



Advisory Circular

CAA-AC-PEL003

September 2022

APPLICATION FOR ISSUE OF A FLIGHT CREW LICENCE AND/OR RATINGS BASED ON MILITARY QUALIFICATION

1.0 PURPOSE

This Advisory Circular is issued to guide applicants wishing to be issued with a Flight crew licence and/or ratings based on Uganda military qualification.

2.0 REFERENCES

- 2.1 Regulations 30 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- 2.2 The prescribed application forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 A Uganda Military Flight crew may be issued a pilot licence on the basis of military qualification if the applicant meets the requirements of Regulation 30 of the Civil Aviation (Personnel Licensing) Regulations 2022;

3.1.2 Aircraft category, class, type, instructor or instrument rating for which the military Flight crew is qualified, may be added to a new or existing Flight crew licence issued under the Civil Aviation (Personnel Licensing) Regulations 2022.

3.1.3 The holder of the Uganda military qualification may apply for a Private Pilot or for a Commercial Pilot Licence or a Flight Engineer Licence depending on the qualifications held.

3.1.4 An aircraft type rating may be issued to a Uganda Military flight crew applicant provided that the applicant:

- a) Holds a category and type rating for that type of aircraft at the Commercial Pilot's level and the aircraft type is on the Civil Aircraft Register;
- b) Has Passed a Uganda military pilot check and instrument proficiency check in that type of aircraft as PIC during the 12 calendar months preceding the date of application.

The prescribed application forms, forms for assessment of the qualifying flying experience for a licence or rating may be obtained from the Authority's Personnel Licensing (PEL) Office.

3.2 Eligibility Requirements

The applicant must meet the specific eligibility requirements of the Civil Aviation (Personnel Licensing) Regulations 2022 for the licence or rating sought.

3.2.1 In addition an applicant for a PPL or CPL should:

- a) Have been in active flying status within the last 12 months;
- b) Pass a knowledge test in accordance with Regulation 30 of the Civil Aviation (Personnel Licensing) Regulations 2022
- c) Hold a Uganda Military aircraft category, class and type rating;
- d) Hold an instrument rating, if instrument rating is required;
- e) Hold a Uganda Military flight crew Licence;
- f) present documentation (e.g. military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category ,class and type rating, within the last 12 months preceding the date of application.

3.2.2 The applicant for an aircraft category, class, type and/or instrument rating should –

- a) Hold a Uganda Military aircraft category, class and type rating;
- b) Hold an instrument rating, if instrument rating is required;
- c) Hold a Uganda Military Flight crew Licence;
- d) present documentation (e.g military personal log book) of having passed a relevant military pilot check and have 10 hours of PIC time in that category ,class and type rating, within the last 12 months preceding the date of application.

3.2.3 The applicant for a type rating on a CPL should –

- a) Hold a Uganda Military category class and type rating for that type of aircraft at the CPL level; and
- b) have passed a Uganda military pilot check and instrument proficiency check in that type of aircraft as PIC within the last 12 months preceding the date of application.

3.2.4 The military logbook or acceptable flight records are required as evidence of the applicant's pilot-in-command (PIC) experience. An applicant's flight time as a co-pilot or other flight crewmember is not acceptable to establish qualifications as PIC.

3.2.5 Acceptable records for issuing licences and ratings are listed in Regulation 26 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.3 Documents to be submitted by the Applicant

- (i) A properly completed prescribed application Form;
- (ii) An official identification card issued to the pilot by the Uganda Military to demonstrate membership in the armed Forces;
- (iii) An original certificate of discharge or release from the State Military and the following:
 - a) An Order from the Military of Uganda on his status as a military pilot; and
 - b) A military logbook showing pilot status.
- (iv) An Order showing that the applicant graduated from a State military pilot school and received a rating as a military pilot;
- (v) The relevant valid medical certificate;
- (vi) Two (2) recent passport size photographs (full face);
- (vii) A National Identity Card or Passport; and
- (viii) The military flight records certified by the service commander; and
- (ix) The prescribed fees.

3.4 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.

3.5 Instrument Rating Eligibility:

An instrument rating may be issued on the basis of valid Uganda military instrument rating qualification records, provided that the military rating does not bear any limitation that restricts any of the instrument rating privileges and the applicant meets the requirements prescribed in Regulations 103 to 108 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.6 Knowledge and Practical (Skill) Tests

3.6.1 An applicant for the issue of a flight crew licence on the basis of military qualification, who has been on duty as military pilot within the preceding 12 months, shall be required to pass the knowledge test prescribed in Regulations 61, 70 or 150 respectively of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.6.2 For issue of a PPL or CPL on the basis of military qualification, an applicant who has been in active flying as a military pilot within the preceding 12 months shall be required to meet the practical (skill) requirements in areas of operation of the respective licences.

3.7 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/ corrected.

3.8 Issue of the Licence and Rating

When an applicant has satisfactorily met all the requirements for the issue of a licence or rating and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees and the licence or rating will be issued.



Uganda Civil Aviation Authority