



Advisory Circular

CAA-AC-PEL005

September 2022

APPLICATION FOR ISSUE, RE-ISSUE OR RENEWAL OF INSTRUMENT RATING

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue and renewal of an Instrument Rating (IR) under the Civil Aviation (Personnel Licensing) Regulations as amend.

2.0 REFERENCES

- 2.1 Regulations 103 to 108 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 Form and Forms for assessment of the qualifying experience for the Instrument Rating 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 Types of Instrument Ratings

- 3.3.1 An instrument rating may be issued for the following aircraft;
 - (i) Instrument –Single engine aeroplane;
 - (ii) Instrument-Multi-engine aeroplane;
 - (iii) Instrument-Single engine helicopter; and
 - (iv) Instrument-Multi engine Helicopter.

3.3.2 The holder of an instrument rating who applies for an instrument rating in either category of an aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument knowledge examination and skill test for the particular category.

3.4 Instrument rating in a multi-engine aircraft:

3.4.1 If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such a class of aircraft from an authorized flight instructor.

3.4.2 The applicant shall demonstrated the ability to operate multi-engined aircraft within the appropriate category by reference solely to instruments with one engine inoperative, or simulated inoperative, if the privileges of the instrument rating are to be exercised on such aircraft.

3.5 General requirements for the issue of Instrument Rating

- a) The applicant for an Instrument Rating (IR) should –
- (i) Hold a PPL or CPL with an aircraft category and type rating for the instrument rating sought;
 - (ii) receive a logbook or training record endorsement from an authorised instructor certifying that the person is prepared to take the required practical test;
 - (iii) pass the required knowledge test on the aeronautical knowledge areas, unless the applicant already holds an instrument rating in another category; and
 - (iv) pass the required practical test on the areas of operation in—
 - (aa) The aircraft category and type appropriate to the rating sought; or
 - (bb) A synthetic flight trainer or a flight training device appropriate to the rating sought and approved for the specific manoeuvre or procedure performed.
- b) The applicant shall receive dual instrument flight instruction from an authorised flight instructor and the instructor shall ensure that the applicant has operational experience in flight by reference solely to instruments, including the completion of a level 180° turn, in a suitably instrumented aircraft.
- c) For an Instrument Rating on foreign Licence being converted, the applicant is required to pass an initial IR flight test;
- d) The examiner shall endorse the applicants log book, certifying a pass or fail of the IR test;
- e) A PPL must have Class I medical certificate and complete the prescribed application form;
- f) Submit the original log book or an acceptable record of flying experience dully certified by the instructor and examiner that the applicant is qualified and competent to exercise the privileges of an instrument rating.

3.6 Documents to be Submitted by the Applicant

- a) A properly completed prescribed application Form;
- b) A Class I medical certificate;
- c) Personal logbooks or other acceptable flight records substantiating the flight experience and demonstration of skill shown on the prescribed application form.

3.7 The Practical (Skill) Test

- a) After the applicant is eligible and meets all prerequisites for the instrument rating, the Authorised IR examiner conducts the skill test.
- b) The applicant shall be tested on the requirements outlined in Regulation 104 of the Civil Aviation (Personnel Licensing) Regulations 2022 on the appropriately equipped aircraft for which the instrument rating is sought. 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 Authorised IR examiner must test the applicant in all areas.
- c) If the skill test is not completed for reasons other than proficiency, the examiner shall –
 - (i) Issue the applicant a Letter of Discontinuance,
 - (ii) Return all submitted documents to the applicant.
 - (iii) 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.

3.7.1 Unsatisfactory Performance:

If an applicant's skill test performance is not satisfactory, the examiner shall:

- a) Terminate the skill test and inform the applicant of the reasons;
- b) Prepare the Notice of Denial;
- c) List the 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;
- d) Indicate the number of skill test failures by the applicant for this rating on the form; and
- e) Give the applicant a copy of the Notice of Denial and retain the original for the Licensing file.

3.7.2 Satisfactory Performance:

When the applicant has satisfactorily met all requirements for the instrument rating sought, the examiner shall:

- a) Prepare a report for the PEL Office and advice on the limitations as appropriate;
- b) An Authorised IR or examiner shall remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements; and
- c) If an instrument rating skill test is done using a single-engined aircraft, the instrument rating shall be limited to single-engine operations only.

3.7.3 Renewal Requirements and the Renewal Process

- a) The applicant for renewal of an IR rating should meet the specific requirements of Regulation 108 of the Civil Aviation (Personnel Licensing) Regulations 2022
- b) The IR skill test is to be booked with the PEL Office which will allocate the flight test examiner to the applicant.

c) The applicant for renewal of IR rating should be a holder a valid licence and aircraft rating as appropriate.

3.7.4 Requirements for renewal of an instrument rating that has lapsed:

a) Less than 1 year

Pass a renewal skill test specified under Regulation 108.

b) Between 1 and 5 years

(i) The applicant shall have received refresher training from a person authorised by the Authority. The applicant shall have an endorsement on his personal log book that he has satisfactorily completed a refresher training; and

(ii) Pass a renewal skill test specified under Regulation 108.

c) Above five years

(i) The applicant shall have received refresher training. The refresher training shall be conducted by a holder of Instructor rating who is authorised to give instruction on instruments and must be rated on the aircraft type. The applicant shall have an endorsement on his personal log book that he has satisfactorily completed refresher training; and

(ii) Pass a skill test on areas of operation specified under Regulation 104 for initial issue of instrument Rating.

d) The applicant shall have a valid Class 1 medical certificate.

3.7.5 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.

3.7.6 Issue or Renew of the Instrument 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 is issued or renewed.



Uganda Civil Aviation Authority