



Advisory Circular CAA-AC-PEL007

September 2022

APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT ENGINEER LICENCE INCLUDING ADDITIONAL CATEGORY AND AIRCRAFT TYPE RATING

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Flight Engineer Licence under the Civil Aviation (Personnel Licensing) Regulations 2022.

2.0 REFERENCES

- 2.1 Regulations 148 to 152 of the Civil Aviation (Personnel Licensing) Regulations 2022
- 2.2 The prescribed forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

The prescribed application forms for issue, renewal and re-issue of a Flight Engineer Licence, may be obtained from the Authority's Personnel Licensing (PEL) 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 on the prescribed application form; and 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

An applicant for issue of a Flight Engineer licence should have completed the Licence requirements under Regulations 148 to 150 of the Civil Aviation (Personnel Licensing) Regulations 2022 or if the licence is to be issued on strength of a foreign licence must have

passed the conversion examination under Regulation 32 of the Civil Aviation (Personnel Licensing) Regulations 2022

3.3.1 The applicant should –

- a) be 18 years old;
- b) have passed the knowledge test;
- c) Have passed the practical test in the category and class rating sought. The practical test is conducted by an examiner authorized by the Authority;
- d) have the minimum knowledge and skill requirements for the Licence and rating sought as specified in regulation 150 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- e) be holder of a valid Class 2 Medical Certificate from the Authority designated medical examiner;
- f) Demonstrate the ability to speak and understand the English language in accordance with the language proficiency requirements specified in Schedule 3 of the Civil aviation (Personnel Licensing) Regulations 2022;

3.4 Instructional Requirements

3.4.1 The applicant must present the Instructor’s report confirming that the applicant has the operational experience in the performance of the duties of a flight engineer, under the supervision of a flight engineer authorized by the Authority for that purpose in at least the following areas:

a) Normal Procedures

- (i) Pre-flight inspections;
- (ii) Fuelling procedures, fuel management;
- (iii) Inspection of maintenance documents;
- (iv) Normal flight deck procedures during all phases of flight;
- (v) Crew co-ordination and procedures in case of crew incapacitation; and
- (vi) Defect reporting.

b) Abnormal and Alternate (standby) Procedures

- (i) Recognition of abnormal functioning of aircraft systems; and
- (ii) Use of abnormal and alternate or standby procedures

c) Emergency Procedures

- (i) Recognition of emergency conditions; and
- (ii) Application of appropriate emergency procedures.

3.5 Category and Aircraft Type Rating – A category and aircraft type rating must be placed on the Flight Engineer licence and the applicant must:

3.5.1 pass the written examination covering the subjects appropriate to the category and the aircraft type rating sought;

3.5.2 pass a flight test in the category and type of aircraft for which the rating is sought;

3.5.3 have the flight instruction for a type rating conducted in a Training Organization certificated under the Civil Aviation (Approved Training Organization) Regulations

3.6 Application Requirements - The applicant must:

3.6.1 complete the prescribed Application Form;

3.6.2 avail the flight engineer licence (if for an additional category, aircraft type rating is sought);

3.6.3 have a valid Class 2 medical certificate issued by the Authority Designated Medical Examiner;

3.6.4 an ATO graduation certificate;

3.6.5 personal logbooks or other acceptable flight records substantiating the flight experience shown on the Application Form;

3.6.6 two (2) recent passport size photographs (full face); and

3.6.7 a National identity Card or Passport.

3.7 Requirements for Additional Category and Type Rating

3.7.1 The applicant shall meet the requirements of Regulation 151 of the Civil Aviation (Personnel Licensing) Regulations 2022 and shall:

- a) meet the aeronautical knowledge, experience and training requirements for the category and type rating sought;

- b) pass the knowledge test covering the subjects appropriate to the category and aircraft type rating sought; and
- c) Pass a practical test in the category and type of aircraft or which the rating is sought.

3.8 Requirements for the Type Rating Currency

3.8.1 To maintain the type rating currency an applicant is required to have not less than 6 hours as a flight engineer within the preceding twelve months, short of which the type rating is considered expired.

3.8.2 An Applicant must present the logbook or other acceptable flight record to show the flight time required.

3.8.3 For the re-currency of an aircraft type rating the applicant shall:

- a) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the flight check-out on the aircraft type; and

- b) Pass the flight check-out on the duties of a flight engineer in the type of aircraft for which a rating is sought.

3.8.4 An Applicant should present the logbook or other acceptable flight time record to show completion of the refresher training

3.9 The Practical (Skill) Test

3.9.1 After an applicant is eligible and meets all prerequisites required, the Licensing Officer will book the applicant for the skill test and an authorised examiner will conduct the skill test.

3.9.2 The applicant will be tested on the requirements outlined in Regulation 150 of the Civil Aviation (Personnel Licensing) Regulations 2022 on the category and type of aircraft for which a licence or rating is sought.

3.9.3 An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest.

3.9.4 If the previous test was conducted more than 60 days before the retest, the examiner must test the applicant in all areas as prescribed by Regulation 150 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.9.5 The examiner will evaluate the language proficiency of the applicant during the skill test.

3.10 Unsatisfactory Performance –

If the skill test is not completed for reasons other than proficiency, the examiner will:

- 3.10.1 issue the applicant a Letter of Discontinuance and return all submitted documents to the applicant;
- 3.10.2 terminate the skill test, and inform the applicant the reasons for the termination;
- 3.10.3 Prepare the Notice of Denial;
- 3.10.4 List the areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, they will be recorded on the form; and credit given for areas of operation that were satisfactorily completed;
- 3.10.5 Indicate the number of skill test failures by the applicant on the form;

- 3.10.6 Give the applicant a copy of the Notice of Disapproval and retain the original for the Licensing Office file;

- 3.10.7 Explain how the applicant may complete the test at a later date and the applicant may request the examiner to reschedule the test; and

- 3.10.8 Return all submitted documents not forwarded to the PEL Office, to the applicant.

3.11 Satisfactory Performance –

- 3.11.1 When the applicant has satisfactorily met all requirements for the skill test, the examiner shall:

- 3.11.2 Prepare the report on the prescribed form, and advice on the limitations as appropriate;

- 3.11.3 Remove the limitations when the applicant presents satisfactory evidence that he has met the pertinent regulatory requirements; and

- 3.11.4 Return all submitted documents not forwarded to the PEL Office to the applicant.

3.12 Renewal Requirements

3.3.1 The applicant for renewal of a Flight engineer licence must meet the specific requirements of Regulation 95 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.12.1 An applicant who does not have the required six hours for renewal of the licence within the preceding 6 months will be required to:

- a) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the practical test; and Pass the practical test on the duties of a flight engineer in the type of aircraft for which a rating is sought.

- b) Present the logbook or other acceptable flight record to show the refresher training;

c) For a licence that has lapsed for five years and more, in addition to meeting the requirements of (a) above, the applicant will have to pass the flight engineer air law test.

3.13 **Renewal Procedure** – An applicant for renewal shall be required to –

3.13.1 Complete the renewal prescribed Application Form;

3.13.2 Hold a valid Class 2 Medical Certificate;

3.13.3 Complete the flying experience summary form;

3.13.4 Have six hours as flight engineer within the last six months preceding the date of application for renewal.

3.13.5 Have log book pages showing the last six months flying experience or the refresher training certified by the instructor or the chief pilot, who will certify the relevant log book entries by signature and licence number, indicating what he is certifying; and

3.14 **Discrepancies or Ineligibility**

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

3.15 **Issue, Renew and Re-Issue of the Licence or Additional Rating**

When an applicant has satisfactorily met the requirements for the issue of the licence, 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 the rating will be issued or renewed.



The image shows a blue ink stamp from the Uganda Civil Aviation Authority. The stamp is rectangular with a double border. Inside, it features the CAA logo (a stylized 'CU' with wings) on the left, followed by the text 'UGANDA CIVIL AVIATION AUTHORITY' and 'UGANDA' below it. In the center, it says 'DIRECTOR' and at the bottom, 'SAFETY, SECURITY AND ECONOMIC REGULATION'. To the left of the stamp is a handwritten signature in blue ink.

Uganda Civil Aviation Authority