



Advisory Circular

CAA-AC-PEL006

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APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF FLIGHT INSTRUCTOR RATING, ADDITIONAL CATEGORY, CLASS AND 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 Instructor Rating and for an additional class, type or instrument rating for flight instruction in accordance with the Civil Aviation (Personnel Licensing) Regulations 2022.

2.0 REFERENCES

- 2.1 Regulations 109 to 118 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- 2.2 The prescribed forms

3.0 GUIDANCE AND PROCEDURES

2.1 General Information

The prescribed application forms and forms for assessment of the qualifying experience for the flight instructor rating may be obtained from the Authority's Personnel Licensing (PEL) Office.

2.2 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.

2.3 Eligibility Requirements

2.3.1 The applicant for issue of a Flight Instructor Rating must meet the specific eligibility, knowledge, skill and experience requirements for a flight instructor rating as listed in Regulations 109 to 118 of the Civil Aviation (Personnel Licensing) Regulations 2022.

2.3.2 The applicant should –

- a) Be a holder of a valid CPL or ATPL and aircraft rating appropriate to the Flight Instructor rating sought. If the applicant is applying for an instrument instructor rating, he must be a holder of an instrument rating;
- b) have the minimum experience required for the Flight Instructor rating sought;
- c) Present the Instructor’s recommendation as evidence of having met the practical instruction requirements. For providing the Instructor’s recommendation one of the following methods shall be used:
 - i) The endorsement can be provided in the prescribed application Form or
 - ii) By writing a letter to the Authority.
 - iii) Have obtained an ATO Certificate, from an ATO Certificated under the Civil Aviation (Approved Training Organization) Regulations 2022, as evidence of having completed the necessary instructions;
 - iv) Have passed the required practical test in the category and class of aircraft for which the flight instructor privileges are sought.

2.4 Requirements for Issue of an Additional Category, Class or Type Rating on to a Flight Instructor Rating

2.4.1 An applicant for an additional rating is required to meet the specific eligibility and experience requirements for the rating sought as specified in Regulation 115 of the Civil Aviation (Personnel Licensing) Regulations 2022.

2.4.2 An applicant for an additional rating is required to present a logbook or other flight logging record to show the minimum experience required for the rating sought under Regulations 112 of the Civil Aviation (Personnel Licensing) Regulation 2022.

2.4.3 An applicant for an additional rating is required to be a holder a licence and aircraft rating appropriate to the flight instructor rating sought. If the applicant is applying for an instrument instructor rating, the applicant should have a valid instrument rating.

2.5 Requirements to Instruct for Issuance of an Instrument Rating

The applicant must be a holder of a current Instrument Rating and has to pass the flight instructor practical test for the inclusion of the privileges to instruct on instruments for the issuance of an Instrument rating.

2.6 The Practical (Skill) Test

2.6.1 After the applicant is eligible and meets all prerequisites for the flight instructor rating, an Authorised examiner will conduct the skill test.

2.6.2 The applicant shall be tested on the areas of operation outlined in Regulations 110 of the Civil Aviation (Personnel Licensing) Regulations 2022, for the type of aircraft for which the instructor rating is sought.

2.6.3 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. If the previous test was conducted more than 60 days before the retest, the applicant shall be tested in all areas.

a) If the skill test is not completed for reasons other than proficiency such as due to weather delays, mechanical problems, pilot illness etc. the examiner shall:

- (i) Issue the applicant a Letter of Discontinuance.
- (ii) Return the Application Form and all submitted documents to the applicant with the original of the Letter of Discontinuance.
- (iii) Explain how the applicant may complete the test at a later date and reschedule the test.
- (iv) Forward a copy of the letter of discontinuance to the PEL office;

3.6.2 Unsatisfactory Performance

If the skill test is not satisfactory the examiner will terminate the skill test and inform the applicant the reason for termination. Also the examiner shall:

- a) Prepare a Notice of Disapproval
- b) List all areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;
- c) Indicate the number of skill test failures by the applicant for this licence or rating on the form
- d) 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 Licensing Office file;
- e) Forward the test report to the PEL office; and
- f) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office
- g) Return all submitted documents not forwarded to the PEL Office, to the applicant

2.6.4 Satisfactory Performance

When the applicant has satisfactorily met all requirements for the instructor rating, the examiner shall –

- a) Prepare a report for the PEL Office and advice on the limitations as appropriate.
- b) An Authorised examiner shall remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

2.7 Flight Instructor Records

2.7.1 A holder of a Flight Instructor Rating shall sign the logbook or any other record keeping document of each person to whom that Flight Instructor has given flight training or ground training.

2.7.2 A holder of a Flight Instructor Rating shall Maintain a record in a logbook or a separate document that contains the following:

- a) The name of each person whose logbook or Student Pilot licence that Flight Instructor has endorsed for solo flight privileges, and the date of the endorsement; and
- b) The name of each person that Flight Instructor has endorsed for an aeronautical knowledge test or skill test check, and a record of the kind of test, the date, and the results;

2.7.3 A holder of a Flight Instructor Rating shall 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.

2.8 Flight Instructor Privileges

2.8.1 A flight instructor is authorized within the limitations of his flight instructor rating, and pilot licence and ratings, to give training and endorsements that are required to:

- (i) Supervise student pilots;
- (ii) Supervise student pilots on solo flights;
- (iii) Carry out flight and ground instruction for the issue or renewal of:
 - a) A private pilot licence;
 - b) A commercial pilot licence;
 - c) An Airline Transport Pilot Licence
 - d) A flight instructor rating;

- e) A ground instructor licence;
- f) An aircraft type rating;
- g) An instrument rating; and
- h) Recency experience requirement for renewal of a licence, certificate or rating;

Provided that the flight instructor:

- Holds the licence and rating for which instruction is being given, in the appropriate aircraft category;
- Holds the licence and rating necessary to act as the pilot in command of the aircraft on which the instruction is given.

2.9 Application Requirements

2.9.1 The applicant shall submit to the Authority the following documents attached to the application form on applying for the rating:

- a) A properly completed prescribed application Form;
- b) Hold a valid licence;
- c) An ATO graduation certificate, if applicable;
- d) Personal logbooks or other acceptable records substantiating the flight experience shown on the Application Form;
- e) A practical test report.
- f) The applicable fees

2.10 Renewal Requirements

2.10.1 The applicant should meet the specific requirements of Regulations 117 of the Civil Aviation (Personnel Licensing) Regulations 2022.

2.10.2 The applicant should present a certified record to substantiate the required instructional hours, where applicable.

2.10.3 The skill test is to be booked with the PEL Office, the Office which will allocate the flight test examiner, where applicable.

2.11 The Renewal Process

2.11.1 The applicant should complete the prescribed renewal Application Form;

2.11.2 The applicant should be a holder of a valid licence and aircraft type rating appropriate to the Flight instructor rating to be renewed;

2.11.3 The applicant should complete the prescribed summary form of the flight instruction hours, where applicable; and

2.11.4 The applicant should present a record of flight instruction time as evidence of having obtained the required instruction hours for the renewal of the flight instructor rating, where applicable.

2.12 Re-Issue of a Flight Instructor Rating

2.12.1 When a flight instructor rating has expired, the applicant must meet the specific eligibility and skill requirements for a Flight instructor rating, or for an additional class or type ratings.

2.12.2 The applicant should:

- a) Be a holder of a valid licence and aircraft type rating appropriate to the Flight Instructor Rating sought;
- b) Satisfactorily complete a refresher training with a holder of an Instructor Rating as per the requirements of Regulation 118 of the Civil Aviation (Personnel Licensing) Regulations;
- c) Present proof of the refresher training and pass the flight instructor rating practical test.

2.12.3 The practical test must be booked in the PEL office after the refresher training, and is conducted by an examiner authorised by the Authority

2.13 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

2.14 Flight Instructor for Synthetic Flight Training

Holders of valid or expired appropriate flight instructor or ATPL, 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.

2.15 Issue, Renewal or Re-Issue of the Flight Instructor Rating or Additional Category, Class And Type Rating

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



Uganda Civil Aviation Authority