



# Advisory Circular CAA-AC-PEL008

September 2022

## APPLICATION FOR ISSUE OF A FLIGHT ENGINEER (FE) INSTRUCTOR AUTHORISATION

### 1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue of a flight engineer instructor authorization under the Civil Aviation (Personnel Licensing) Regulations as amended.

### 2.0 REFERENCES

- 2.1 Regulations 5 of the Civil Aviation (Personnel Licensing) Regulations 2022;

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

An application for authorisation for Flight Engineer Instructor Authorisation should be submitted to the Personnel Licensing Office.

#### 3.2 The Applicant's Identity

Present a National identity Card or a Passport as a form of identification, details of which should be the same as the personal information provided in the application submitted. If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

#### 3.3 Eligibility Requirements for the Instructor Authorization

**3.3.1 Experience** – The applicant for a flight engineer instructor Authorization shall be a holder of a current flight engineer licence and type rating for which the instructor authorisation is sought.

**3.3.2 Instructors Recommendation** – An applicant should present the Instructor's report as evidence of having received flight instruction from an authorised instructor in the areas of flight

instructional techniques including demonstration, student performance, student practices, recognition and correction of common student errors;

**3.3.3 Skill** – The applicant shall have demonstrated in a practical test, in the category and type of aircraft for which instructor authorisation privileges are sought, the ability to instruct in those areas in which ground instruction is to be given.

**3.3.4** Have practised instructional techniques in those flight manoeuvres and procedures in the areas of intended flight instruction.

### **3.4 Documents to be submitted with the Application**

**3.4.1** An application letter;

**3.4.2** A certified report from an Authorised Instructor showing evidence of experience and accomplishment of training as shown on the Application letter;

**3.4.3** A valid flight engineer licence and aircraft type rating;

### **3.5 Requirements for The Authorisation**

**3.5.1** An applicant for a flight engineer instructor Authorization shall have received and logged training from an authorized instructor on the fundamentals of instructing and have passed a knowledge test on the following areas of instructing:

- a) techniques of applied instruction;
- b) assessment of student performance in those subjects in which ground instruction is given;
- c) the learning process;
- d) elements of effective teaching;
- e) student evaluation and testing, training philosophies;
- f) training programme development;
- g) lesson planning;
- h) classroom instructional techniques;
- i) use of training aids, including flight simulation training devices as appropriate;
- j) analysis and correction of student errors;

- k) human performance relevant to flight instruction;
- l) hazards involved in simulating system failures and malfunctions in the aircraft; and
- m) principles of threat and error management.

**3.5.2** The following applicants do not need to comply with paragraph 3.5.1 above

- a) The holder of a flight instructor rating issued under the Civil Aviation (Personnel Licensing) Regulations 2022 who has already passed the knowledge test in the areas of instructing;
- b) The holder of a current teacher's certificate issued by a national or local authority that authorises the person to teach at a secondary educational level or higher; or
- c) A person who provides evidence of an equivalent level of experience acceptable to the Authority.

### **3.6 Responsibilities of a Flight Engineer Instructor**

**3.6.1** To give ground training in the aeronautical knowledge and flight instruction areas required for the issuance of a Flight Engineer Licence under Regulations 150 of the Civil Aviation (Personnel Licensing) Regulations 2022 in the relevant category and aircraft type;

**3.6.2** To give recommendation for the knowledge test required for the issuance of a Flight Engineer Licence in accordance with the Civil Aviation (Personnel Licensing) Regulations 2022; and

**3.6.3** To give ground training in the aeronautical knowledge and flight instruction areas required for the Flight Engineer operations on the specific aircraft type

**3.6.4** To endorse the log book or other acceptable training records of a person to whom the Flight Engineer Instructor has provided the training or recommendation specified in the Civil Aviation (Personnel Licensing) Regulations 2022.

### **3.7 The FE Instructor Records**

**3.7.1** A holder of a Flight Engineer Instructor Authorization shall:

- a) Sign the logbook or any other approved record keeping document of each person to whom the Instructor has given flight or ground training;
- b) Maintain a record in a logbook or a separate document that contains the following:
  - (i) The name of each person whose logbook the Instructor has endorsed, and the date of the endorsement; and

- (ii) The name of each person the Instructor has endorsed for an aeronautical knowledge or practical (skill) test, and the date of the endorsement
- c) Retain the records required by Regulation 114 of the Civil Aviation (Personnel Licensing) Regulations 2022 for at least three years from the date of giving the flight training or ground training.

### **3.8 The Privileges**

The privileges of a flight engineer instructor authorisation is to give flight and ground instruction to flight engineer licence applicants and to endorse those applicants for a knowledge or practical test as applicable under Regulation 150 of the Civil Aviation (Personnel Licensing) Regulations 2022.

### **3.9 Requirements for Renewal and the Renewal Process**

**3.9.1** For renewal of a flight engineer instructor authorisation the applicant shall:

- a) Complete the prescribed renewal Application Form;
- b) have conducted at least one of the following requirements of an approved course for a flight engineer licence or rating:
  - (i) one simulator session of at least 4 hours; or
  - (ii) one instructional flight of at least 1 hour; or
  - (iii) presented proof of having exercised the privileges of the authorization in the last six months preceding the date of renewal application;
- c) have a valid Flight Engineer Licence;

### **3.10 Requirement for a flight engineer instructor authorisation that has lapsed.**

A flight engineer instructor authorisation that has expired may be renewed if the applicant has received refresher training acceptable to the Authority and passed a Flight Engineer Instructors practical test on the areas of operation.

### **3.11 Discrepancies or Ineligibility**

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

### **3.12 Instructor Authorization for Synthetic Flight Training**

Former holders of flight engineer licences, having instructional experience may apply for an authorization to provide flight instruction in a flight simulation training device, provided the applicant has at least 2 years experience as an instructor in flight simulation training devices.

### **3.13 Issue and Renewal of the Flight Engineer Instructor Authorisation**

When an applicant has satisfactorily met the requirements for the issue of the Authorization, and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which an Authorisation is issued or renewed.



**Uganda Civil Aviation Authority**