

1. Selection of Examiners

This section applies to the selection of examiners described in section 1 of this chapter.

A. Application

Examiner candidates must submit the following:

- (1) A complete statement of professional qualifications on [DAAO Form 183-1B](#), "Statement of Qualification", before designation. The supervising inspector shall review the candidate's qualifications to ensure that the candidate meets the requirements and standards for an examiner designation.
- (2) A copy of a completed and current [DAAO Form 183-2](#), "Certificate of Authority," if the candidate currently holds an examiner designation(s) and examiner letters of authority issued to the candidate.
- (3) Copies of any current check pilot letters of approval issued to the candidate, as appropriate.

B. Candidates must have the following qualifications:

- (1) A recommendation from the operator that includes a resume of training and professional experience.
- (2) A good record as a pilot and flight instructor and a good record of compliance with the DGCA, as appropriate.
- (3) Approval as a check pilot for the operator in its CASR Part 121 or 135 training program.
- (4) A reputation for integrity and dependability in the industry and the community.
- (5) An airline transport pilot (ATP) Licence and applicable type rating for pilot examiners.
- (6) Air carrier designated examiners must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the recommendation of licences.
- (7) Have satisfactorily completed formal training conducted by the DGCA that includes the subjects contained in paragraph 3 of this section.

C. Qualifications of Candidates Other Than Pilots

Examiner candidates who are not pilots must have the following qualifications:

- (1) Designated flight engineer examiner, flight navigator, flight operations officer, and flight attendant candidates must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the recommendation of licences.
- (2) Designated flight engineer, flight operations officer, flight navigator, and flight attendant examiner candidates must have satisfactorily completed formal training conducted by the DAAO that includes the subjects contained in paragraph 3 of this section.
- (3) Hold the appropriate licences and rating(s), if applicable.
- (4) Status as a flight engineer, flight operations officer, or flight attendant, as appropriate, in the operator's training program.
- (5) A recommendation from the operator that includes a resume of training and professional experience.
- (6) A good record of compliance with the CASR.

3. Examiner Candidate Training and Observation

The supervising inspector shall ensure that examiner candidates are trained and observed in their functions prior to designation.

A. Candidate Training

Examiner candidates must be trained in licensing policies, procedures, and standards. The supervising inspector must ensure that the candidate is trained in the following specific areas:

- (1) The knowledge, abilities, and skill requirements for the original issuance of the licence and added ratings, as applicable.
- (2) The procedures, methods, and techniques associated with administering the required licensing tests.
- (3) Examiner responsibilities, authority, and limitations under the CASR and other applicable guidance.
- (4) The use of DAAO forms associated with the particular examiner function.
- (5) Administrative procedures and relationships with supervisory inspectors.

B. Representing the DGCA

Inspectors shall stress to all examiner candidates that in performing the functions of an examiner they are representatives of the DGCA. Candidates must understand that matters such as company loyalties, economic conditions, union affiliations, and seniority are not relevant to the licensing.

C. DGCA Observation of the Candidate

After the examiner candidate has been trained, a qualified inspector shall observe the examiner candidate conducting a complete licensing test consisting of oral, simulator, and aircraft portions, (or practical evaluation) as applicable. The following methods of observation may be used, in descending order of preference:

- (1) An Actual Licence Evaluation. The preferred method is that the inspector shall observe an examiner conducting all portions of an actual licensing test.
- (2) Simulated Licence Evaluation. When circumstances make the observation of an actual licensing test impractical, inspectors may observe the examiner candidate conducting a competency or proficiency check as if the check were being conducted for a licence.
- (3) Other Methods. Other methods, such as the inspector acting as the applicant, may be used when preferred methods are not practical.

D. Recording Examiner Training

Supervising inspectors who conduct training for an examiner candidate shall indicate that training and place it in the examiner file.

5. Oversight and Support of Designated Examiners

Supervising inspectors are responsible for the oversight and support of designated examiners. The following guidance applies:

A. Meetings with Examiners

Supervising inspectors shall ensure competent performance by each designated examiner in respect to handling of applicants, maintenance of desired test standards, and accurate completion and processing of licensing paperwork. Designated examiners should be encouraged to contact their supervising inspectors to resolve questions or difficulties. Sufficient contact

is essential, and shall include regular and special meetings and annual briefings, as follows:

(1) Regular Safety Standardization Meetings.

At least annually, supervising inspectors shall conduct regularly scheduled meetings with designated examiners for the purpose of maintaining desirable standards and effective working relationships. These meetings shall be recorded and copies placed in the examiners file.

(2) Special Safety Standardization Meetings

Supervising inspectors shall call special meetings whenever a significant change affects the process of DAAO pilot licensing in respect to air transportation examiners.

(3) Annual DGCA Briefing of Examiner

Each designated examiner shall attend an annual briefing conducted by a supervising inspector which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety standardization meeting, but must be accomplished as a condition of renewal.

B. Examiner Supplies and Materials

Supervising inspectors shall ensure that each designated examiner has access to the materials necessary for the examiner's tasks. The following materials shall be made available before designation of any candidate, and revisions to the materials, shall be made readily accessible to the designee thereafter:

- (1) SI 61-1, "General/Air Carrier Aviation Inspector (Operations) Tasks and Responsibilities".
- (2) [DAAO Form 61-5](#), "Notice of Disapproval of Application".
- (3) CASR Part 61, "Certification of Pilots and Flight Instructors".

7. Examiner Records File

The DAAO shall maintain an examiner records file for each designated examiner. This file shall contain the following:

- A. [DAAO Form 183-3](#), "Certificate of Designation" for each original designation and renewal.
- B. [DAAO Form 183-2](#), "Certificate of Authority" for each original designation of authority and renewal.
- C. [DAAO Form 183-1B](#), "Statement of Qualification" for each original designation and renewal.
- D. Violations history, if any.
- E. Any pertinent correspondence.

9. Processing Initial Examiner Designations

Supervising inspectors shall ensure that all the requirements for an examiner designation have been met and shall prepare the necessary paperwork as follows:

- A. [DAAO Form 183-1B](#), "Statement of Qualification"

After the examiner candidate has completed and signed the front of [DAAO Form 183-1B](#), the supervising inspector shall complete the form as follows:

- (1) On the back of the form under the block labeled “Additional Qualifications,” the inspector shall enter the licences, ratings, and aircraft type as applicable for which the designated examiner is authorized to conduct licence tests.
- (2) The supervising inspector shall check both sides of the form for accuracy and completeness.
- (3) The supervising inspector shall enter the type of designation, followed by the licence and airplane type in the space labeled, “Type of Designation,” below the DAAO Office action” block. (i.e., ATP AMEL B-727).
- (4) The supervising inspector shall enter the designated examiner’s pilot licence number and designator identification in the space labeled, “Certificate of Authority Issued” in the space titled, “No.” If the examiner candidate is to be a designated examiner for an air carrier, use the designator for that air carrier.
- (5) The supervising inspector shall enter the expiration date, which is normally the last day of the month in the following year corresponding to the month of designation. Special circumstances may call for an earlier expiration date.
- (6) The supervising inspector shall sign the “Inspector’s Signature” block.

B. Examiner Designation Numbers

The Pilot’s licence number, coupled with the applicable 3-character air carrier designator (GIA, MNA, BOU, etc.) may be used in all instances when an examiner designation number may be called for. If the examiner candidate is to be a designated examiner for an air carrier, use the designator for that air carrier.

C. Other Forms

Supervising inspectors shall prepare the [DAAO Form 183-3](#), “Certificate of Designation” and [DAAO Form 183-2](#), “Certificate of Authority”. The originals of these forms shall be issued to the designated examiner. Copies shall be retained in the appropriate examiner records file.

D. Approval Authority

The Sub Director of Aircraft Operations, POI, or an inspector authorized to act for these individuals, shall indicate approval of each examiner candidate by completing the first line of the block labeled, “DAAO Office Action” on the [DAAO Form 183-1B](#), and by signing in the appropriate spaces on [DAAO Form 183-2](#) and [DAAO Form 183-3](#).

E. Letter of Authority

The inspector approving the candidate’s designation as an examiner shall prepare the Letter of Authority (LOA). The LOA serves two purposes:

- (1) It specifies the exact authority conveyed to the examiner by the designation, which may not be otherwise possible to be included on the [DAAO Form 183-2](#) “Certificate of Authority”, due to space limitations.
- (2) It provides a record of approval and a basis for subsequent amendment and dissemination of information.

11. Shared Oversight of Examiners

A check pilot may be designated as more than one type of designated examiner or as a designated examiner for more than one operator. In such a case, more than one inspector may supervise a designated examiner. The following guidance applies:

A. Supervisory Responsibilities

POI's and The Sub Director should delegate responsibility for supervising all of a designated examiner's activities to a single inspector when practical. It may be necessary, however, for the supervisory responsibility to be divided in accordance with the activities the designated examiner is authorized to perform.

B. Responsibility for Maintaining Examiner Records Files

An inspector must be assigned the responsibility for maintaining a particular designated examiner's records file.

C. Procedures for Granting Additional Examination Authority

The training and observations required for an examiner's second designation must be completed before an inspector may amend the examiner's DAAO Form 183-1B, "Statement of Qualification," DAAO Form 183-3, "Certificate of Designation," DAAO Form 183-2, "Certificate of Authority," and Letter of Authority.

- (1) When the authority is requested for an examiner to be designated for a second operator, the examiner candidate must complete qualification as a check pilot for the second operator as a precondition of designation.
- (2) The inspector tasked with performing any required observations for the second designation is responsible for notifying the inspector who maintains the designated examiner's records file once the observations have been completed and the check pilot designation has been made for the second operator.

D. Expiration Date

All designations expire on the expiration date shown on the DAAO Form 183-1B, "Statement of Qualification," DAAO Form 183-2, "Certificate of Authority," and Letter of Authority, which is normally the last day of the month in the following year corresponding to the month of designation. CASR Part 183 calls for a 1-year term to expiration. Special circumstances may call for an earlier expiration date, but not a longer one.

When an examiner performs multiple licensing services the supervising inspector should normally change the expiration date to the last day of the month in the following year corresponding to the month of the most recent designation.

13. Amendment of Designated Examiner Designations

The DGCA may amend an examiner's [DAAO Form 183-3](#), "Certificate of Designation," and [DAAO Form 183-1B](#), "Statement of Qualification," [DAAO Form 183-2](#), "Certificate of Authority," and LOA at any appropriate time. An amendment is appropriate when any of the following elements of a designated

examiner's licence authority is changed: designation, licence, aircraft type, operator or training center. When a [DAAO Form 183-2](#) is amended, the inspector must cancel any previously issued form by marking the words "CANCELED" across the face of the licence, and issue a new one. When the [DAAO Form 183-3](#) is amended to include more than one designation, the [DAAO Form 183-1B](#) must also be amended. The supervising inspector shall enter an adequate description of each designation in the "Additional Qualifications Limitations" block.

15. Renewal of Designations

Pilot Examiner.
Flight Engineer Examiner.
Flight Navigator Examiner.
Flight Operations Officer Examiner.
Flight Attendant Examiner.

An examiner designation expires no later than the last day of the month in the following year corresponding to the month of original issue or most recent renewal. The renewal process will normally be accomplished during the two months preceding or in the month that the examiner would expire.

Example: An examiner designated on January 15, 1994, would expire on January 31, 1995. The renewal process would normally be conducted in the period from November through January, completing the process no later than the end of January.

The examiner SHALL NOT conduct any evaluations after the due date if he/she has not been renewed and issued a new [DAAO Form 183-2](#). If the renewal process is not completed within 30 days following the expiration date, the examiner may be reinstated using the same process used for initial designation. At expiration a designation does not continue in force. The inspector should ensure that the need for a designated examiner continues to exist before considering renewal. If conditions necessitating an examiner continue to exist, the examiner's designation is normally renewed in the month corresponding to the month of original issue or most recent renewal. Inspectors should use the following procedures.

A. Required Forms

The inspector assigned to the designated examiner shall renew the designation after satisfactory completion of the required annual observation and required annual briefing. The following forms shall be updated:

- DAAO Form 183-1B, "Statement of Qualification".
- DAAO Form 183-2, "Certificate of Authority".
- Letter of Authority.

B. Annual DGCA Check.

Pilot Examiner.
Flight Navigator Examiner.
Flight Operations Officer Examiner.
Flight Attendant Examiner.

The examiner shall be checked within three calendar months before expiration. In the case of Pilot Examiners (DPE, PPE, TCE-AC), this

evaluation shall include oral, simulator and aircraft evaluation activities, as applicable. The check shall be conducted by the supervising inspector, or by another appropriately rated inspector appointed by the supervising inspector.

(1) Type of Check

For renewal purposes, inspectors may observe designated examiners conducting the following activities, in descending order of preference:

- A licensing check.
- A proficiency check.
- A competency check.

(2) Multiple Licence Services

When the designated examiner has authorizations for licensing services that are closely related, only one check by an inspector is required.

(3) Scheduling

The designated examiner is responsible for scheduling each required annual DGCA check and each annual briefing far enough in advance to assure that they may be accomplished before expiration. A designated examiner who is beyond expiration may not conduct any licence activity on behalf of the DGCA until all annual requirements are met and the renewal has been completed.

(4) Annual Briefing

Each designated examiner must attend an annual briefing conducted by an inspector which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety or standardization meeting.

17. Processing Designated Examiner Licence Paperwork

CASR 183.17 requires that designated examiners make reports as prescribed by the Director General. Designated examiners shall forward pilot licensing paperwork to DAAO for review, processing, and transmittal to Licensing.

A. Designated Examiner Responsibilities

Designated examiners must complete the pilot licence paperwork in accordance with the requirements of this chapter and other guidance. The paperwork must be accurate, complete, and timely.

B. Supervising Inspector Responsibilities

Supervising inspectors are responsible for training designated examiners on correct documentation.

19. Review of Designated Examiner Decisions

If an applicant is dissatisfied with a designated examiner's recommendation, the examiner may appeal to the supervising inspector for a retest. The examiner must submit the appeal in writing and indicate the reasons for protesting the designated examiner's decision. The responsible inspector shall review the matter and decide if retesting is appropriate. If the inspector grants a retest, a

new application must be completed by the examiner, and the entire test must be accomplished again with a DGCA inspector.

21. Termination and Cancellation of Designated Examiner Designation

An examiner designation normally terminates at the expiration date, but may be terminated early or canceled for cause.

A. Normal and Early Termination

The termination of an examiner designation may be based on any of the following administrative factors:

- (1) A change in needs for examiner services.
- (2) A change in the designated examiner program policy.
- (3) A change in the designated examiner's employment, base of operations, or professional activities, such as loss of check pilot status.
- (4) Voluntary surrender of the designation by the designated examiner's written request for termination.
- (5) A request for termination of examiner authority made by the designated examiner's employer.

B. Cancellation for Cause

An examiner designation may be canceled for cause by the DGCA under certain circumstances. The cancellation of an examiner designation may be based on any of the following causes:

- (1) Evidence of malpractice, fraudulent use of the designation, or any actions by the designated examiner which discredit the DGCA.
- (2) Unsatisfactory performance in any aspect of the designated examiner's functions, including failure to complete licensing paperwork accurately or unwillingness or inability to carry out the supervising inspector's instructions.
- (3) Evidence indicating that requirements for the original designation were not met at the time of designation.
- (4) Failure of the examiner to meet annual requirements for renewal in a conscientious and timely manner.

23. Cancellation for Cause Procedures

The following steps shall be followed when implementing cancellation for cause:

A. Formal Letter

The DG shall notify a designated examiner of the cancellation of the examiner's designation for cause by "Formal Letter" (see figures 15a-1. and 15a-2.). A letter shall also be sent to each operator that is affected by the cancellation. The letter shall be prepared by the supervising inspector and shall contain the following:

- (1) A notification that the cancellation is effective immediately.
- (2) A statement that prohibits the designated examiner from conducting any further examinations until the matter is resolved.
- (3) A clear statement of the reasons for the cancellation action.
- (4) The specific reasons for the proposed action, together with relevant CASR or SI guidance.
- (5) In the case of unacceptable conduct by a designated examiner, specific examples of this conduct.

- (6) A statement that the designated examiner has the option to respond in writing or to appear in person within 10 days of receipt of the letter.
- (7) A statement that if the designated examiner chooses to appear in person, he/she may.
- (8) A statement that the designated examiner has a right to appeal to the Director in writing or in person.
- (9) A statement that a record will be made of any meeting concerning appeal.
- (10) A statement that directs the designated examiner to return to DAAO the [DAAO Form 183-2](#), "Certificate of Authority," and [DAAO Form 183-3](#), "Certificate of Designation," as well as all unused DAAO materials and supplies.

B. Fact-Finding Meeting

The DGCA having designation authority shall conduct a fact-finding meeting when requested by the designated examiner. A record of this meeting must be made by the inspector, in the form of notes taken by a secretary or a summary made by an inspector. The designated examiner shall be provided with a copy of the record and shall be offered an opportunity to submit comments. The DGCA shall attach to the record any comments submitted by the designated examiner.

C. Decision of the Inspector - Notification Procedures

The inspector having approval authority for a designated examiner also has cancellation authority. Before reaching a decision, the inspector, usually the POI, shall consider the facts provided by the designated examiner. Once a decision is reached, the inspector shall notify the designated examiner by "Formal Letter." The decision shall be (1) to allow the designated examiner to resume examination activities at once; (2) to resume examination activities after having successfully completed specified training and reevaluation; or (3) to cancel the examiner's designation.

D. Appeal to the Director

An examiner whose examiner designation has been canceled may appeal that decision to the Director. In making this appeal, the airman may provide a written statement or may request to appear in person. The following procedures apply:

- (1) *Appearance in Person.* A record of the meeting shall be made. The airman shall be provided with a copy of the record and shall be offered an opportunity to submit comments. These comments shall be attached to the record.
- (2) *Decision of The Director - Notification Procedures.* The pilot shall be notified of the Director's decision and the reasons for it by "Formal Letter," with an information copy sent to the DGCA.

E. Recording the Cancellation for Cause

When an examiner designation is canceled for cause, the POI or DAAO shall complete the designated examiner's current [DAAO Form 183-1B](#), "Statement of Qualification," as follows:

- (1) The word "CANCELED" shall be stamped or typed in the block titled, "Inspector's Recommendation Action," in the section labeled, "Justification for Approval/Reasons for Disapproval." In the same

space, the inspector or DAAO shall enter an explanation of the reasons for the cancellation.

- (2) The inspector shall sign and date the form under the explanation of the reasons for cancellation.
- (3) This form shall be retained in the designated examiner's records file in the DAAO for at least 2 years.

25. Other Actions

When an inspector or DAAO confirms a report of unacceptable conduct by a designated examiner, such as irresponsibility or incompetence, or personally observes unacceptable conduct, appropriate action must be taken, as follows:

A. Counseling or Training

Appropriate action may take the form of counseling or training. In such cases, the inspector must record the reason for the action and some description of the action itself, and shall enter that information in the designated examiner's records file.

B. Reexamination for Competence

In cases when professional incompetence is observed or when safety is jeopardized, the inspector may require a reexamination of the examiner's competence.

27. Coordination with the Director

Before taking any action, POI's, and the DAAO shall ensure the matter is thoroughly documented and shall coordinate with the Director General.

FIGURE 15a-1. SAMPLE LETTER OF NOTIFICATION OF PROPOSED
REVOCATION



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Examiner candidate's name]
Address

This office has evidence that indicates you issued an L-1011 type rating to ACE Pilot on November 27, 1991, without conducting the required flight examination.

This is to inform you that this matter is under investigation by the DGCA, and this office is considering canceling your pilot examination designation. We wish to offer you an opportunity to discuss the incident personally and/or submit a written statement. If you desire to do either, this should be accomplished within 10 days following receipt of this letter. Your statement should contain all pertinent facts and any extenuating or mitigating circumstances which you believe may have a bearing on this incident. You may contact this office by telephone at _____.

Until this matter is resolved, you may not conduct any pilot examinations and are directed to return all examiner materials and supplies issued to you.

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

[NAME]

FIGURE 15a-2. SAMPLE LETTER OF NOTIFICATION



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Examiner candidate's name]
Address

This letter serves as notice that Mr. M Examiner no longer has authorization to represent the DGCA as a pilot examiner.

Any questions regarding this matter may be directed to the DAAO by telephone at _____.

On behalf, Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

[NAME]

CHAPTER 16. INSPECT A DESIGNATED PILOT EXAMINER (DPER)

SECTION 1. BACKGROUND

1. Reserved

3. Objective

The objective of this task is to determine whether a designated pilot examiner continues to meet the requirements for original designation. Completion of this task results in a finding of satisfactory or unsatisfactory performance. A finding of unsatisfactory performance may lead to the cancellation of the examiner's designation.

5. General

A. Definitions.

- (1) As used in this Chapter, an APPLICANT is a person being tested for a licence or rating.
- (2) A HIGH ACTIVITY DPE is an examiner who conducts 20 or more practical tests during a given quarter.
- (3) SURVEILLANCE is a function used to evaluate a pilot examiner's ability to conduct airman certification activities as authorized.

7. Inspection

A. Annual Inspections

All examiners must be inspected at least once a year for renewal.

B. High Activity DPE

In addition to the annual inspection described above, high activity examiners shall be evaluated at least one additional time during the year. This additional inspection requires that an inspector observe the examiner administer at least one complete practical test.

C. Other Inspections

In addition to the inspections described in paragraphs 7A and B above, the following circumstances will also require that an inspector take appropriate action and document that action:

- (1) an examiner whose practical test passing rate exceeds 90 percent;
- (2) an examiner who conducts three or more complete practical tests on a given day;
- (3) an examiner who tests a student trained by that examiner without approval from the supervising Sub Director of Flight Operations;
- (4) an examiner whose certification file error rate exceeds 10 percent;
- (5) an examiner who is the subject of a valid public complaint; or
- (6) an examiner who has been involved in an accident, incident, or Directorate General of Air Communication (CASR) violation.

9. Surveillance

A. Surveillance

Surveillance should include at least one visit every year to an examiner's base of operations. A pilot examiner may be flight checked any time the examiner's performance indicates that such a check is needed.

B. Inspections

In order of preference, the inspector may choose one of the following methods to evaluate an examiner:

- (1) The inspector may observe a complete practical test. For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an DAAO inspector, a complete oral test will be observed. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. If this method is used and the inspector is unable to observe any part of the flight portion of the test, the examiner shall be evaluated in flight at least once every 24 months.
- (2) The inspector may act in the role of an applicant for a practical test.
- (3) The inspector may test the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with the test standards.

C. Recordkeeping

Reports of all examiner surveillance shall be retained in the examiner's file (paper or electronic) that is maintained in the DAAO.

D. Unsatisfactory Findings

If an inspection indicates a deficiency in the technique, standards, or judgment of the examiner, the supervising inspector shall initiate immediate educational or remedial action. Such action must be recorded in the examiner's file. Suspension of an examiner's designation pending adjudication, consideration of cancellation, or resolution of the reasons for suspension must have the concurrence of the regional Sub Director of Flight Operations.

E. Annual Meeting Requirement

Attendance at the annual examiner meeting held by the DAAO to discuss examiner procedures and problems should be recorded in the examiner's file.

F. Additional Information

Detailed information on the designation and renewal of general aviation pilot examiners is found in Chapter 15, of this SI.

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of CASR Part 61 regulations and DAAO policies, and qualification as a Flight Operations Inspector.

B. Coordination

This task may require coordination with the airworthiness unit and with the airman records section of the DAAO.

3. References, Forms, and Job Aids

A. References.

CASR Parts 61, 91 and 183.

All appropriate practical test standards (PTS)

B. Job Aids.

Sample letters and figures

5. Procedures

A. Preinspection Activity

The inspector reviews the examiner's file for:

- (1) Copies of correspondence maintained in accordance with DAAO Standards;
- (2) Copies of valid pilot, medical (if required), and flight instructor licences;
- (3) Records of satisfactory completion of initial and recurrent job functions standardization courses;
- (4) Record of attendance at the annual DGCA examiner meeting;
- (5) Copy of the initial examiner designation (DAAO Form 183-1B);
- (6) Copy of the previous designation renewal (DAAO Form 183-1B);
- (7) Records of surveillance/inspection;
- (8) Copies of Certificate of Authority and Designation (DAAO Forms 183-2 and 183-3);
- (9) Copies of the most recent 12 months' correspondence regarding errors in certification files; and
- (10) Testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to DAAO.

B. Method of Inspection

In order of preference, the inspector may choose one of the following methods to evaluate a DPE:

- (1) The inspector may observe a DPE conducting a complete practical test of an applicant. For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an DAAO inspector, a complete oral test will be observed. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. However, the examiner shall be evaluated in flight at least once every 24 months.
- (2) The inspector may act in the role of an applicant for a practical test.
- (3) The inspector may test the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate the test standards as a flight instructor and pilot examiner.

C. The Inspector Arrives for the Inspection

The inspector verifies the examiner's identity, and examines the examiner's airman licences, medical certificate, and Letter of Authorization (LOA).

7. Testing Procedures

The inspector conducts the inspection of the examiner according to one of the methods outlined below. A preflight briefing must be conducted in accordance with Chapter 1, Section 3, paragraph 3 of this SI.

A. Observe a Complete Practical Test.

- (1) Prior to the beginning of the practical test, the inspector informs the applicant that he or she will be observing the examiner's performance and that, unless circumstances warrant otherwise, the examiner will issue a recommendation for a licence, Letter of Discontinuance, or Notice of Disapproval (DAAO Form 61-4).
- (2) The inspector conducting the practical test, or an airworthiness inspector, should review the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, the documents are returned to the applicant.
- (3) The inspector should ensure that the examiner determines that the applicant meets all pertinent requirements.
- (4) During the oral portion of the practical test, the inspector:
 - (a) determines whether the examiner asks appropriate questions to test all required practical test standards (PTS) tasks for the licence or rating;
 - (b) determines whether the examiner can recognize incorrect answers and takes appropriate action; that is, termination of the practical test and issuance of a Notice of Disapproval;
 - (c) determines whether the examiner asks questions that have only one correct answer; and
 - (d) ensures that prior to the flight portion of the test a preflight briefing is conducted in accordance with the guidance in Chapter 1, Section 3 of this SI.
- (5) During the flight portion of the practical test, the inspector:
 - (a) determines whether the examiner requests maneuvers from the appropriate PTS and applies PTS standards; and
 - (b) determines if the examiner can recognize unsatisfactory performance by the applicant and take appropriate action, such as recognizing the need to take over control of the aircraft, terminating the practical test, and issuing a Notice of Disapproval.
- (6) After having observed the examiner conduct a practical test of the applicant, the inspector notes the following four possible outcomes. During the post flight debriefing, the inspector observes the examiner's critique of the applicant. The inspector determines why the examiner approved or disapproved the applicant and whether the examiner's judgment was based on the PTS. In each of these outcomes, the inspector conducts a debriefing with the examiner, separate from the applicant. During the debriefing the inspector discusses the performance of both the applicant and the examiner. The inspector recommends areas for improvement to the examiner.

- (a) If both the examiner and the applicant perform satisfactorily, the inspector observes issuance of a recommendation for a licence by the examiner.
- (b) If the examiner performs satisfactorily but the applicant's performance is unsatisfactory, the inspector observes issuance of the Notice of Disapproval by the examiner.
- (c) If the examiner performs unsatisfactorily but the applicant performs satisfactorily, the inspector completes the required documents.
- (d) If both the examiner and the applicant perform unsatisfactorily, the inspector issues the Notice of Disapproval and completes all required documents.

B. Act as Applicant for Practical Test

The inspector may assume the role of applicant for a practical test.

- (1) The inspector conducting the practical test, or an airworthiness inspector, should review the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, the documents are returned to the applicant. Prior to conducting the flight, a preflight briefing must be conducted in accordance with the guidance in Chapter 1, Section 3 of this SI.
- (2) The inspector instructs the examiner to conduct the practical test as if he or she were an applicant. The practical test should include an oral portion, a flight, and post flight debriefing. The inspector uses the criteria found in paragraph 7A of this Section.

C. Practical Test of Examiner

The inspector should also consult the chapter in this SI that covers the pilot and/or flight instructor licence and/or ratings being tested.

9. Inspection Results

Based upon the results of the method of inspection, the inspector determines whether the examiner's performance is satisfactory or unsatisfactory.

A. Satisfactory Performance

The inspector records the examinees satisfactory performance.

B. Unsatisfactory Performance

The inspector records the examinees unsatisfactory performance.

- (1) If the examiner's performance is unsatisfactory, but the inspector determines that additional training may correct the deficiency, training shall be accomplished. A satisfactory evaluation of the examiner must be completed prior to the examiner exercising testing/certification privileges.
- (2) If the examiner's performance is unsatisfactory to the extent that additional training is inappropriate, action must be taken to cancel the examiner's authority in accordance with Chapter 15, Section 1, paragraph 27 of this SI.
- (3) If the inspector has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of the pilot/flight

instructor licence or rating held by that examiner, re-examination of the examiner should be considered.

- (4) If a violation is alleged, the inspector should initiate an enforcement investigation of the examiner.

11. Task Outcomes

After completion of this task, the inspector records either:

- A. A satisfactory inspection in the examiner's DAAO file; or
- B. An unsatisfactory inspection in the examiner's DAAO file.

13. Future Activities

- A. Recordkeeping of completed recommendation for an airman licence and/or ratings as submitted by the designated pilot examiner. This recordkeeping will be maintained in accordance with current office procedures.
- B. Addition of examiner designations.
- C. Renewal of the pilot examiner before the annual expiration date.
- D. Reinstatement of examiner after expiration of designation.
- E. Additional surveillance of the examiner.

CHAPTER 27. CONDUCT A SPECIAL MEDICAL TEST

SECTION 1. Background

1. **[Reserved]**

2. **Objective**

The objective of this task is to determine if an applicant is eligible for a medical certificate and/or Statement of Demonstrated Ability (SODA) based on the appropriate test. Successful completion of this task results in the issuance or non issuance of a medical certificate and/or a SODA.

3. **General**

A. General Process

Special medical flight tests, which may lead to the issuance of medical certificates under CASR part 67, section 67.401 are frequently required for applicants who do not meet certain medical standards. These tests are conducted solely by inspectors and may be conducted only on the basis of a letter of authorization (LOA). The LOA for a person who has requested a special medical test must be issued by Concurrence from the Flight Surgeon is required before any operating limitations on pilot licences issued to pilots with physical deficiencies can be removed.

B. Combined Special Medical Test and Practical Test for Licensing and/or Ratings

If requested by the applicant, the special medical test may be given in conjunction with the usual practical tests for a pilot licence when the applicant meets the flight experience requirements for the pilot licence sought. At the outset, the inspector should consult the related pilot licence chapter in this SI in addition to this chapter.

C. Medical Portion Passed

If an applicant fails the certification portion of a combined test but passes the medical portion, any retest may be conducted by an inspector or a designated pilot examiner (DPER).

D. Letter of Authorization.

- (1) The LOA for the special medical test contains guidelines and usually a SI reference to help the inspector determine whether the applicant is able to safely operate an aircraft. When the applicant's abilities are compared to those of the inspector, it is assumed that the inspector's physical attributes are normal. If there is any doubt as to the inspector's qualifications to conduct a particular test, the test should be assigned to another inspector or the problem should be discussed with the medical office personnel authorizing the test. All of the medical flight test items listed on the LOA must be observed and evaluated by the inspector. The inspector may add test items if necessary.
- (2) A special medical test shall be conducted only by an inspector who has a copy of the applicant's LOA for the test. When the special

medical test has been passed, the usual licensing practical test, if required and if not conducted concurrently, may be conducted by another inspector or a DPER.

E. Defective Hearing Test

The inspector must note on the report whether the defective hearing test was conducted in an open or a closed cockpit.

F. Defective Color Vision

Applicants for a medical certificate who have defective color vision may be tested at twilight or at night. The applicant may be evaluated for the ability to see the following:

- (1) colored lights of other aircraft in the vicinity
- (2) runway approach lights
- (3) airport boundary lights
- (4) taxiway lights
- (5) red warning lights on television towers, high buildings, stacks, etc.
- (6) all color signal lights normally used in air traffic control

G. Aviation Signal Light Test

Night testing may be very important to airmen, since applicants able to identify colors appropriately at night (but not during daylight) may have the night restriction removed from the medical certificates. An applicant who fails the signal light test during daylight hours may repeat the test at night.

H. Completion of Medical Test

If during any of the special medical tests (with the exception of a signal light test) the inspector determines that the applicant has failed the test, the inspector should terminate the test before it is completed. However, the signal light test must be completed even if the inspector determines during the test that the applicant has failed.

I. Operating Limitations

A pilot licence issued or reissued after a special medical flight test must bear any limitations the inspector who conducted the test finds necessary for safety. An inspector must have determined that no operational limitations (such as "HAND CONTROLS ONLY") are required to be placed on a pilot licence before a DPE accepts an application from a pilot who has a SODA.

- (1) If the pilot licence portion of the test is failed, the operating limitations are placed on DAAO Form 61-5 so that, after a retest is passed, an inspector or DPER knows what operational limitations to place on a licence. These forms are then sent with the application to licensing.
- (2) Operating limitations required by physical deficiencies may restrict holders to certain aircraft types, special equipment or control arrangements, or special operating conditions. Examples are as follows:
 - (a) "LIMITED TO ERCOUCPE 415 SERIES WITHOUT RUDDER PEDALS" for an pilot, with an inability to use rudder pedals possibly because of the loss of the use of the lower extremities, who takes the special medical test in an Ercoupe 415 series;

- (b) "LIMITED TO AIRCRAFT WITH ALL CONTROLS BELOW SHOULDER LEVEL" for an pilot who is unable to use the upper extremities, possibly because of the loss of an arm;
 - (c) " NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO" for an pilot who is speech or hearing impaired or both; or
 - (d) "LIMITED TO RECIPROCATING PISTON, NONREVERSING AIRCRAFT" for an pilot who has an arm prosthesis and is unable to use the reverse thrust function of a turbine aircraft.
- (3) Limitations should be as general as possible to eliminate the necessity of additional special medical tests when the pilot desires to fly additional aircraft types for which he or she is physically competent.
 - (4) If a pilot is returning to flying after receiving a disabling injury, such as a loss of limb or an injury to a lower extremity, it may be necessary for the pilot to re-demonstrate proficiency for each privilege authorized. Any rating not demonstrated that the inspector determines to be necessary must bear the limitation, "NOT VALID," until such time when competency in that category and class is demonstrated.
 - (5) Any operating limitation may be deleted or amended only on the basis of an additional special medical test, or upon qualification by the pilot for an appropriate medical certificate without waiver or exemption.
 - (6) If a student pilot is taking a practical test for a pilot licence and a medical flight test concurrently, the SODA may be issued if the pilot satisfactorily demonstrates the appropriate operational ability.
 - (7) If a student pilot fails the practical test for a pilot licence but passes the medical test, the SODA may be issued and the Notice of Disapproval of Application should indicate all appropriate operational limitations for the entire practical test.
 - (8) If a student pilot passes both the flight test and the medical test, the inspector must recommend placing all appropriate operational limitations on the Pilot Licence.

SECTION 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the requirements of CASR part 61 and DGCA policies, and qualification as a flight operations inspector.

B. Coordination

This task may require coordination with the airworthiness staff, air traffic, and the medical office which issued the authorization.

2. References, Forms, and Job Aids

A. References.

CASR parts 1, 61, 67, and 91

Letter of authorization (LOA) (Figure 27-1)

B. Forms.

DAAO Form 61-5, Notice of Disapproval of Application

DAAO Form 61-15, Statement of Demonstrated Ability

DAAO Form 61-1, Application for Pilot Licence and/or Rating

- C. Job Aids.
 - Signal Light Test Job Aid (figure 27-2)
 - Sample letters and figures

3. Procedures. (Except signal light test)

A. Applicant Schedules Appointment.

- (1) When the applicant schedules the appointment for a medical test, inquire whether the applicant has the required LOA.
 - (a) If the applicant does not have an LOA, advise the applicant that one is required before scheduling the appointment. Instruct the applicant to contact an issuing medical office to obtain an LOA.
 - (b) If the applicant has an LOA, ask the applicant for the issue date of the letter. Check the appropriate office files for the following:
 - Verify that the DAAO has a copy. If there is not a copy of the LOA on file, determine where it was sent. Arrange to have the copy forwarded to the DAAO.
 - Determine how long the LOA is valid and whether the medical test is scheduled within that time. If the test is not scheduled within the time allotted, call the issuing office for an extension. If an extension cannot be obtained, advise the applicant that the appointment cannot be scheduled at this time.
- (2) For a flight test:
 - (a) Determine the time of day to schedule the test, based on the recommendations in the LOA and the length of the test.
 - (b) Determine whether the test will be a combined medical test and practical test for certification and/or ratings.
 - (c) If it is not a combined test, instruct the applicant to bring the following documents to the test:
 - LOA
 - Medical certificate (if applicable)
 - Pilot licence
 - Aircraft maintenance records
 - Airworthiness certificate
 - Aircraft registration
 - DAAO Form 61-1
 - (d) If it is a combined test, see the related chapter in this SI and determine if any additional items are required. Instruct the applicant to bring all required documents to the appointment.

B. [Reserved]

C. Scheduled Appointment

When the applicant arrives for the scheduled appointment, proceed as follows:

- (1) Collect the pilot's documents.
- (2) Review DAAO Form 61-1 to determine if it is complete and accurate.
 - (a) In Part I, the Medical Flight Test box should be checked for a special medical test only. For a combination certification and

- special medical test, the Medical Flight Test box and the box for the pertinent licence or rating should be checked.
- (b) Part I, A through V must be filled out. Box Q should be checked "NO."
 - (c) Part II, A must be completed.
 - (d) Part III is optional for a special medical test only. For a combination certification test and special medical test, Part III must be completed.
 - (e) Part IV and V must be completed.
 - (f) For a combination certification test and special medical test, the pilot must have an instructor's or air agency's recommendation on the reverse of DAAO Form 61-1 .
- (3) Verify the applicant's identity by inspecting acceptable forms of identification.
- (a) If the applicant's identity cannot be verified because of lack of documents or inadequate documents, request that the applicant return with appropriate identification.
 - (b) If the applicant's identity appears to be falsified, do not conduct the special medical test.
- (4) If possible, coordinate with the airworthiness staff to review the airworthiness documents and/or inspect the aircraft.
- (a) If the documents are not complete and accurate, and cannot be corrected at the time of the appointment, terminate the appointment and inform the applicant that he or she must reschedule another appointment.
 - (b) Return all documents to the applicant.
- (5) If the test is a combined special medical and practical test for certification, determine the applicant's eligibility by referring to the appropriate chapter in this SI for the licence or rating sought.
- (a) If the applicant is not eligible for the practical test, ask the applicant if he or she wants to take only the medical test at this time.
 - (b) If the applicant does not want to take only the medical test, return all documents and terminate the appointment.

D. Determine Type of Medical Test

- (1) Determine from the LOA the type of medical test to be conducted.
- (2) If the test is also a practical test for a licence or rating, refer to the appropriate chapter in this SI and combine the medical test with the practical test.

E. Conduct Medical Test

Determine whether operating limitations/restrictions as provided in section 1, paragraph 3l(1) and (2), applicable to the flight test being conducted, are necessary for safe operation to ensure that the applicant is able to perform the appropriate pilot functions critical to the impairment for the type of medical flight test being conducted, as follows:

- (1) Observe an applicant with a hearing impairment (or who is seeking to have a hearing impairment limitation removed from a licence) demonstrate the following in an aircraft:

- (a) the ability to hear radio, voice, and signal communications;
 - (b) the ability to understand a normal, conversational voice level with the engine on or off, on the ground or in the air, and with the engine at various power settings (ensure that the applicant is not lip reading by having the applicant respond to questions while looking away from the inspector);
 - (c) the ability to estimate glide by sound in relation to speed; and
 - (d) the ability to recognize an approaching stall by change in sound related to a change in speed.
- (2) Observe an applicant with a total hearing loss demonstrate the following:
- (a) recognition of engine power loss or engine failure by a change in vibration and by instrument scan;
 - (b) recognition of approaching stall by aerodynamic buffet and visual cues; and
 - (c) recognition of retractable gear emergencies (if applicable) by observation of gear warning lights.
- (3) Observe an applicant with a deformity or absence of the extremities demonstrate the following in an aircraft:
- (a) The ability to reach and operate effectively all controls which would normally require the use of that extremity (or those extremities); note any unusual body position the applicant may use to compensate for the defect and what effect that position has on the applicant's field of vision.
 - (b) The ability to satisfactorily perform emergency procedures relative to flight, such as recovery from stalls, and engine out procedures (multiengine aircraft).
 - (c) If the pilot has an arm prosthesis and is being tested in turboprops, the ability to lift the power handles for reversing (including asymmetrical reversing).
 - (d) If the pilot has a deformity or absence of an extremity, determine whether the applicant should be restricted to the specific make and model of aircraft in which the medical flight test is accomplished, to a make and model within a series (e.g., Cessna 172), or to aircraft models with special equipment or control arrangements, and/or whether to impose special operating conditions, as necessary.
- (4) Observe an applicant with a visual defect (one eye missing or one eye blind) demonstrate the following in an aircraft:
- (a) The ability to select emergency landing fields at a distance, from high altitude, and preferably over unfamiliar terrain.
 - (b) The ability to simulate forced landings in difficult fields; note the manner of approach, rate of descent, and comparative distance at which obstructions (stumps, boulders, ditches, etc.) are recognized.
 - (c) The ability to recognize other aircraft (which may be present by prearrangement) approaching at a collision course (particularly aircraft approaching from the far right or far left).
 - (d) The ability to judge distances and to recognize landmarks (compared with the inspector's estimate).

- (e) The ability to land the aircraft.
 - (f) The ability to read aeronautical charts in flight and tune the radio to a predetermined station accurately and rapidly.
 - (g) The ability to read instrument panels (including an overhead panel, if any) quickly and correctly.
- (5) Observe the applicant with a speech defect (one who stutters or who is trying to demonstrate recovery from muteness) demonstrate the ability to converse and be clearly understood in person and on the radio.
- (6) An applicant with defective color vision must demonstrate certain abilities in an aircraft as follows:
- (a) The ability to read aeronautical charts, including print in various sizes, colors, and typefaces; conventional markings in several colors; and terrain colors at a distance of 16 inches.
 - (b) The ability to read aviation instruments, particularly those with colored limitation marks, and colored instrument panel lights, especially marker beacon lights, warning lights, etc.
 - (c) The ability to recognize terrain and obstructions; have the applicant select several emergency landing fields, preferably under marginal conditions, and describe the surface (for example, sod, stubble, plowed field, presence of terrain roll or pitch, if any), and also describe how the conclusions were determined. Further, ask the applicant to identify obstructions such as ditches, fences, terraces, low spots, rocks, stumps, and, in particular, any gray, tan, or brown objects in green fields.
 - (d) Observe the applicant's ability to see:
 - Colored lights of other aircraft in the vicinity
 - Runway approach lights
 - Airport boundary lights
 - Taxiway lights
 - Red warning lights on TV towers, high buildings, stacks, etc.
 - Conventional signal lights from the tower
 - All color signal lights normally used in air traffic control

F. Discontinuance of Test

If the test cannot be completed for any reason, return the application and any documents to the applicant. Reschedule the test if possible.

G. Unsuccessful Performance-Medical Test Only

If an applicant's medical test performance is unsatisfactory, advise the applicant of the reasons. For a currently licenced pilot, do not initiate action to revoke his or her pilot licence. Proceed as follows:

- (1) Complete DAAO Form 61-1 .
 - (a) On the reverse side, fill in the Special Medical Test Conducted block.
 - (b) Sign and date the application. Indicate the district office acronym.
- (2) Prepare DAAO Form 61-9. In the Description section, include the following:
 - (a) the applicant's defect;
 - (b) the type of test given;
 - (c) inspector's recommendations;

- (d) any appropriate alternate procedures deemed necessary by the inspector;
 - (e) any noteworthy physical attributes of the applicant in comparison to those of the inspector;
 - (f) any unusual applicant reactions;
 - (g) marginal or simulated marginal conditions for the test;
 - (h) the applicant's susceptibility to distraction from simultaneous tasks;
 - (i) any necessary operating limitations for the pilot licence concerned; and
 - (j) a statement of "NO LIMITATIONS" (if applicable).
- (3) Send the SODA, the medical certificate, the LOA, and the medical flight test report to the issuing medical office. Send the completed application to licensing.

H. Unsuccessful Performance-Combination Test

- (1) Complete DAAO Form 61-1 .
- (a) On the reverse side under Inspector's Report, check Disapproved-Disapproval Notice Issued.
 - (b) On the reverse side, fill in the Special Medical Test Conducted block.
 - (c) Sign and date the application. Indicate the DGCA acronym.
 - (d) Under the Attachments section, check the Notice of Disapproval box.
- (2) Prepare DAAO Form 61-9 in the same manner as above.
- (3) Prepare DAAO Form 61-5 per the instructions in the appropriate chapter of this SI.
- (4) Send the SODA, the medical certificate, the LOA, and the medical flight test report to the issuing medical office. Send the completed application and Notice of Disapproval of Application to licensing.

I. Successful Performance-Medical Test Only

If an applicant's medical test performance is successful, inform the applicant and proceed as follows:

- (1) Complete DAAO Form 61-1 .
- (a) On the reverse side, fill in the Special Medical Test Conducted block.
 - (b) Sign and date the application.
- (2) Prepare DAAO Form 61-1 . In the Description section, include the following:
- (a) the applicant's defect;
 - (b) the type of test given;
 - (c) inspector's recommendations;
 - (d) any appropriate alternate procedures deemed necessary by the inspector;
 - (e) any noteworthy physical attributes of the applicant in comparison to those of the inspector;
 - (f) any unusual applicant reactions;
 - (g) marginal or simulated marginal conditions for the test;

- (h) the applicant's susceptibility to distraction from simultaneous tasks;
- (i) any necessary operating limitations for the pilot licence concerned; and
- (j) a statement of "NO LIMITATIONS" (if applicable).

- (3) Prepare DAAO Form 61-15.
- (4) Send the medical certificate, DAAO Form 61-9 if provided by the issuing medical office, the LOA, the medical flight test report, and the SODA to the issuing medical office. If the applicant successfully completes the test, it is not necessary to send in these documents. In the case of the successful applicant, the inspector may issue the medical certificate and SODA (waiver) to the applicant, and forward the flight test report to licensing.

J. Successful Performance-Combination Test

- (1) Complete DAAO Form 61-1 .
 - (a) On the reverse side under Inspector's Report, check Approved.
 - (b) On the reverse side, fill in the Special Medical Test Conducted block.
 - (c) Sign and date the application.
- (2) Prepare DAAO Form 61-1 in the same manner as above .
- (3) Determine if any operational limitations are required on the licence, or state NO LIMITATIONS, if applicable.
- (4) Issue the medical certificate and SODA if they have been provided by the issuing medical office. Collect any superseded medical certificate, except for a student pilot medical certificate that has endorsements on it.
- (5) Send DAAO Form 61-9, the copy of the SODA, if provided by the issuing medical office, AA, the superseded medical certificate, the LOA, and the medical flight test report to the issuing medical office. Send the completed application and the recommendation for pilot licence to licensing.

K. [Reserved]

4. Procedures for Signal Light Test Only

A. [Reserved]

B. Schedule Appointment

Schedule the appointment, preferably at twilight. Instruct the applicant to bring the LOA and medical certificate to the appointment.

C. Test Coordination

Have another inspector participate as the light operator by using the light gun at the district office. If another inspector or a light gun is not available, have the control tower operator participate by using the light at the control tower.

- (1) Request the operator of the light to show steadily either a green, red, or white light (selected randomly) for a period of 5 seconds.
- (2) Inform the light operator of the signal that will be used (hand signal, radio, etc.) to indicate when to shine the light.

D. Conduct Aviation Signal Light Test

Proceed as follows:

- (1) Accompany the applicant to an area approximately 1,000 feet from the light operator.
 - (a) Instruct the applicant to respond to each light by stating the light color shown within the 5-second interval when the light is displayed.
 - (b) Signal the light operator to begin the procedure.
 - (c) Using the job aid in figure 27-2, record the color displayed and applicant's response.
 - (d) After a 3-minute interval, repeat the procedure until all three colors are shown.
- (2) Accompany the applicant to an area approximately 1,500 feet from the light operator, and repeat the procedures outlined above. Be sure that all three colors have been displayed before completing the test.
- (3) Do not give the applicant any indication of the accuracy of his or her readings during the test. If the applicant does not call each color correctly while the light is being shown, the applicant has failed; however, continue until the test is completed.
- (4) An applicant who fails the signal light test during daylight hours may repeat the test at night. Should the pilot pass the signal light test at night, the restriction, "Not valid for flight during daylight hours by color signal control," must be placed on both the replacement medical certificate and the new SODA by medical section. The pilot must have taken the daylight hours test first and failed this test prior to taking the night test. The day test paperwork must be included with the night test paperwork sent to the issuing medical office.
- (5) Should the applicant fail the signal light test during daylight hours and at night, the restriction, "Not valid for flight by color signal control," must be placed on both the replacement medical certificate and the new SODA by medical section.

E. Unsuccessful Performance

- (1) Prepare DAAO Form 61-1 . In the Description section, include the following information:
 - (a) The applicant's defect;
 - (b) The type of test given;
 - (c) Inspector's recommendations;
 - (d) Any appropriate alternate procedures deemed necessary by the inspector;
 - (e) Any noteworthy physical attributes of the applicant in comparison with those of the inspector;
 - (f) Any unusual applicant reactions;
 - (g) marginal or simulated marginal conditions for the test;
 - (h) the applicant's susceptibility to distraction from simultaneous tasks; and
 - (i) any necessary operating limitations for the pilot licence concerned.

- (2) Send the superseded medical certificate, a copy of the SODA if provided by the issuing medical office, the LOA, and the medical flight test report to the issuing medical office.

F. Successful Performance

- (1) Prepare DAAO Form 61-1 in the same manner as above.
- (2) Issue the medical certificate and SODA if they have been provided by the issuing medical office. Collect any superseded medical certificate, except for a student pilot medical certificate that has endorsements on it.
- (3) Send the superseded medical certificate, a copy of the SODA if provided by the issuing medical office, the LOA, and the medical flight test report to the issuing medical office.

G. [Reserved]

5. Task Outcomes

Completion of this task results in issuing one or more of the following:

- A. Medical Certificate.
- B. SODA.
- C. Recommendation for a Pilot Licence.
- D. Notice of Disapproval of Application.

7. [Reserved]

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FIGURE 27-1. SAMPLE LETTER OF AUTHORIZATION



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Applicant name]
Address

JOHN SMITH has been authorized to arrange with you for a Signal Light Test, second class.

The appropriate test procedure is outlined in chapter 27, section 2, paragraph 3E (6) (a) through (d).

Any other testing that would assist you in determining the applicant's ability is authorized.

A Medical Certificate and Statement of Demonstrated Ability (SODA) are enclosed for issuance to the applicant upon successful completion of the test. In borderline situations, you may elect to return the medical certificate and SODA with your report to this office for further consideration.

Please destroy this authorization if no response is received from the applicant after 6 months from the above date.

On behalf, Director General of Civil Aviation
Director of Airworthiness Certification

[NAME]

Enclosures

FIGURE 27-2. SIGNAL LIGHT TEST JOB AID

DISTANCE FROM THE LIGHT	COLOR DISPLAYED	COLOR RESPONSE FROM APPLICANT
1000 FEET DAY	1. 2. 3.	1. 2. 3.
NIGHT	1. 2. 3.	1. 2. 3.
1500 FEET DAY	1. 2. 3.	1. 2. 3.
NIGHT	1. 2. 3.	1. 2. 3.

CHAPTER 28. ISSUE A PILOT LICENCE BASED ON MILITARY COMPETENCE

SECTION 1. Background

1. [Reserved]

3. Objective

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

5. General

A. General Process

- (1) A pilot licence may be issued on the basis of military competence to an applicant who is or has been a rated military pilot in the Republic of Indonesia. Under CASR part 61, 61.73, a pilot licence may also be issued to a rated military pilot of the armed forces of an International Civil Aviation Organization (ICAO) member state. A foreign military pilot applicant must be assigned to pilot duties (other than flight training) in the Republic of Indonesia and must hold a valid civil pilot licence, issued by an ICAO member state, for the licence or rating being sought.
- (2) Aircraft category, class, type, and instrument ratings may be added to new or existing pilot licences issued under 61.73.
- (3) A military pilot or former military pilot who has been removed from flying status because of lack of proficiency or disciplinary action involving aircraft operations is not eligible for a licence or rating on the basis of military competence.

B. Private versus Commercial Pilot licence

Military pilot qualifications for private and commercial pilot licences are identical. The applicant may request either a private or commercial pilot licence.

C. Eligibility

- (1) An applicant for a private or commercial pilot licence on the basis of military competence must meet the requirements of 61.73(d) or (e) for at least one aircraft rating. Otherwise, the applicant must pass the appropriate DAAO knowledge and flight tests in that category of aircraft.
- (2) An applicant who meets the requirements of 61.73(d) may be issued an aircraft rating on the basis of military competence.
- (3) A pilot licence based on military competence may be issued to an applicant without reference to the applicant's flight time or apparent failure to meet ICAO standards.
- (4) Aircraft category and class ratings on the basis of military competence may be added to an airline transport pilot (ATP) licence as commercial pilot privileges.
- (5) Except for helicopter type ratings added to an Pilot licence under the military competency provisions of 61.73(d)(3), all type ratings shown

on the superseded licence are brought forward to the higher licence level within category and class without further testing. For military pilots applying under the provisions of 61.73(d)(3), an AIRPLANE type rating may be upgraded to the ATP level; however, a helicopter type rating (an aircraft rating OTHER than airplane category and type) added to an ATP licence is limited to commercial privileges.

- (6) Official military documents are required as evidence of the applicant's pilot-in-command (PIC) experience. The PIC flight time must have been flown by the applicant as PIC. An applicant's flight time as a copilot or other flight crew member is not acceptable to establish qualifications as PIC.
 - (a) When an applicant presents official military records as evidence of having logged at least 10 hours of flight time as PIC or solo within the preceding 12 calendar months, in any category or class of Indonesian military aircraft, the applicant may be issued the appropriate category and class rating. Aeronautical experience obtained - during military pilot training before graduation is acceptable. The applicant must also present satisfactory evidence of successful completion of the military training program and designation as a military aviator.
 - (b) To obtain a type rating, an applicant must be able to show successful completion of a military PIC flight check in the preceding 12 months. Otherwise the applicant must have a minimum of 10 hours as PIC in that type of aircraft in the past 12 months and present evidence of a previously passed military PIC flight check.
- (7) Employees of government agencies or civil police agencies who are not eligible for licences or ratings on the basis of military competence under 61.73 are not entitled to Pilot licences or ratings under the military competence provisions of CASR part 61.

D. Acceptable Records

- (1) Official military records of flight time and pilot qualifications are unique to each branch of the service. These official records should be accepted as indicators of total flying time, flying time in certain flying conditions, and breakdowns of total flying time in each category, class, and type of aircraft. Acceptable records for issuing licences and ratings are listed in 61.73(g). The inspector must examine the appropriate records before issuing a licence or rating on the basis of military competence.
- (2) A military designation as a first pilot crew position is equivalent to a PIC designation. The applicant must provide official military records as evidence of this designation.

E. Instrument Rating Eligibility

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

F. Knowledge and Practical Tests

An applicant for issuance of an original private or commercial pilot licence on the basis of military competence, who has been on duty as an

Indonesian military pilot within the preceding 12 months, shall be required to take the military competence knowledge test. A knowledge test is not required to add a rating on the basis of military competence to an existing pilot licence.

- (1) For original issuance of a private or commercial pilot licence on the basis of military competence, an applicant who has been on active duty as an Indonesian military pilot within the preceding 12 months, and who meets the requirements of 61.73(d) or (e) for at least one aircraft rating, is required to take a practical test.
- (2) An applicant who has not been on active duty as an Indonesian military pilot within 12 months before the date of application may qualify for a licence or rating under 61.73(c) by passing the required knowledge and practical tests for the licence sought. The applicant must present a flight instructor's recommendation for the practical test, and must hold a valid DGCA medical certificate appropriate to the licence or rating sought.

G. Multiengine Aircraft without VMC Speed

If an applicant is qualified in a multiengine aircraft that does not have a VMC speed, the licence issued must be limited to centerline thrust. See chapter 1, section 3 for a list of aircraft limited to centerline thrust.

7. **Licence of Military Pilots or Former Military Pilots of the Armed Forces of an ICAO Member State**

A. Requirements

Section 61.73 authorizes issuance of private or commercial pilot licences or ratings to a rated military pilot of the armed forces of an ICAO member state, provided the pilot meets the following requirements.

- (1) The pilot was not removed from flying status for lack of proficiency or because of disciplinary action involving aircraft operations.
- (2) The pilot was on active flying status within the preceding 12 months.
- (3) The pilot has passed the military competency knowledge test.
- (4) The pilot can present official military records as evidence of meeting at least one of the requirements of 61.73(d) for at least one aircraft rating at any time since the beginning of the 12th month before the month of application.
- (5) The pilot was assigned to pilot duties (other than flight training) with a branch of the Republic of Indonesia at some time since the beginning of the 12th month before the month of application.
- (6) At the time of application, the pilot must hold a current civil pilot license issued by an ICAO member state. The license held must authorize at least the privileges of the Indonesian pilot licence sought.

B. Special Considerations

Rated military pilots of ICAO member states must satisfy all of the requirements of this paragraph to be issued an unlimited Indonesian private or commercial pilot licence.

- (1) If the applicant holds a current foreign civil licence but does not otherwise satisfy the special rules for military pilots, consideration should be given to issuance of a licence on the basis of a foreign pilot license under 61.75. The limitations of such a licence should be thoroughly explained.

- (2) If the applicant desires a commercial pilot licence but is not eligible under 61.73, the inspector should explain the licence requirements of CASR 61.

9. Completing the Licence File

Inspectors processing and signing applications for a pilot licence based on military competence must check either the Approved box or the Disapproved box in the Inspector's Report block on DAAO Form 61-1 .

SECTION 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR 61 and DGCA policies and qualification as an aviation safety inspector (operations).

B. Coordination

This task may require coordination with Licensing.

3. References, Forms, and Job Aids

A. Forms.

DAAO Form 61-1, Pilot Licence and/or Rating Application

B. Job Aids.

Sample letters and figures

5. Procedures

A. Application

The applicant should submit a completed DAAO Form 61-1 at the time of the scheduled appointment. The applicant must also present the following documents:

- (1) Military flight records.
- (2) Military identification.
- (3) Military orders or discharge/release papers.
- (4) Superseded pilot licence (if applicable).
- (5) Knowledge test results (if applicable).

B. Review Pilot's Application

Check the DAAO Form 61-1 to ensure it is filled out accurately. The instructions for completing the form are attached to the application.

- (1) In Section I, the pilot must check Private or Commercial, as appropriate, and Instrument, if applicable. Section I, Blocks A through V must be completed.
- (2) Section II, Block B, 1 through 4 must be completed.
- (3) Section III is optional.
- (4) Sections IV and V must be completed.
- (5) On the reverse, no instructor or air agency recommendation is required.

C. Verify Applicant's Identity

- (1) Inspect the applicant's military identification (if applicable) or other acceptable forms of identification to establish the applicant's identity. (See chapter 1, section 4, and paragraph 5.)
- (2) Compare the identification with the information provided on DAAO Form 61-1 .
 - (a) If the applicant's identity cannot be verified for lack of documentation or inadequate documentation, request that the applicant return with the appropriate identification.
 - (b) If the applicant's identity appears to be falsified, do not proceed.

D. Determine Applicant's Request

- (1) Determine which licence and/or rating the applicant is applying for.
- (2) Verify that the applicant has checked the correct blocks on Section I of the application for the licence or ratings sought. If the correct blocks have not been checked, have the applicant correct the application.

E. Establish Eligibility

- (1) Determine if the applicant has been on active military flying status within the past 12 months by checking the applicant's military flight records.
 - (a) If the applicant has been on active military flying status, determine if the applicant has accomplished one of the following:
 - Passed an official Indonesian military flight check within the preceding 12 months as PIC in the category, class, or type of aircraft for which a rating is sought.
 - Has at least 10 hours of flight time as PIC within the preceding 12 months in the category, class or type of aircraft for which a rating is sought, and presents evidence of successful completion of a military flight check in that aircraft.
 - (b) If the applicant has not been on active military flying status within the preceding 12 months, the applicant must obtain the applicable DGCA medical certificate and pass the appropriate knowledge and practical tests. The military competence knowledge test is not given in this case.
- (2) If the applicant seeks an instrument rating, the applicant must show evidence of a satisfactorily completed Republic of Indonesian military instrument flight check for that category of aircraft.

F. Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the licence or rating cannot be issued, and explain how the applicant may correct the discrepancies. If the applicant is not eligible for the licence or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence or rating.

G. Applicant Meets Eligibility Requirements

If the applicant meets the eligibility requirements for issuance or upgrade of a licence on the basis of military competence, the applicant must complete the Republic of Indonesia military competency knowledge test. If the applicant is eligible to add a rating to an existing licence, issue a licence

with the appropriate rating. A knowledge test is not required for addition of a rating.

H. Knowledge Test

If a knowledge test is required, ensure that the applicant has satisfactorily accomplished the Military Competence - Airplane or Military Competence - Rotorcraft/Helicopter test, as applicable. Inform the applicant that the choice of test does not have any bearing on the grade of licence issued (private or commercial).

I. Practical Test

J. Issuance of Licence

Recommend issue the appropriate grade of licence for the category, class or type of aircraft. Aircraft category and class ratings are listed in 61.5.

K. Instrument Rating

- (1) If the applicant qualified for an instrument rating, issue one of the following ratings, as appropriate.
 - (a) INSTRUMENT- AIRPLANE
 - (b) INSTRUMENT- HELICOPTER
 - (c) INSTRUMENT - AIRPLANE AND HELICOPTER
- (2) If the applicant is not qualified for an instrument rating, but is qualified for a commercial pilot licence with an airplane rating, issue the limitation, "CARRYING PASSENGERS IN AIRPLANES FOR HIRE IS PROHIBITED AT NIGHT AND ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NAUTICAL MILES."
- (3) If the applicant cannot show evidence of an instrument check, or 10 hours of actual instrument time as PIC within the past 12 months, enter "VFR ONLY" after each appropriate type rating.

L. Additional Requirements

Advise the applicant of the following requirements.

- (1) Part 61 currency requirements must be met before exercising the privileges of the licence.
- (2) An appropriate DGCA medical certificate must be obtained before the privileges of the licence can be exercised.

M. Complete Licence File

Complete the inspector's report section on the reverse side of DAAO Form 61-1 .

- (1) Check the following blocks, as applicable:
 - (a) Approved or Disapproved
 - (b) Licence or Rating Based on
 - (c) Military Competence
 - (d) Licence Issued or Licence Denied
- (2) Date and sign the application.
- (3) Check the appropriate boxes in the Attachments section.
- (4) Attach the applicable documents to the application.
- (5) Forward the completed file to Licensing.

7. Task Outcomes

[Reserved].

CHAPTER 29. ISSUE A PILOT LICENCE ON THE BASIS OF A FOREIGN LICENCE

Section 1. Background

1. [Reserved]

3. Objective

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

5. General

A. General Process

An Indonesian pilot licence that authorizes private pilot privileges or limited commercial pilot privileges may be issued on the basis of a foreign licence issued by the appropriate agencies of International Civil Aviation Organization (ICAO) member states. The holder of a valid foreign licence issued by an ICAO member state may use that licence as the basis for issuance of an Indonesian pilot licence even if the issuing country is now defunct. A list of ICAO member states is found in figure 29-1. Due to the rapidly changing world political situation, a country may be an ICAO member but not be included on this list.

B. Read, Speak, and Understand the English Language

Early in the process of issuing a licence on the basis of a foreign licence, the inspector must determine if the applicant can read, speak, and understand the English language. Otherwise, the licence must be issued with appropriate limitations.

C. Methods of Obtaining an Indonesian licence Based on a Foreign Licence

A pilot may obtain an Indonesian licence without relying on a foreign licence by passing both the knowledge and practical tests required by Indonesian regulations. A pilot may also obtain an Indonesian licence based on a current foreign licence issued by an ICAO member state' as follows:

- (1) With no instrument privileges, for which neither a knowledge nor a practical test is required;
- (2) With instrument privileges, for which only a knowledge test (Instrument Foreign Pilot (IFP)) is required; or
- (3) Take both the knowledge test (Instrument Rating Airplane) (IRA) and practical test with the notation "INDONESIAN TEST PASSED" added to the licence.

D. Licence Requirements

A foreign pilot applicant should be advised that CASR part 61, Paragraph 61.3 allows foreign registered aircraft to be operated within Indonesia by a pilot holding a current licence issued by the foreign country where the aircraft is registered. An Indonesian-registered civil aircraft may be operated within a foreign country by a pilot holding a licence issued by that foreign

country. A person may not act as a pilot of an Indonesian-registered civil aircraft in Indonesia unless that person holds an Indonesian pilot licence.

E. Knowledge Test Failures

The 30-day limit on retesting after a knowledge test failure specified by 61.49, also applies to the Instrument Foreign Pilot knowledge test.

F. Pilot Licences

- (1) There are two types of Indonesian pilot licences that a foreign pilot may hold. These are as follows:
 - (a) A restricted Indonesian pilot licence based on a current foreign pilot's licence; or
 - (b) A standard Indonesian pilot licence issued after meeting part 61 requirements. Part 61 requirements must also be met by Indonesian citizens desiring to obtain an Indonesian pilot licence.
- (2) A foreign pilot may hold both a restricted licence (based on a current foreign pilot licence) and a standard Indonesian pilot licence at the same time, provided the restricted licence was obtained prior to the pilot satisfying part 61 licence requirements.
- (3) If the inspector is unable to determine if the applicant meets the eligibility requirements for the licence or rating for any reason, the inspector is obligated to not issue the licence or rating until the information can be properly determined.

G. Licences Issued

- (1) A private pilot licence with appropriate limitations may be issued to the holder of a valid private pilot licence issued by an ICAO member state.
- (2) A commercial pilot licence with appropriate limitations may be issued to the holder of either a valid commercial pilot licence (CPL) or an airline transport pilot licence issued by an ICAO member state.

H. Ratings Issued

- (1) An Indonesian pilot licence issued on the basis of a foreign licence should bear the DGCA equivalent of the ratings on the foreign licence. However, an instrument rating may only be issued if:
 - (a) The foreign pilot licence on which the licence is based has an instrument authorization; and
 - (b) The applicant passes a knowledge test on CASR part 91, subpart B, related instrument flight rules (IFR) operational procedures.
- (2) In some cases, determining the equivalent rating may be difficult. Several foreign countries categorize pilot ratings and limitations by horsepower or engine type.
- (3) When an Indonesian pilot licence is issued on the basis of a foreign licence with an instrument authorization, but the Indonesian knowledge test was not passed, and then the issuing inspector must advise the applicant that he or she may not serve as a required pilot of an Indonesian-registered aircraft operating IFR while flying in Indonesia. For example, the inspector may place a limitation on the licence, such as for visual flight rules (VFR ONLY). However, if the applicant passes the Instrument Foreign Pilot knowledge test, instrument privileges are granted on the Indonesian licence at the time it is issued. In this case,

the notation "INDONESIAN TEST PASSED" is NOT placed on the licence.

- (4) Aircraft and instrument ratings may be added to a pilot licence issued on the basis of a foreign pilot licence upon compliance with the appropriate requirements of part 61. Each rating recommended to be added to the pilot licence must have the notation "INDONESIAN TEST PASSED" immediately following the rating to which the notation applies. The required flight experience must be shown on DAAO Form 61-1 , Pilot Licence and/or Rating Application, and submitted to Licensing Section for processing. Do not indicate "INSTRUMENT AIRPLANE INDONESIAN TEST PASSED" on the pilot licence if only the knowledge test has been passed.
- (5) When type ratings are shown on Indonesian pilot licences based on a foreign pilot licence, type ratings may be limited to VFR only if the pilot has not demonstrated instrument competency in that type aircraft.

I. Medical Endorsement or certificate

An applicant for an Indonesian pilot licence must submit evidence that he or she currently meets the medical standards for the foreign pilot licence on which the application for the Indonesian licence is based (61.75(f)). Some governments enter periodic medical endorsements on a pilot licence that affects its currency. Therefore, if the foreign pilot licence must have a medical endorsement to make it current, a DGCA medical certificate alone will not satisfy the regulations. In cases when a medical endorsement is not used, a current medical certificate from a foreign country or a current DGCA medical certificate will satisfy the requirement. If the applicant's foreign pilot licence shows a medical endorsement, the applicant should enter the word "endorsement" and the date of that endorsement in the block used for medical verification on DAAO Form 61-1 .

J. Duration

A pilot licence issued under 61.75 remains in effect as long as the foreign licence used to obtain an Indonesian licence is valid.

K. Renewal

A pilot licence issued on the basis of a foreign pilot licence may be reissued at any time upon compliance with the requirements of 61.75.

L. Flight Instructor Licences

A flight instructor licence or an additional rating on a licence will not be issued on the basis of any foreign flight instructor rating or licence. A flight instructor licence will only be issued to a person who meets the requirements of 61.181 and 61.183.

M. Added Ratings

If the applicant requests that a rating be added to his/her licence on the basis of meeting the requirements of part 61, the practical test and the knowledge test, if applicable to the rating sought, must be passed prior to the issuance of the rating. However, if the applicant requests that a rating be added to the restricted Indonesian licence on the basis of that rating having been added to his/her foreign pilot licence by the issuing country, no knowledge or practical test is required.

N. Flying Clubs

A foreign pilot licence issued by a flying club under the specific delegation of the licensing authority of an ICAO member state is acceptable for the issuance of an Indonesian pilot licence under 61.75. For example, several countries delegate the authority to issue glider pilot licences to members of their national gliding clubs.

7. Completing the Certification File

Inspectors processing and signing applications for a pilot licence issued on the basis of a foreign pilot licence must check either the Approved box or the Disapproved box in the Inspector's Report block on DAAO Form 61-1 .

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of part 61 and DGCA policies.

3. References, Forms, and Job Aids

A. References

CASR parts 1, 61, and 91

B. Forms

DAAO Form 61-1

C. Job Aids

Sample letters and figures

5. Procedures

A. Application

Have the applicant submit a completed DAAO Form 61-1 at the time of the appointment. Collect the following documents:

- (1) Foreign pilot licence;
- (2) Indonesian pilot licence (if reissued);
- (3) Medical endorsement or certificate; and
- (4) Knowledge test results, if applicable.

B. Open file

C. Review Application

Check the application to make sure it is filled out accurately and in ink. (The instructions for completing the form are attached to the application.)

- (1) In Section I, the applicant must check Private or Commercial, as appropriate. If the applicant desires instrument privileges on the Indonesian licence, the applicant may also check Instrument. Blocks A through V must also be completed.
- (2) Section II, Block D must be completed.
- (3) Section III is optional.
- (4) Sections IV and V must be completed.

- (5) Have the applicant make the necessary corrections if any of the above items are not accurate or complete.

D. ICAO Member State Determination

- (1) Note the country in Section II, Block D, 1. Compare with figure 29-1 to determine if the country is an ICAO member state. However, due to the rapidly changing world political situation, a country may be a new member of ICAO but not be included on the list.
- (2) Inform the applicant that a licence cannot be issued if the country is not a member of ICAO. Return all submitted documents to the applicant. Close file.

E. Verify Applicant's Identity

- (1) Establish the applicant's identity.
- (2) Compare the identification with the information provided on DAAO Form 61-1 .
 - (a) If the applicant's identity cannot be verified for lack of documentation or inadequate documentation, request that the applicant return with the appropriate identification.
 - (b) If the applicant's identity appears to be falsified, do not proceed.

F. Establish Eligibility

- (1) Review the applicant's foreign licence for the following:
 - (a) Ensure that the information on the licence is the same as the information provided in the applicant's identification and in Section II (D) of the application.
 - (b) Ensure that the applicant holds the rating which he or she is applying for by determining the grade of foreign licence.
 - (c) If the applicant is requesting an instrument rating, ensure that the applicant's foreign pilot licence authorizes instrument privileges.
- (2) Review the applicant's medical endorsement or certificate to determine if it is current.

G. Discrepancies

If the applicant is not eligible for the licence and/or rating sought, or if a discrepancy exists in any of the items above, return the application and any submitted documents to the applicant. Inform the applicant why he or she is not eligible and explain how the applicant may obtain the licence and/or ratings sought.

H. Applicant Desires Instrument Privileges

A foreign pilot shall be administered the standard instrument rating knowledge test if he or she wishes to take the standard instrument rating practical test and be issued a licence bearing the notation "INDONESIAN TEST PASSED." If the applicant is using a foreign pilot licence with instrument privileges to obtain instrument privileges in Indonesia, the standard instrument rating practical test cannot be substituted for the Instrument Foreign Pilot knowledge test (61.75).

- (1) Determine if the applicant has a valid knowledge test report for the IFP knowledge test. If not, the applicant must complete the IFP knowledge

test. The IRA or Instrument Rating-Helicopter knowledge test is not to be used in lieu of the IFP knowledge test.

I. Issuance of Licence

Issue the licence (commercial or private) as follows:

- (1) Enter the equivalent of the foreign licence category, class, and type ratings (if applicable) in Block XII (61.5). If the applicant is eligible for instrument privileges, enter the appropriate instrument rating:
 - (a) INSTRUMENT - AIRPLANE
 - (b) INSTRUMENT - HELICOPTER
 - (c) INSTRUMENT - AIRPLANE AND HELICOPTER
- (2) Enter "ISSUED ON THE BASIS OF AND VALID ONLY WHEN ACCOMPANIED BY [NAME OF COUNTRY] PILOT LICENCE NO. [NUMBER FROM FOREIGN LICENCE]. ALL LIMITATIONS AND RESTRICTIONS ON THE [NAME OF COUNTRY] PILOT LICENCE APPLY" under the ratings in Block XII (figure 29-4).
- (3) Enter the following operational limitations (when appropriate) in Block XIII:
 - (a) Any operating limitation that appears on the foreign licence;
 - (b) "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" if the applicant does not read, speak, and understand the English language;
 - (c) For commercial pilot licences (except glider only or lighter-than-air), enter "NOT VALID FOR THE CARRIAGE OF PERSONS OR PROPERTY FOR COMPENSATION OR HIRE OR FOR AGRICULTURAL AIRCRAFT OPERATIONS;"
 - (d) For private pilot Licences (except glider only or lighter-than-air), enter "NOT VALID FOR AGRICULTURAL AIRCRAFT OPERATIONS;" and/or
 - (e) For commercial pilot licences with glider or lighter-than-air category, enter "NOT VALID FOR THE CARRIAGE OF PERSONS OR PROPERTY FOR COMPENSATION OR HIRE."
- (4) Enter "VFR ONLY" following any type rating if the applicant is instrument rated (Indonesia) but did not demonstrate instrument proficiency in that type of aircraft, did not pass the knowledge test required by part 61, subpart B, in that type aircraft, or if the applicant does not have instrument privileges in that type aircraft on the foreign licence.
- (5) Sign, and have the applicant sign, the original and carbon copy in ink.
- (6) Issue the carbon copy to the applicant.
- (7) Inform the applicant that a permanent licence will be sent to the applicant's permanent address. However, if the applicant requests that the licence be mailed to a temporary Indonesian address, have the applicant complete a written request containing the temporary Indonesia address. Attach the request to the application.
- (8) Return the submitted documents except for the application, the superseded pilot licence (if applicable), and the knowledge test results.

J. Additional Requirements

Advise the applicant of the applicability of part 91 flight rules.

K. Complete Certification File

Complete the Inspector's Report section on the reverse side of DAAO Form 61-1 .

- (1) Check the following boxes, as applicable:
 - (a) Approved or Disapproved
 - (b) Licence or Rating Based on
 - (c) Foreign Licence
 - (d) Recommend Licence Issued or Licence Denied
- (2) Date and sign the application and enter the DGCA identifier.
- (3) Check the applicable boxes in the Attachments section.
- (4) Attach the appropriate documents to the application.
- (5) Forward the completed file to licensing section.

7. Task Outcomes

Completion of this task results in the issuance of:

- A. Recommend Pilot Licence.
- B. Notice of Disapproval of Application.

9. Future Activities

- A. Applicant may return for additional ratings.
- B. Applicant may return to take a practical test for another grade of licence or an additional category, class, or type rating.

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FIGURE 29-1. ICAO MEMBER STATES

Afghanistan
Albania
Algeria
Angola
Antigua and Barbados
Argentina
Armenia
Australia
Austria
Azerbaijan

Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bhutan
Bolivia
Bosnia & Herzegovina
Botswana
Brazil
Brunei Darussiam
Bulgaria
Burkina Faso
Burundi

Cambodia
Cameroon, United Republic of
Canada
Cape Verde
Central African Republic
Chad
Chile
China, People's Republic of
Colombia
Comoros
Congo, People's Republic of
Cook Islands
Costa Rica
Cote d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic

Denmark
Djibouti
Dominican Republic

Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia

Fiji
Finland
France

Gabon
Gambia
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

Haiti
Honduras
Hungary

Iceland
India
Indonesia
Iran, Islamic Republic of
Iraq
Ireland
Israel
Italy

Jamaica
Japan
Jordan

Kazakhstan
Kenya
Kiribati
Korea (Democratic People's Republic of - North)
Korea (Republic of - South)
Kuwait
Kyrghystan

Laos (Lao People's Democratic Republic)
Latvia
Lebanon

Lesotho
Liberia
Libya (Libyan Arab Jamahiriya)
Lithuania
Luxembourg

Macedonia
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia, Federated States of
Moldova, Republic of
Monaco
Mongolia
Morocco
Mozambique
Myanmar

Nambia
Nauru
Nepal
Netherlands, Kingdom of the
New Zealand
Nicaragua
Niger
Nigeria
Norway

Oman

Pakistan
Palau, Republic of
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal

Qatar

Romania
Russia (Russian Federation)
Rwanda

Saint Lucia
Saint Vincent and the Grenadines
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Switzerland
Syria (Syrian Arab Republic)

Tajikistan
Tanzania (United Republic of Tanzania)
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan

Uganda
Ukraine
United Arab Emirates
United Kingdom
United Republic of Tanzania
United States of America
Uruguay
Uzbekistan

Vanuatu
Venezuela
Vietnam

Yemen

Zaire
Zambia
Zimbabwe

CHAPTER 30. CONDUCT A SPORT PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

Section 1. Background

1. [Reserved]

3. Objective

The objective of this task is to determine if an applicant meets the requirements for certification as a sport pilot under CASR Part 61, Subpart C. Completion of this task results in the recommendation of the issuance of a Pilot Licence, a Notice of Disapproval, or a Letter of Discontinuance.

5. General

A. Purpose of the Rule

CASR Part 61, Subpart C, establishes a sport pilot licence intended for persons seeking a lower cost alternative to the private pilot licence. The sport pilot licence is intended for those persons interested in flying basic, experimental, or amateur built airplanes and rotorcraft. Sport pilots must operate in proximity to a home airport and in airspace that does not require communication with air traffic control facilities.

B. 50 NM Limitation

To keep the sport pilot over familiar territory and near a familiar airport, the sport pilot may not operate beyond 50 NM of an airport at which the pilot has received ground and flight instruction from an authorized flight instructor. The sport pilot must land at an airport within 50 NM of the departure airport. However, the sport pilot who wishes to pursue private pilot certification need only acquire additional instructor endorsements showing compliance with the more comprehensive requirements to conduct solo flight in excess of 50 NM from the airport at which instruction was received (Figure 30-1).

C. Eligibility Requirements

To be eligible for a sport pilot licence, an applicant must:

- (1) Be at least 17 years of age.
- (2) Be able to read, speak, and understand the English language (For exceptions, see CASR 61.96(b)).
- (3) Hold at least a current third-class medical certificate issued under CASR Part 67.
- (4) Pass a written test on the subject areas on which instruction or home study is required by CASR 61.97.
- (5) Pass a practical test on maneuvers and procedures selected by an DGCA inspector or designated pilot examiner to determine the applicant's competency in the appropriate flight operations listed in CASR 61.98 and from the appropriate practical test standards
- (6) Comply with the sections of CASR Part 61 that apply to the rating sought

D. Aeronautical Knowledge

An applicant for a sport pilot licence must meet the requirements of CASR 61.97.

E. Flight Proficiency

An applicant for a sport pilot licence must meet the skill requirements of CASR 61.98.

F. Minimum Flight Experience Requirements

An applicant for a sport pilot licence must meet the presolo training required by CASR 61.87(a) and (c) and (d), (e), (f), or (g), as appropriate, and the minimum flight hour requirement of CASR 61.99 and 61.100, as applicable.

G. Training Not Required

- (1) Sport pilot applicants are not required to receive training in the following areas:
 - (a) Operations at controlled airports.
 - (b) Radio communications with ATC facilities.
 - (c) Controlling and maneuvering the aircraft solely by reference to instruments.
 - (d) Dead reckoning and radio navigation.
 - (e) Night flying.
 - (f) Cross-country flying.
- (2) Even though the sport pilot is not required to receive training in radio communications with ATC, the applicant shall be questioned on radio communication procedures during the knowledge portion of the practical test.

H. Categories and Classes

The following category and class ratings may be placed on sport pilot licences:

- (1) Categories.
 - (a) Airplane.
 - (b) Rotorcraft.
- (2) The following are class ratings which can be initially issued or added to sport pilot airplane licences:
 - (a) Single engine land.
 - (b) Single Engine Sea.
- (3) The following are class ratings which can be initially issued or added to sport rotorcraft licences:
 - (a) Helicopter.
 - (b) Gyroplane.

7. Practical Test

A. Flight Instructor Responsibilities

An appropriately rated flight instructor is responsible for training the student to the acceptable standards as outlined in the objective of each task within the appropriate practical test standard. The flight instructor must certify that the applicant is able to perform safely as a sport pilot and is competent to pass the required practical test for the licence or rating sought.

B. Examiner Responsibilities

Any private pilot examiner authorized in category, as appropriate, may conduct the sport pilot practical test. The examiner who conducts the practical test is responsible for determining that the applicant meets standards outlined in the objective of each task within the appropriate practical test standards.

- (1) For each task that involves "knowledge only" elements, the examiner shall orally quiz the applicant on those elements.
- (2) For each task that involves both "knowledge and skill" elements, the examiner shall orally quiz the applicant regarding knowledge elements and ask the applicant to perform the skill elements. The examiner determines that the applicant's knowledge and skill meets the objective in all required tasks. Oral questioning may be used at any time during the practical test.

C. Satisfactory Performance

The ability of an applicant to perform the required tasks is based on:

- (1) Executing tasks within the aircraft's performance capabilities and limitations, including use of the aircraft systems.
- (2) Executing emergency procedures and maneuvers appropriate to the aircraft.
- (3) Piloting the aircraft with smoothness and accuracy.
- (4) Exercising good judgment.
- (5) Applying aeronautical knowledge.
- (6) Showing mastery of the aircraft within the standards outlined in the practical test standards, with the successful outcome of a task never seriously in doubt.

D. Re-examinations

An applicant who is being retested may be given credit for those entire pilot operations successfully completed on the previous practical examination, provided the previous test was conducted within 60 days before the re-examination. However, the inspector may at his or her discretion retest the applicant on all areas. If the previous test was conducted more than 60 days before the re-examination, the applicant must be tested in all areas.

E. Additional Category and Class Ratings

TABLE 1. MINIMUM REQUIREMENTS ADDITIONAL CATEGORY/CLASS

PRESENT CERTIFICATION : Airplane Land.

CERTIFICATION SOUGHT : Airplane Sea.

REQUIREMENTS : Flight instruction in preparation for test. No minimum flight hours.
(Ref. CASR 61.39).

PRESENT CERTIFICATION : Airplane Sea.

CERTIFICATION SOUGHT : Airplane Land.

REQUIREMENTS : Flight instruction in preparation for test. No minimum flight hours.
(Ref. CASR 61.39).

PRESENT CERTIFICATION : Helicopter.

CERTIFICATION SOUGHT : Gyroplane.

REQUIREMENTS : Flight instruction in preparation for test. No minimum flight hours.
(Ref. CASR 61.39).

PRESENT CERTIFICATION : Gyroplane.

CERTIFICATION SOUGHT : Helicopter.

REQUIREMENTS : Flight instruction in preparation for test. No minimum flight hours.
(Ref. CASR 61.39).

PRESENT CERTIFICATION : Airplane.

CERTIFICATION SOUGHT : Helicopter.

REQUIREMENTS : Two hours flight instruction within 60 days preceding practical test; Pass CFI developed written test appropriate to aircraft category/class flight characteristics and operational considerations before solo flight; Pass appropriate practical test.

PRESENT CERTIFICATION : Helicopter.

CERTIFICATION SOUGHT : Airplane.

REQUIREMENTS : Two hours flight instruction within 60 days preceding practical test; Pass CFI developed written test appropriate to aircraft category/class flight characteristics and operational considerations before solo flight; Pass appropriate practical test.

-
- (1) A sport pilot seeking additional category/class ratings must meet the appropriate aeronautical knowledge and training requirements and must carry a logbook that has been endorsed by an authorized flight instructor.
 - (2) With the appropriate endorsements from a flight instructor, a sport pilot may fly an aircraft for which that pilot does not hold the category or class rating on cross-country flights in excess of 50 NM, or at night (provided visibility is no less than 5 statute miles) or in airspace requiring radio communications with Air Traffic Control.

F. Aircraft Supplied for Practical Test

Because of the nature of the sport pilot licence, inspectors may encounter applicants who wish to take the practical test in an experimental or home built aircraft. Inspectors must exercise personal caution and discretion concerning the conduct of sport pilot practical tests in any aircraft they are not familiar with or in which they are not qualified.

9. Upgrading to Private Pilot

A sport pilot that desires certification as a private pilot must meet all the eligibility requirements for private pilot, appropriate to the category and class rating sought. The sport pilot must also pass the private pilot written test appropriate to aircraft category.

A. Flight Instructor Endorsements

Since there are certain areas where a sport pilot is not required to receive training, the sport pilot wishing to upgrade to a private pilot licence must have a flight instructor endorse the sport pilot's logbook for each flight not allowed under sport pilot certification privileges and limitations. This would include each solo cross-country, each solo night flight and any flight where two-way communication with ATC is required, regardless of the distance.

B. Upgrading to a Different Category

Should a sport pilot licenced in one aircraft category (for example, ASEL) upgrade to a private pilot licence for a different category (for example, rotorcraft - helicopter), the inspector should consider the sport pilot licence superseded. The inspector shall recommend for a issue a pilot licence which indicates the private pilot category and class ratings with the appropriate sport pilot privileges. The pilot SHALL NOT have two licences. Issuance in this manner is similar to the procedure used when a pilot qualifies for an airline transport pilot licence but retains commercial or private pilot privileges.

Section 2. Procedures

1. Prerequisites and Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 61 and DGCA policies.

B. Coordination

This task requires coordination with the airworthiness unit and with the pilot records section of the Pilot Certification Section.

3. References, Forms, and Job Aids

A. References

CASR Parts 1, 91.
Sport Pilot Practical Test Standards and the references listed within.
Chapter 1, Introduction to CASR Part 61 Related Tasks.

B. Forms

DAAO Form 61-5, Notice of Disapproval
DAAO Form 61-1, Application for Pilot Licence and/or Rating

C. Job Aids

Sample letters and figures

5. Procedures

A. Schedule Appointment

Inform the applicant what must be brought to the appointment.

- (1) A properly completed DAAO Form 61-1 .
- (2) Student Pilot Licence.
- (3) Pilot Licence (if for an additional category/class rating).
- (4) Medical Certificate.
- (5) Personal logbooks or other record substantiating the flight experience shown on the application form.
- (6) Pilot's Operating SI, DGCA Approved Flight Manual, or other appropriate documentation on aircraft operation.
- (7) Aircraft maintenance records.
- (8) Aircraft airworthiness licence.
- (9) Aircraft registration.
- (10) Acceptable identification.
- (11) An aircraft appropriate for the practical test.

B. Open file

C. Applicant Arrives for Appointment

- (1) Ensure that the applicant has brought all the documents necessary to begin the task.
- (2) If the applicant has not brought all necessary documents:
 - (a) Explain the necessary documents.
 - (b) Return all documents to applicant.
 - (c) Reschedule appointment.
 - (d) Terminate the task.

D. Review Application

- (1) Review the application for any omissions, errors, or qualification discrepancies, using the instructions on the form attachment and any additional instructions found in Chapter 1, Section 4.
- (2) In Section I of DAAO Form 61-1 , ensure that the applicant has checked the box labeled "Sport."
- (3) Ensure that the flight instructor signed the reverse side of the application no more than 60 days before the application was submitted.
- (4) Verify that all required endorsements have been met.

E. Verify Applicant's Identity

Inspect acceptable forms of identification to establish the applicant's identity. (See Chapter 1, Section 4, paragraph 5.) Compare the identification with the personal information provided on DAAO Form 61-1 .

- (1) If the applicant's identity can be verified, proceed with the task.
- (2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with the acceptable forms of identification.
- (3) If the applicant's identity appears to be different from the information supplied on DAAO Form 61-1 or if it appears that an attempt at falsification has been made, terminate the task.

F. Determine Eligibility of Applicant

Using information from the submitted documents, determine that the applicant meets the specific eligibility, knowledge, and experience requirements of CASR 61.96, 61.97, 61.98, 61.99, and 61.100, as applicable. The following list expands on the basic requirements:

- (1) Ensure that the applicant holds a current third-class medical certificate.
 - (a) Inspect the applicant's medical certificate to make sure that it does not bear any limitation that would make a special medical flight test necessary for the issuance of the sport pilot licence.
 - (b) If a Special Medical Flight Test is required, see Chapter 27; Conduct a Special Medical Flight Test.
- (2) In Section III, verify that the applicant meets the minimum flight experience required for the licence and rating sought per CASR 61.98, 61.99, and 61.100, as applicable.
- (3) If the applicant has checked the "Yes" block in Section IV of the application, verify that the applicant meets the requirements of CASR 61.49.

- (4) If the applicant is located on an island from which the required flights cannot be accomplished without flying over water, refer to CASR 61.99(b) (1).

G. Requirements for Additional Category and Class Ratings

These requirements are the same as in paragraph E above; however, the written test is not required if the applicant already has a powered aircraft rating.

H. Discrepancies

- (1) If discrepancies, which cannot be corrected immediately, are found in any of the above documentation or qualification requirements or the applicant does not meet CASR 61.49:
 - (a) Explain in detail how the applicant may correct any discrepancies or obtain the necessary qualifications.
 - (b) Return all documentation to the applicant.
 - (c) Prepare DAAO Form 61-5 in duplicate per Chapter 1, Section 6 .
 - (d) Issue a duplicate copy of DAAO Form 61-5 to the applicant.
 - (e) Reschedule appointment, if requested.
 - (f) Terminate the task.
- (2) If discrepancies are not found, determine if the aircraft is suitable for the practical test.

I. Aircraft Requirements

- (1) If an airworthiness inspector is available, have him or her review the applicant's aircraft maintenance records and/or aircraft logbooks, airworthiness licence, and aircraft registration to determine if the aircraft is suitable for this practical test.
- (2) If an airworthiness inspector is not available, review the applicant's aircraft documentation.
- (3) If the aircraft is not appropriate for the practical test or is in any other way deficient:
 - (a) Explain to the applicant the reasons for disapproval.
 - (b) Give an adequate explanation of how the applicant may correct the discrepancies.
 - (c) Return all documentation.
 - (d) Prepare DAAO Form 61-5 as per Chapter 1, Section 6.
 - (e) Provide a duplicate copy of DAAO Form 61-5 to the applicant.
 - (f) Terminate the task.
- (4) If the aircraft is appropriate to the practical test and is determined to be airworthy, conduct the practical test.

J. Conduct Practical Test

- (1) Use the procedures and maneuvers for the category and class of aircraft for which a licence or rating is sought.
- (2) If the practical test is not completed for reasons other than proficiency, issue a Letter of Discontinuation to the applicant.
 - (a) Return the application and any documentation to the applicant.
 - (b) Explain how the applicant may complete the practical test at a later date.
 - (c) Reschedule practical test, if requested.
 - (d) Close file.

K. Unsatisfactory Performance

If the applicant's practical test performance is not satisfactory:

- (1) Brief applicant on practical test results.
- (2) Prepare DAAO Form 61-5 in duplicate . In addition to the instructions provided in Chapter 1, Section 5, include the following information:
 - (a) Indicate on the form any deficient areas of operation and/or any specific pilot operations that need to be repeated.
 - (b) Indicate the number of practical test failures by the applicant for this licence or rating.
 - (c) Sign, date, and check the appropriate boxes on DAAO Form 61-5 .
- (3) Issue a copy of DAAO Form 61-5 to the applicant.
- (4) Return the following items to the applicant:
 - (a) Medical certificate
 - (b) Logbook
 - (c) Aircraft documents and maintenance records
 - (d) Existing pilot licence, if applicable
- (5) Forward the certification file to record section:
 - (a) The original of DAAO Form 61-5
 - (b) Inspector signed DAAO Form 61-1
- (6) Contact the applicant's flight instructor to discuss the outcome of the examination.

L. Satisfactory Performance

If the applicant's performance is satisfactory:

- (1) Return the following items to the applicant:
 - (a) Medical certificate.
 - (b) Logbook (endorsed).
 - (c) Aircraft documents and maintenance records.
- (2) If the sport pilot licence is issued in a foreign country, see CASR 61.13(a).
- (3) Complete the inspector certification section on the reverse side of DAAO Form 61-1 and sign.
- (4) Forward completed file to record section.
 - (a) Signed DAAO Form 61-1
 - (b) Superseded pilot licence, if applicable
- (5) If practical, contact the applicant's flight instructor to discuss the outcome of the examination.

M. Office File

Place copies of all appropriate documents in the office file.

7. Task Outcomes

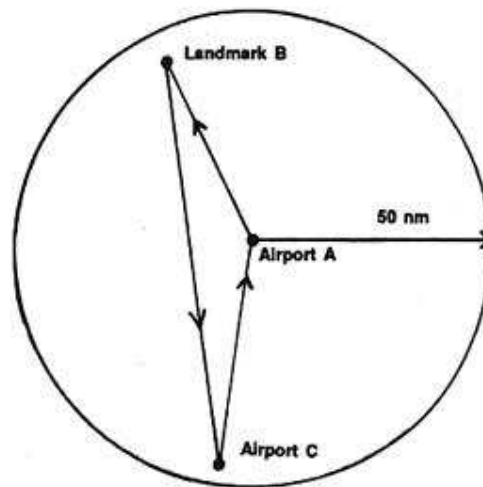
Completion of this task results in the issuance of one of the following:

- A. Notice of Disapproval.
- B. Letter of Discontinuation.

9. Future Activities

- A. Applicant may return for an additional category or class rating.
- B. Applicant may return to upgrade the sport pilot licence to a private pilot licence.
- C. Applicant may be subject to an enforcement investigation if involved in an accident, incident, or possible violation of the CASR.

FIGURE 30-1
DEPICTION OF THE 50 NM SPORT PILOT REQUIREMENT



The pilot may take off from airport "A," fly to landmark "B," then to airport "C" for a landing and return to land at airport "A."

CHAPTER 31. ISSUE/RENEW/RESCIND A STATEMENT OF ACROBATIC COMPETENCY

SECTION 1. Background

1. [Reserved]

3. Objective

The main objective of this task is to determine whether to issue an DAAO Form 91-5, Statement of Acrobatic Competency to an applicant. Completion of this task results in the recommend issuance, denial, or in some cases the rescission, of a Statement of Acrobatic Competency.

5. General

A. Requirements

By DGCA policy, a pilot who wishes to perform aerobatics or certain other flight operations at a public aviation event (airshow) must possess a valid DAAO Form 91-5 , Statement of Aerobatic Competency.

- (1) This requirement is enforced by the special provisions that are part of the DAAO Form 91-1 , Letter of Deviation Authority, issued by the DGCA for the event.
- (2) A pilot obtains an DAAO Form 91-5 by successfully completing an aerobatic competency evaluation in accordance with the provisions of an DGCA-accepted, industry aerobatic competency evaluation program and given by an industry-approved aerobatic competency evaluator.

B. Aerobatic Competency Evaluation Program

- (1) Pilots found it advantageous to simply go to the DGCA office for an annual evaluation or renewal instead of using an industry evaluator for peer review and recommendations.
- (2) DGCA found it necessary to appoint inspectors to conduct these evaluations. However, the DGCA was not always able to designate an adequately trained inspector who had related experience. Consequently, flight evaluations were sometimes inequitable.
- (3) Efforts to correct these inadequacies revealed that it was not cost-effective to attempt a nationwide training program for inspectors in this specific task, because of the relatively low demand for the evaluation.
- (4) Other safeguards built into the airshow environment have prevented the public from being placed at any undue risk. Accidents did appear to be related to aerobatic competency. These accidents served as a catalyst toward more aggressive evaluation of the aerobatic competency of airshow pilots.
- (5) It is generally agreed that the level of safety of any segment of the industry is critically dependent upon that industry's assuming responsibility for itself and its safety programs. In this instance, the airshow industry was very proactive in its steps to alleviate future events that would reflect negatively on general aviation.

- (6) The most encouraging part of the proposed program was that, for the first time, there would be a well-orchestrated program that would directly effect virtually all active airshow pilots in the Republic of Indonesia. Moreover, the industry is providing a database of information on airshow pilots and their competency checks. Such a fund of information is unprecedented, and the program far exceeds the DGCA's capabilities for action in light of other priorities. This action will significantly advance airshow safety with little cost to the public.
- (7) The DGCA is convinced that industry evaluators are people who are credible and dedicated to fulfilling their duties to conduct peer review, counsel, and make appropriate recommendations to the DGCA.

NOTE: The terms aerobatic and acrobatic are synonymous.

7. Aerobatic Competency

In order for a pilot of a civil aircraft to perform aerobatic and certain other maneuvers at airshows authorized by DAAO Form 91-1 , Letter of Deviation Authority, the pilot must have a valid DAAO Form 91-5 , Statement of Acrobatic Competency.

A. Validity

The forms must have been issued within time frames set forth in the industry program, or as directed by DGCA.

B. Not Required

DAAO Form 91-5 is not required if a pilot is competing in an aerobatic contest that is not associated with an airshow, if a pilot is practicing in an aerobatic practice area authorized by DAAO Form 91-1 for that specific purpose, or for closed course air racing.

C. Aerobatic Flight Demonstrations

Individuals requiring a Statement of Acrobatic Competency will be referred to an industry evaluator such as those designated by the International Council of Airshows, Inc. (ICAS). An aerobatic competency evaluator (ACE) will forward a written recommendation to the DGCA office through the appropriate organization. The ACE will also recommend standard limitations to an individual's Statement of Acrobatic Competency based upon observed performance (figure 31-2).

D. Rotorcraft

Aerobatic flight demonstrations by rotorcraft are evaluated only by DGCA personnel. Non-aerobatic formation flight in rotorcraft can be evaluated by an industry ACE.

9. Issuance of a Statement of Acrobatic Competency

An inspector issues a Statement of Acrobatic Competency upon an applicant's successful completion of an oral examination and, if required, a flight demonstration. The examination and demonstration are conducted by an industry ACE. The evaluation procedures and policy are developed by ICAS, and subsequently accepted by the DGCA.

A. ACE's Role

After requesting the required information about the pilot from an industry organization, the industry ACE conducts the evaluation. After the evaluation is completed, the industry ACE notes his/her recommendations on the application form.

B. Application Processing

Generally, the completed application is forwarded to the industry organization for processing in a timely fashion. The organization records the information, and then sends the application to the DGCA Office. The cover letter should also include a draft card for the applicant.

C. Application for Issuance/Renewal

When a copy of the application for issuance/renewal is received by the DGCA after the evaluation was completed by an industry ACE, the DAAO Form 91-5 will not be issued to the applicant until completion of the necessary coordination with the appropriate industry group, which is indicated by a cover letter from ICAS with the application or, if the application is received without an industry group cover letter, by contacting ICAS. Also, in those rare instances when the evaluation is conducted by an ACE inspector, DAAO Form 91-5 will not be issued to the applicant until the ACE inspector has completed the necessary coordination and background records review with ICAS who maintains records on all individuals who hold DAAO Form 91-5. DGCA inspectors who are not designated as ACE inspectors will not conduct aerobatic competency evaluations. Inspectors who are designated as ACE inspectors may in rare instances conduct aerobatic evaluation and subsequently issue DAAO Form 91-5 only after receiving prior approval from the DGCA and coordinating with ICAS. In such a case, they will follow all procedures and adhere to all requirements of one of the industry evaluation programs.

D. Reissuance or Renewal

An evaluation by an ACE is required for reissuance or renewal of a Statement of Acrobatic Competency.

E. Forms

DAAO Form 91-5 is used to issue a Statement of Acrobatic Competency. This form expires in accordance with industry guidelines.

F. Limitations and Authorized Aircraft

Placement and removal of limitations and authorized aircraft is based upon recommendations made by the industry ACE during initial or subsequent evaluations.

11. Reevaluation of Competency to Hold, and/or Rescission of a Statement of Acrobatic Competency

In accordance with DGCA policy, after successful completion of an evaluation, an industry ACE evaluator recommends to the DGCA that an DAAO Form 91-5, Statement of Acrobatic Competency, be issued to an airshow performer. Therefore, when safety concerns so dictate, it is also DGCA policy that the

DGCA may require reevaluation of a performer's competency to hold and/or rescind a performer's DAAO Form 91-5.

A. High Standard of Safety

These actions are only intended to achieve a high standard of safety by assuring future compliance with DGCA safety rules and policy. They are not intended to be punitive, and are separate, apart from, and may not necessarily relate to any enforcement action or the final determination of probable cause of an accident.

- (1) Anytime an airshow performer's actions give the DGCA, ICAS, reason to doubt their aerobatic competency, the performer's competency to hold an DAAO Form 91-5 should be reevaluated and/or rescinded.
- (2) When an airshow performer is involved in an accident or incident that occurs during any portion of an airshow routine at a public aviation event conducted in accordance with a DAAO Form 91-1, Letter of Deviation Authority, the performer's competency to hold a Statement of Acrobatic Competency is in doubt.
 - (a) An accident or incident is defined by CASR 830.
 - (b) Concerning the definition of "incident" in CASR 830, special emphasis is placed on the safety and well being of spectators as affected by the "safety of operations."
- (3) Any incident that occurs during any portion of an airshow routine that negatively affects the safety of spectators, regardless of damage or injury, shall be grounds to doubt a performer's aerobatic competency.
- (4) In a large part, aerobatic competency as it relates to the issuance of DAAO Form 91-5 equates to airshow performing safely during the performer's entire routine, not just their skill at performing individual aerobatic maneuvers.

B. Reevaluation of Competency

Minor incidents such as isolated, momentary transgressions across an assigned show line or below a minimum altitude are not grounds for reevaluation but should be corrected by on-the-spot counseling and constructive criticism.

- (1) Mitigating factors such as unforecasted winds at altitude, etc. should also be considered. However, if the incident that gave reason to doubt the pilot's competency is not of a serious enough nature that would require rescission of the performer's DAAO Form 91-5, it may still be necessary to require reevaluation of the performer's competency to hold the form.
- (2) Concerning accidents or incidents at airshows, the DGCA Office that issued the DAAO Form 91-1 for the event shall, when appropriate, require reevaluation of the performer's competency to hold an DAAO Form 91-5. It is important that the performer complete the reevaluation in a reasonable but timely manner.
- (3) For all reevaluations, ICAS will assign an evaluator. DGCA, ICAS, and in the case of an DAAO Form 91-5 issued on the recommendation of the ICAS shall be notified of the request for reevaluation.
- (4) Optionally, the performer can choose to surrender their DAAO Form 91-5. In that case, the surrendered DAAO Form 91-5 and copies of all

correspondence shall be forwarded to the DGCA and a copy sent to ICAS.

C. Rescission of DAAO Form 91-5

If the incident that gave reason to doubt the pilot's competency is of a serious nature, it may be necessary to immediately rescind the performer's DAAO Form 91-5 pending reevaluation .

- (1) Any incident that occurs during any portion of an airshow routine that directly threatens the safety and well-being of spectators, regardless of damage or injury, shall be grounds to rescind a performer's DAAO Form 91-5 .
- (2) Any incident that occurs during any portion of an airshow routine that arises from flagrant and willful disregard for DGCA safety rules and policy and/or when a performer exhibits an attitude of recidivism concerning DGCA safety rules and policy shall also shall be grounds to rescind a performer's DAAO Form 91-5 .
- (3) Concerning accidents or incidents at airshows, the DGCA Office that issued the DAAO Form 91-1 for the event shall immediately rescind the performer's DAAO Form 91-5 . It is important that this be completed before the next opportunity for the performer to perform at a public event.

13. DGCA Aerobatic Evaluations

All evaluations (initial and reissuance/renewal), except of rotorcraft and occasional checks dictated by unusual situations, must be referred to an industry organization that has developed an acceptable method of making recommendations of aerobatic competency to the DGCA.

A. Rotorcraft Operations

At present, there are only a limited number of aerobatic rotorcraft operations. Rotorcraft operations are evaluated by DGCA.

B. DGCA Aerobatic Competency Evaluators

DGCA offices will maintain a roster of DGCA personnel who are skilled in evaluating airshow aerobatic competency as determined by DGCA. Occasionally these individuals will be called upon to help resolve unusual problems or situations. However, these evaluators will not conduct routine airshow aerobatic competency evaluations.

SECTION 2. Procedures

1. Requirements

The issuance of a Statement of Acrobatic Competency requires an evaluation by an industry ACE such as those designated by ICAS. Although the evaluation program is administered by the industry, the DGCA is the final authority on issuance of a Statement of Acrobatic Competency.

3. References and Forms

A. References

International Council of Airshows ACE Program

International Council of Airshows ACE Manual
International Council of Airshows list of ACE's

- B. Forms
 - DAAO Form 61-1, Application for Pilot Licence and/or Rating
 - DAAO Form 91-5, Statement of Acrobatic Competency
 - DAAO Form 91-1, Letter of Deviation Authority

5. Procedures

A. Obtain Application

An applicant for a Statement of Acrobatic Competency should contact an industry organization to obtain the industry application form. The individual will receive a numbered application form with an instruction sheet covering all necessary procedures. In the rare instance that the evaluation is to be conducted by the DGCA, such as a rotorcraft evaluation or an evaluation dictated by an unusual situation and approved by the DGCA office, an DAAO Form 61-1 , Pilot Licence and/or Rating Application, should be appropriately completed by the applicant.

B. Schedule Evaluation

With the application, the individual also receives a copy of the checklists that will be used for the evaluation. The individual contacts an appropriate ACE and schedules the time and location of the examination and demonstration.

C. DGCA's Role

The DGCA makes the final decision on each application based on the recommendation of the industry ACE. This DGCA also issues the Statement of Acrobatic Competency, DAAO Form 91-5, to the successful applicant after coordination with the appropriate industry group.

D. Issue Certificate

After an application is approved, an inspector issues a Statement of Acrobatic Competency on DAAO Form 91-5 . When issuing the certificate, the inspector should:

- (1) list recommended maneuvers, altitude limitations, and approved aircraft on the reverse side of the form. More than one card may be required to list all approved aircraft;
- (2) sign and date the form; the form is dated the date of the evaluation and expires in accordance with industry guidelines;
- (3) make copies of the form for the DGCA office;
- (4) forward the form to the pilot at the address shown in the cover letter.

7. Task Outcomes

Completion of this task results in the recommending issuance, renewal, or denial of a Statement of Acrobatic Competency.

9. Future Activities

- A. The inspector could take part in an investigation as a result of an accident, incident, or violation of the regulations, and be called upon to rescind DAAO Form 91-5 , or require reevaluation.

- B. DAAO Form 91-5 may be rescinded based on the facts, conditions and circumstances of an accident or incident that raises doubt about the pilot's aerobatic competency.

FIGURE 31-2. DAAO FORM 91-5 MANEUVER LIMITATIONS

The following is a listing of maneuver limitations for use in completing DAAO Form 91-5, Statement of Acrobatic Competency

A. ICAS Program

1. SOLO AEROBATICS
2. SOLO AEROBATICS-NO SUSTAINED INVERTED FLIGHT
3. FORMATION AEROBATICS
4. FORMATION AEROBATICS-NO INVERTED FLIGHT
5. SOLO AEROBATICS-NO VERTICAL MANEUVERS
6. SOLO AEROBATICS-LOOPS AND ROLLS ONLY/COMBINATIONS THEREOF
7. SOLO AEROBATICS-POSITIVE G MANEUVERS ONLY
8. CIRCLE THE JUMPER
9. NON-AEROBATIC FLIGHT IN AN AEROBATIC FORMATION
10. NIGHT
11. NIGHT PYRO
12. WING WALKING
13. CAR TOP LANDING
14. CAR TO PLANE TRANSFER
15. AERIAL TRANSFER
16. COMEDY
17. DOGFIGHT
18. DEADSTICK
19. INVERTED RIBBON CUT
20. Or as specified by the evaluator, and approved by the industry ACE committee.

FIGURE 31-4. LETTER REQUIRING REEVALUATION OF ACROBATIC
COMPETENCY



**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Applicant name]
Address

Dear [performer's name]:

Investigation of the [accident/incident] which occurred at [location] on [date], gives reason to believe that your competency to hold an DAAO Form 91-5, Statement of Acrobatic Competency, is in question and that reevaluation of your qualification to be the holder of an DAAO Form 91-5 is necessary in the interest of safety. Therefore, pursuant to DGCA policy you are requested to arrange for a reevaluation of your qualifications to hold a DAAO Form 91-5 within [number] days. An evaluator will be assigned to conduct this reevaluation by the industry organization that recommended the issuance of your current DAAO Form 91-5.

If, for valid reasons beyond your control, you are unable to be reevaluated at this time, please contact [IIC] as soon as possible so that a determination can be made as to whether a time extension may be granted.

Upon successful completion of an aerobatic competency evaluation, you may be issued another DAAO Form 91-5, Statement of Acrobatic Competency.

If you will not be conducting airshow performances in the foreseeable future and do not wish to be reevaluated at this time, you can surrender your DAAO Form 91-5, Statement of Acrobatic Competency to this office.

You can appeal this action in writing to the DGCA office.

(Please note that the incident which occurred on [date] is still under investigation to determine whether enforcement action is appropriate. If enforcement action is to be taken, you will be advised in a separate letter.)

Should you have any questions concerning this matter, please contact DGCA office].

Your cooperation in this matter will be appreciated.

Sincerely,

On behalf, Director General of Civil Aviation
Director of Airworthiness Certification

[NAME]

cc: [ICAS]

FIGURE 31-5. LETTER RESCINDING A STATEMENT OF ACROBATIC
COMPETENCY



MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Applicant name]
Address

Dear [performer's name]:

This letter is to inform you that as of this date, your DAAO Form 91-5, Statement of Acrobatic Competency, is rescinded. Please return your DAAO Form 91-5 to DGCA office.

This rescission is based on [the recommendation of [ICAS] [the events of [date of accident or incident]]]. Upon successful completion of an acrobatic competency evaluation, you may be issued another DAAO Form 91-5, Statement of Acrobatic Competency.

You can appeal this action in writing to the DGCA office.

(Please note that the incident which occurred on [date] is still under investigation to determine whether enforcement action is appropriate. If enforcement action is to be taken, you will be advised in a separate letter.)

Should you have any questions concerning this matter, please contact the DGCA office.

Your cooperation in this matter will be appreciated.

Sincerely,

On behalf, Director General of Civil Aviation
Director of Airworthiness Certification

[NAME]

cc: [ICAS]

FIGURE 31-6. LETTER DENYING STATEMENT OF ACROBATIC
COMPETENCY**MINISTRY OF TRANSPORT
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

Number : Jakarta, [Date]
Classification :
Attachment : To:
Subject : [Applicant name]
Address

Dear [applicant's name]:

This letter is to inform you that your application for a Statement of Acrobatic Competency is denied.

The following items were unsatisfactory: (List all that apply under each item.)

- Oral Examination
- Preflight
- Flight Demonstration

Should you have any questions concerning this matter, please contact this office.

Sincerely,

[inspector who conducted the test]