TABLE OF CONTENTS

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 1. General Information

9.1.1.1. APPLICABILITY. Volume 9 contains direction, guidance, and procedures for certification of airmen. Applicable regulations include General Authority of Civil Aviation Regulation (GACAR) Part 61, 64, 65, 66, 67, 121, 125, 133, 135, 141, 142, 143 and 144.

9.1.1.3. INDIVIDUALS AUTHORIZED TO CONDUCT CERTIFICATION. The airmen certification process described in this volume may be conducted by a General Authority of Civil Aviation (GACA) aviation safety Inspector (Inspector) or, when authorized, by a designated examiner. The guidance in this volume applies to both Inspectors and designated examiners. Airmen examiners are designated in accordance with the provisions of GACAR Part 183 to help meet the certification workloads that exceed the capacity of the Inspector workforce. All examiners performing certification shall be designated and their activities administered in accordance with this handbook.

> **NOTE**: See Volume 14 Designees – Appointment & Management, for specific guidance on the various types of GACA designated examiners.

9.1.1.5. INSPECTOR AND EXAMINER QUALIFICATIONS. When a phase of certification is conducted by a designated examiner, that examiner must be qualified and current in the aircraft in accordance with the applicable GACAR part, and appropriate company manuals. When a phase is conducted by an Inspector, the Inspector must hold the same or higher grade of certificate the applicant is seeking. When an Inspector performs safety pilot duties in an aircraft, that Inspector must also hold the appropriate ratings and be current in accordance with GACAR § 61.17.

9.1.1.7. SURVEILLANCE DURING CERTIFICATION. Surveillance is an ongoing Inspector responsibility which is not limited to formal inspections. When engaged in airman certification, an Inspector has recurring opportunities to evaluate personnel, manuals, procedures, and training programs. When personnel performances do not meet standards or when other types of deficiencies are observed, Inspectors shall report those deficiencies and recommend corrective action. Inspectors are encouraged to correct deficiencies “on the spot,” with the operator’s working level personnel when practical. Regardless of whether the discrepancy can be corrected “on the spot” or not, the deficiency shall be reported by the Inspector on a GACA Activity Report (GAR). Reports of corrected discrepancies are as important as uncorrected ones for building accurate data bases for trend detection and analysis. Discrepancies, including potential violations, may be corrected and closed out on site when mutually agreed to by the Inspector and the Office Manager. Inspectors and Office Managers are expected to act with discretion; however,

discrepancies must be corrected in a timely manner.

9.1.1.9. INSPECTOR PREPARATION. Inspectors shall prepare themselves before conducting certification tests by becoming thoroughly familiar with the operator's aircraft operating manual and operations specifications (as applicable). Inspectors and examiners shall coordinate with a representative on acceptable methods for the conduct of certification activities for a specific operator. This shall include Inspector's access to appropriate manuals and providing briefings on approved operating minimums and on additional requirements.

9.1.1.11. TESTING POLICIES.

A. Single Applicant. Only one applicant for an airman certificate or rating shall be administered by an Inspector at a time; this includes both orals and flight tests.

NOTE: The practical skills test for pilots and flight engineers is referred to as a flight test.

B. Observers. An Inspector monitoring a certification test must be allowed to observe the conduct of the test. Other observers may monitor a test only when their presence has been coordinated with and agreed to by both the applicant and the Inspector or examiner conducting the test. In no case shall another applicant be allowed to monitor a flight test as an observer.

C. Crew Concept. The GACA promotes the "crew concept" in training and certification to ensure that crew coordination and flight management are adequately addressed. Inspectors and examiners must evaluate the effectiveness of the applicant's interaction with other crewmembers. To facilitate this requirement, all crew positions required by the Aircraft Flight Manual (AFM) must be occupied by qualified personnel (instructors or flight crewmembers).

1) When a flight test is conducted in an aircraft, supporting crewmembers must possess appropriate certificates and be current under the GACARs. When a flight test segment is conducted in a full flight simulator (FFS) or flight training device (FTD), a supporting crewmember must be qualified to perform the duties of the crew position to a degree of proficiency equivalent to a qualified line crewmember but does not need to hold a certificate or be current. For example, a simulator instructor may not be able to qualify for a certificate due to a medical deficiency. The operator may qualify such individuals as simulator instructors by training and conducting proficiency tests equivalent to those required for certification. Such individuals are qualified to act as supporting crewmembers during a certification flight test in a FFS or FTD. It is preferred and recommended that the supporting crewmember not be an applicant for a certificate or rating.

2) When flight tests are conducted in a FFS or FTD with a separate instructor's station, Inspectors and examiners shall not occupy crew positions while the flight test is in progress. Except as

provided in paragraph D below, Inspectors and examiners shall not occupy crew positions when conducting a flight test in an aircraft. This direction and guidance allows Inspectors to effectively act as evaluators rather than as participants.

D. Inspector, Examiner, and Safety Pilot Duty Positions. A qualified and current pilot must occupy a pilot seat and act as safety pilot on all flight tests conducted in an aircraft. The preferred procedure is for the operator to provide a qualified instructor pilot or check airman to act as the safety pilot and pilot-in-command. On aircraft equipped with jump seats, Inspectors will usually occupy a jump seat so that they can evaluate the crew's interaction. However, when necessary a qualified and current Inspector may act as a safety pilot and occupy a pilot's position on pilot flight tests. This provision will normally be limited to those families of aircraft in which it is not possible for the Inspector to evaluate from a jump seat. On other occasions, an Inspector may be the only qualified individual available to act as the safety pilot. This may be appropriate when an operator is introducing a new aircraft type or when the aircraft is a type not typically used in part 121 or 135 operations. In such circumstances, an Inspector may act as safety pilot and occupy a pilot position during the flight test. When an examiner conducts a pilot flight test in an aircraft, the examiner will usually act as the safety pilot.

9.1.1.13. AIRCRAFT OPERATING MANUALS. The GACAR parts frequently reference the Aircraft Flight Manual (AFM) in matters pertaining to the certification of aircrew members. Many operators use the AFM as an operating manual. Most part 121 operators and many part 135 operators, however, extract the information from the approved sections of the AFM and place it in a company aircraft operating manual. Operators may modify certain AFM procedures with the approval of the Principal Operations Inspector (POI). Under these circumstances, operators do not normally provide their crewmembers access to the AFM. Inspectors and examiners shall use the company-prepared aircraft operating manual instead of the AFM for airman certification purposes. Inspectors should be alert to deficiencies in the operator's manuals and procedures and for conflicts between company manuals and the AFM. When conflicts or deficiencies are observed, they shall be reported to the POI.

9.1.1.15. TESTING SEQUENCE AND TIME LIMITS.

A. Test Sequence. For all flight crewmembers, the phases of the certification process must be completed in the following sequence:

- Written test
- Oral test
- Flight test

B. Multiple Segment Flight Tests. When a combination of a FFS and aircraft is used for a flight test, the

FFS segment must be completed before the airplane segment.

C. Completion of Training Before the Oral Test. Applicants must be adequately prepared for each phase of the testing process. The applicant must complete ground training including systems integration training before the oral test is administered. Systems integration training may be conducted using a FFS or a FTD; however, it is not considered to be flight training. When flight training is conducted entirely in an aircraft, all ground training must be completed before the oral test. When circumstances make literal compliance with these policies impractical, the POI may approve alternate provisions.

D. Completion of Training Before the Flight Test. When a flight test is conducted either entirely in a FFS or in an aircraft, all flight training must be completed before the flight test is conducted. When a flight test is conducted with a combination of FFS and aircraft segments, only the simulator training must be completed before the simulator segment of the flight test is conducted. The aircraft portion of the flight training does not need to be conducted until after the simulator segment of the flight test has been completed.

E. Time Limits. The flight test phase must be completed within 60 days of completion of the oral test. If a flight test is conducted with a combination of flight simulator and aircraft segments, the aircraft segment must be completed within 30 days of the simulator segment.

F. Extending Time Limits. If an unplanned delay beyond the control of the operator occurs, the oral test may be repeated to extend the 60 day limit between the oral and flight test phases. The 30 day limit between the simulator segment and the aircraft segment may not be extended. For example, an applicant completed the oral test on July 1 and the simulator portion of a two segment flight test on August 10. The aircraft portion of the flight test, however, could not be scheduled until September 5. In this case, a repeated oral test conducted between August 10 and September 5 would extend the time limits and both the 30 and 60 day limits would be satisfied.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 2. Inspector Qualifications for Airmen Examinations

9.1.2.1. INSPECTOR STATUS DURING PRACTICAL TESTS.

A. Pilot-in-Command Status. An aviation safety inspector (Inspector) conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for an airmen certificate or rating.

1) The Inspector is not the pilot-in-command (PIC) of the aircraft during the practical test unless acting in that capacity for the flight, or a portion of the flight, by prior arrangement with the applicant or other PIC.

2) Regardless of the type of aircraft used during a practical test, the applicant and the Inspector are not, with respect to each other (or other occupants authorized by the Inspector), subject to the requirements or limitations for the carriage of passengers specified in General authority of Civil Aviation Regulation (GACAR) Part 61.

B. Policy Concerning Giving Flight Training, Demonstration, Advice, or Assistance During a Practical Test.

1) It is inappropriate for an Inspector to provide flight training and/or to teach techniques to an applicant during a practical test. The role of an Inspector during the practical test is to evaluate an applicant's performance based on compliance with the appropriate practical test standards (PTS). However, this policy does not preclude an Inspector from acting as a student manipulating the controls during the practical test for a flight instructor certification test when the purpose is for evaluating the flight instructor applicant's teaching ability. Nor does this policy prevent an Inspector when administering a practical test from trying to relax or otherwise reduce the stress level of an applicant during the test; providing such help does not change the status of an Inspector. Before beginning the practical test, an Inspector should discuss these issues with the applicant as part of the overall practical test briefing described in Section 4, of this chapter.

2) If an Inspector has to take over the flight controls or assist in the manipulation of the flight controls during a practical test, such action is disqualifying, and the test is therefore failed. The Inspector must issue a Notice of Disapproval of Application to the applicant. An exception to this policy is where, through no fault of the applicant, the Inspector has to take over the flight controls or assist in the manipulation of the flight controls during the practical test if the Inspector

determines life or property is at risk (to avoid another aircraft, to avoid weather, to avoid a violation of airspace rules, or take corrective action as a result of an aircraft maintenance problem, etc.). In this case, once the situation is resolved, the practical test will resume.

C. Physical Location of Inspector.

1) With certain exceptions, an Inspector accompanies an applicant in the aircraft during the practical test. However, the Inspector may observe, from the ground, an applicant's performance of autorotations to touchdown during airline transport pilot (ATP) or flight instructor certification practical tests in rotorcraft, if the applicant is the sole occupant of the aircraft. Similarly, the Inspector may observe from the ground or from another airplane the performance of aerial maneuvers by an applicant flying a single-control aircraft (i.e., a gyroplane).

2) During practical tests given on aircraft requiring a flight crew of two or more, the Inspector should give the practical test from a designated jump seat or place in the cabin from which the flight can be adequately observed. An industry pilot who is qualified to act as PIC in that type aircraft must then occupy the other seat.

a) This arrangement allows the Inspector to devote full attention to the practical test rather than be involved with performing the duties of a flight crew member. It also allows the Inspector to assess the command ability of the applicant, and to observe flight crew coordination.

b) However, this is not intended to preclude an Inspector from exercising discretion in deciding which seat to occupy during the practical test. Such factors as aircraft seating configuration, the Inspector's personal knowledge of the person proposing to occupy the pilot seat, and the Inspector's skills, limitations, recent experience, and qualifications should be considered.

c) When operators request that one of their qualified pilots occupy the pilot seat during the test for valid reasons (i.e., for insurance purposes), that request should be honored unless the Inspector has reason to believe the pilot furnished by the operator lacks the experience and skill to conduct the test prescribed by the Inspector. Any disagreement over the conduct of the test should be referred to the Office Manager for final decision.

3) Inspectors may observe practical tests that are accomplished in a balloon or in an experimental aircraft from the ground.

9.1.2.3. GACA INSPECTOR (OPERATIONS) PILOT AND FLIGHT INSTRUCTOR CERTIFICATE REQUIREMENTS FOR CONDUCTING CERTAIN TESTS AND CHECKS.

NOTE: The following is applicable, unless otherwise authorized by the Assistant Vice President.

GACA Inspectors (Operations) must possess at least an ATP pilot certificate and/or flight instructor certificate in the aircraft category and class (and type, if applicable) for which they conduct practical tests that result in certification or the addition of a pilot type rating. In addition, Inspectors conducting practical tests must meet the recency of experience requirements of GACAR § 61.17, if they are acting as a required crew member for the duration of this practical test. To act as a required flight crew member during a practical test, an Inspector must possess at least a valid second-class medical certificate. When acting as a required pilot flight crew member on an ATP practical test, including tests for added ratings, Inspectors must observe the requirements of GACAR § 91.57(d).

A. Air Operator Testing/Checking. An Inspector is not required to hold a flight instructor certificate for performing GACAR Parts 121, 125 or 135 proficiency/competency checks/tests. In general, an Inspector may perform a proficiency/competency check/test in any aircraft in which they hold that same aircraft rating on their pilot certificate. Below are some further examples about the qualifications required of an Inspector to conduct the following kinds of parts 121, 125 or 135 competency/proficiency checks, testing or checking activity:

- A flight instructor certificate is not required to conduct any GACAR Part 121, 125 or 135 competency/proficiency checks/tests regardless of whether those checks/tests result in the issuance of a type rating or pilot certificate.

- A flight instructor certificate is not required to conduct a testing or checking activity in a simulator or training device under GACAR Part 142, or any activity pertaining to an air carrier's training program qualification module.

- To conduct a part 135 competency/proficiency check/test that results in the addition of a pilot type rating on an applicant's ATP certificate (e.g., LR Jet, etc.), an Inspector would be required to possess an ATP certificate with that type rating.

- To conduct a part 121 PIC proficiency check/test in a flight simulator (e.g., B747, etc.), an Inspector must possess at least an ATP certificate with an Airplane Multi Engine Land (AMEL) rating and the appropriate pilot type rating.

B. General Aviation (GA) Practical Tests. In accordance with GACAR § 1.1, a practical test "means a test on the areas of operations for an airman certificate, rating, or authorization that is conducted by having the applicant respond to questions and demonstrate maneuvers in flight, in a flight simulator, or in a flight training device."

1) Inspectors (Operations) who administer practical tests for an airman certification, rating, or authorization, must hold either a commercial pilot certificate or ATP certificate, and flight instructor certificate with the appropriate aircraft category and class rating for the kind of practical test being administered.

2) Inspectors (Operations) who administer certain proficiency/competency checks, must hold either a commercial pilot certificate or ATP certificate with the appropriate aircraft category and class rating for the kind of practical test being administered. However, they do not necessarily need to hold a flight instructor certificate with the appropriate aircraft rating.

C. Qualifications to Administer Practical Tests. Below are some further explanations about the qualifications required of an Inspector (Operations) to conduct the following kinds of practical tests for an airman certificate, rating, or authorization under part 61:

- To conduct a practical test in a single engine seaplane for a commercial pilot certificate applicant, an Inspector (Operations) must hold either a commercial pilot certificate or ATP certificate, with an Airplane Single Engine Sea (ASES) rating and a flight instructor certificate with a Single Engine Sea (ASE) rating.

- To conduct a flight instructor practical test for a rotorcraft helicopter rating, an Inspector (Operations) must hold either a commercial pilot certificate or ATP certificate with a rotorcraft helicopter rating and flight instructor certificate with the rotorcraft rating.

- A flight instructor certificate is not required to administratively renew a flight instructor certificate on the basis of GACAR § 61.177(a)(2).

- In general, if the practical test involves the issuance of a temporary airman certificate, the Inspector (Operations) must hold either a commercial pilot certificate or ATP certificate, and flight instructor certificate with the appropriate ratings for the kind of practical test being conducted.

9.1.2.5. RECURRENT TRAINING. Inspectors assigned to flight crew member, safety pilot, or airmen certification duties in a simulator or aircraft will receive recurrent training in order to conduct practical tests.

A. All Aircraft. Inspectors assigned to flight crew member, safety pilot, or airmen certification duties in a simulator or aircraft, other than those requiring type ratings by type design, must complete one flight/simulator training course each 24 months in each aircraft category used for the job function. In order to perform checks in an aircraft category, an Inspector must meet the flight time requirements and also be current as a PIC.

B. Qualification in One Turbojet or Aircraft Requiring a Type Rating. Inspectors assigned to flight crew member, safety pilot, or airmen certification duties in a simulator, airplane, or rotorcraft requiring type ratings by type design must complete at least one flight/simulator training course each 12 months in a type of aircraft for which that Inspector is assigned. Flight/simulator training courses should be scheduled in rotation for those Inspectors who are assigned to more than one aircraft requiring a type rating. However, these Inspectors should not be scheduled for more than one course every 12 months in an aircraft category.

C. Requiring More than One Type Rating.

1) To qualify in more than one turbojet aircraft or aircraft requiring a type rating, an Inspector must have a recurrent course that includes aircraft and simulator time in at least one of the aircraft every 24 months. Training should be scheduled so that aircraft types are rotated. For alternating annual intervals, an all simulator course is acceptable.

2) The Inspector must meet the requirements of GACAR §§ 61.17 and 61.21, as applicable to the aircraft used.

D. Turbojets. For each turbojet airplane, the Inspector must have a recurrent training course every 24 months in order to perform job functions requiring flight.

E. Simulators Unavailable. When simulators are not available for a specific aircraft, training shall be conducted in that aircraft.

F. Training Content. Courses and checkouts for GACA Inspectors must cover the following subjects:

• Practical test procedures, including use of practical test standards, the provisions of this handbook, and other relevant guidance such as the practical test briefing

• Issues and special emphasis items such as safety issues, and new equipment and procedures

• Conducting practical tests while occupying a pilot station and serving or not serving as a required flight crew member

G. Aircraft Applicability. The following guidelines must be observed when scheduling required recurrent training:

1) Performance of job functions involving flight in turbojets or airplanes requiring a type rating requires recurrent training in such aircraft.

2) Performance of job functions involving flight in small turboprop aircraft requires recurrent training in such aircraft or, at alternating annual intervals, turbojet or large turboprop airplanes. The training does not need to be in the make or model in order to conduct job functions in that make and model.

3) Performance of job functions involving flight in small piston-powered airplanes requires recurrent training in such aircraft or, at alternating annual intervals, in turbine-powered airplanes.

4) Performance of job functions involving flight in rotorcraft or gyroplanes requires recurrent training in such aircraft, as appropriate.

5) Performance of job functions involving flights in gliders or lighter-than-air aircraft requires at least a checkout within the preceding 12 months in the category and, if appropriate, class.

H. Special Currency Requirements. Notwithstanding the other provisions of this section, an Inspector who conducts a practical test in a small aircraft while occupying a pilot station, regardless of the Inspector's status as required flight crew member, must have made at least three takeoffs and landings in that category and class of aircraft within the preceding 90 days. If the practical test is in a tailwheel airplane, the takeoffs and landings must be in a tailwheel airplane.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 3. Airmen Certification Phases

9.1.3.1. GENERAL. Any certification function, that might affect a pilot certificate or rating, requires the airman requesting the action (e.g., a practical test for a pilot certificate or rating, a repairman certificate, a flight attendant certificate or knowledge and skill test) to fill out the applicable application, e.g. GACA SS&AT Form 8710-1, Airmen Certificate and/or Rating Application; GACA SS&AT Form 8310-1, Mechanic's Application for Inspection Authorization; etc..

NOTE: See Figures 9.1.3.1 and 9.1.3.2 for pilot certificate type designations for aircraft & rotorcraft.

9.1.3.3. VERIFICATION OF APPLICANT'S IDENTITY. The General Authority of Civil Aviation (GACA) recognizes the need for close scrutiny of applicant identification. This ensures the actual identity of the pilot certificate applicant and helps the Inspector establish the applicant's eligibility. The Inspector should require positive identification from each person presenting a GACA application.

A. Applicant Identification Procedures. To ensure proper identification of applicants, the GACA has implemented the following procedures:

1) All applicants must apply in person and present positive identification at the time of application. Such identification must include an official photograph of the applicant, the applicant's signature, and the applicant's residential address, if different than the mailing address. This information may be presented in more than one form of identification.

2) When an airman cannot provide a permanent residence address (i.e., as in the case where the person is in the process of moving), it is permissible to allow the applicant to use their parent's or friend's permanent address as their permanent address. However, the applicant should be reminded of the requirements of GACAR § 61.33 for change of address.

B. Acceptable Methods of Identification. Acceptable methods of identification include, but are not limited to, Saudi National ID Card/Residency Permit, KSA driver's license, passport, etc.

9.1.3.5. ORAL TEST PHASE FOR PARTS 121 AND 135. Oral testing is conducted to determine whether the applicant has acquired adequate practical knowledge to safely and competently exercise the privileges of the certificate.

A. Standards of Performance. General Authority of Civil Aviation Regulation (GACAR) §

121.463(b)(3) and GACAR § 135.327(b)(3) require that operators publish “detailed descriptions or pictorial displays of the approved normal, abnormal, and emergency maneuvers, procedures and functions that will be performed during each flight training phase or flight check, indicating those maneuvers, procedures and functions that are to be performed during the in-flight portions of flight training and flight checks.” Operators must use Airline Transport Pilot and Type Rating Practical Test Standard (PTS), any applicable United States (U.S.) Federal Aviation administration (FAA), Flight Standardization Board (FSB) reports, and the manufacturer’s recommendations. Inspectors and examiners should use the standards approved by the principal operations Inspector (POI) for the operator when conducting oral tests.

1) Applicants are expected to possess a broad understanding of the aircraft and its systems rather than a highly detailed knowledge of component design and construction. They should be able to demonstrate an understanding of the essential features of system design and how various systems interrelate. Applicants must be able to demonstrate such knowledge by interpreting cockpit indications and describing the condition of aircraft systems from these indications. Applicants are not expected to have memorized specific facts that are immediately available in reference manuals and checklists that are required to be in the cockpit. Applicants must, however, be able to state memory items on emergency checklists (in the correct sequence) and flight manual limitations from memory.

a) When a limitation is presented in terms of a gauge marking, the applicant should be able to state the operational significance of the marking but does not need to have memorized the appropriate value the marking represents. When a limitation is not clearly presented by such a marking, the applicant must be able to state the appropriate value from memory.

b) To illustrate the standards described, the following example is provided. Assume the aircraft involved requires a specific fuel burn sequence. The applicant should be able to describe in general terms the fuel burn sequence and to detect correct and incorrect conditions from gauge indications. The applicant should be aware of any checklist or procedure that corrects an improper condition and where that checklist or procedure is located. The applicant is not expected to memorize the sequence of steps necessary to correct the condition. On the other hand, the applicant should be able to state from memory the flight manual limitation concerning allowable fuel imbalance between pairs of tanks.

2) An applicant may not be able to give entirely correct answers to some of the questions in an oral test; however, that applicant may still meet an acceptable standard. Inspectors and examiners must base their decisions on whether applicants pass or fail on the soundness of the applicants’ overall command of basic principles. Inspectors and examiners should avoid commenting on an applicant’s performance until after the oral test is complete.

B. Location. The preferred locations for conducting oral tests for airman certificates are in ground training devices, flight training devices (FTD), or full flight simulators (FSS). The interactive logic available in these devices provides an effective method of testing the applicant's knowledge of normal, abnormal, and emergency procedures.

C. Question Phrasing. Questions should be phrased in simple, focused, and specific terms. Applicants should be encouraged to answer in the same manner. An example of a simple, focused, and specific question is, "What is the maximum allowable exhaust gas temperature (EGT) limit during a normal engine start?" An example of an abstract, ambiguous, and confusing question is, "Tell me everything you know about starting an engine." Inspectors and examiners should encourage applicants to ask for clarification, before answering, when they are unsure of the meaning of a question.

D. Length and Scope. The scope of oral tests is defined by regulation. The items that should be evaluated on each type of oral test are specified in the applicable regulations, practical test standards (PTS), and job aids. Inspectors and designated examiners should choose their questions from the entire range of appropriate topics rather than concentrate on only a few topics. Questions should be related to the specific characteristics of the aircraft involved. The length of the oral test depends on the complexity of the aircraft involved. For simpler aircraft with uncomplicated systems, the oral test can normally be accomplished in approximately 1 hour. For large, complex aircraft, the oral test can normally be accomplished in approximately 2 hours.

E. Debriefing. Immediately after the oral test, the applicant will be debriefed on performance and informed of the results of the test.

9.1.3.7. FLIGHT TEST PHASE FOR PARTS 121 AND 135.

A. Standards of Performance. GACAR § 121.463(b)(3) and GACAR § 135.327(b)(3) require that operators publish "detailed descriptions or pictorial displays of the approved normal, abnormal, and emergency maneuvers, procedures and functions that will be performed during each flight training phase or flight check, indicating those maneuvers, procedures and functions that are to be performed during the in-flight portions of flight training and flight checks." Operators must use Airline Transport Pilot and Type Rating Practical Test Standard (PTS), any applicable FAA, Flight Standardization Board (FSB) reports, and the manufacturer's recommendations. Inspectors and examiners should use the standards approved by the principal operations Inspector (POI) for the operator when conducting flight tests.

B. Purpose. The purpose of the flight test is to evaluate the applicant's ability to operate safely and effectively in a real-time environment. Inspectors and examiners should determine whether applicants have achieved an acceptable level of physical manipulation skills, positional orientation abilities,

flight management skills, and crew coordination skills. Flight tests can normally be conducted in 2 1/2 hours.

C. Separation of Oral Phase from Flight Test Phase. For all flight crew airman certificates, the oral and flight test phases should not be conducted simultaneously. The purpose of the oral test phase is to examine an applicant's depth of knowledge while the purpose of the flight test phase is to observe and evaluate an applicant's skills. An Inspector's or examiner's presence in the cockpit can affect the normal interaction of the flight crew. Inspectors and examiners should endeavor to minimize this effect by maintaining a passive role and by not becoming involved in normal crew operation. Questions that require explanations and probe the applicant's depth of knowledge are appropriate during the oral test phase but not during the flight test phase.

D. Normal, Abnormal, and Emergency Procedure Test Events. The events that must be evaluated on each flight test are specified by regulation or determined by the President. The events have been listed on appropriate job aids for the convenience of Inspectors and examiners. The regulations require Inspectors to evaluate normal, abnormal, and emergency procedures that appear in the operator's manual but are not specifically identified by regulation. On each flight test, Inspectors and examiners should evaluate as many of these events that the Inspector or examiner finds are necessary to determine that the person being checked has an adequate knowledge of, and ability to perform, such procedures. Examples of these events include flight instrument and display failures, operations in ice and rain, emergency descent, and emergency ground evacuation. Inspectors should vary these events on subsequent flight tests so that the effectiveness of the operator's manual and training program can be evaluated.

E. Flight Management and Crew Coordination Skills. Inspectors and examiners should observe and evaluate crew coordination and flight management skills. The applicant must demonstrate good judgment, continual spatial and situational awareness, and cockpit management throughout the flight test.

F. Briefings. Before the flight simulator segment and aircraft segment of a flight test, Inspectors and examiners should brief applicants on what will be expected of them during the flight test. Before the flight test, Inspectors and examiners should determine by agreement with the applicant whether or not to continue the flight test after a failed event. When other crew members are involved, they should be briefed on their roles. Inspectors and examiners should avoid commenting on the applicant's performance during the flight test.

G. Debriefings. After the test, the applicant should be informed of the results and debriefed in a timely manner. If the applicant is unsuccessful, the Inspector or examiner should ensure that the applicant clearly understands specifically what was unsatisfactory about each event that was failed. Inspectors

and examiners should use judgment and discretion when inviting other crew members to attend these debriefings. It is important that company instructors or check airmen receive direct feedback on their students' performances. Instructors or check airmen who participate in flight tests (as copilots or safety pilots) should usually be invited to attend these debriefings. An Inspector or examiner may choose to limit attendance at the debriefing to only the applicant. If an instructor or check airman who participated in the flight test is not at the debriefing, the Inspector or examiner should debrief that person at a later time.

H. Termination of Flight Tests Before Completion. When the Inspector or examiner determines that an applicant's performance is unsatisfactory, the Inspector or examiner may then either terminate the flight test immediately or, with the consent of the applicant, continue with the flight test until the remaining events are completed. Usually, graduates of approved training programs are well prepared. Although a single event is failed, retraining and retesting in all events of the flight test is normally unnecessary. In such cases, it is usually better for the Inspector or examiner to continue with the flight test to complete the other events. When the Inspector or examiner determines that the entire flight test must be repeated, the flight test should not be continued but should be immediately terminated. Whether the flight test is continued or not after a failure, the Inspector or examiner must issue the applicant a Notice of Disapproval of Application. Safety pilots should immediately terminate any maneuver or an entire flight test whenever flight safety is in question.

I. Inconclusive Events. When the Inspector or examiner is unable to determine whether the objectives of an event have been met, the Inspector or examiner may require the applicant to repeat the event or a portion of the event. This provision has been made in the interest of fairness and does not mean that instruction or practice is permitted during the certification process. Inspectors and examiners should not repeat completed, failed maneuvers.

> **NOTE**: If the check must be terminated (for mechanical or other reasons) and there are events which still need to be repeated, a Letter of Discontinuance-Oral, valid for 60 days, should be issued listing the specific areas of operation that have been successfully completed (see Figure 9.1.3.3)

Figure 9.1.3.1. Pilot Certificate Aircraft Type Designations—Airplanes

MANUFACTURER	MODEL DESIGNATION	PRIOR DESIGNATION	CURRENT DESIGNATION
Aero Commander Division North America Rockwell Corp.	(See Israel Aircraft)		
Aerospatiale, France	SN 601 Corvette		SN-601
Aerospatiale/Aeritalia, France	ATR-42, ATR-72		ATR-42, ATR-72
Armstrong Whitworth Aircraft, Ltd., UK	Argosy AW 650	Armstrong Whitworth AW-650	AW-650
Avions Dassault, General Aeronautique Marcel, Dassault, France	Mystere 10 Falcon		DA-10
	Mystere 20 Falcon, Fan Jet	GAMD/SUD-20	DA-20
	Falcon 50 (Tri-jet) Falcon 900		DA-50
	Fan Jet Model 200		DA-200
Beech Aircraft Corp.	(See Raytheon)		
Boeing Co., USA	B-17	Boeing B-17	B-17
	247-D	Boeing 247	B-247
	314, B-314	Boeing 314	B-314
	S-307, SA-307, B-307	Boeing 307	B-307
	377, C-97, YC-97	Boeing 377	B-377
	707, 720, C-135, E3-A, E6-A/B, C-18B, EC-18B, EC-18D	Boeing 707/720	B-707, B-720
	727	Boeing 727	B-727

Boeing Co, USA, continued	737/100/200/300/400/500, T-43	Boeing 737	B-737
	747, E-4, 747SP	Boeing 747	B-747
	B-747-400		B-747-4
	757, 767		B-757, B-767
Breguet, France	Fauvette 905A		BG-905
Bristol Aircraft Ltd, UK	Britannia 305		BR-305
British Aerospace/Taiwanese Aerospace Corp.	BAE-146-70/85/100/115 Series AVR-146J	BAE-146	BAE-146, AVR-146
British Aerospace Corporation	BAE-ATP		BAE-ATP
	HP.137, MK.1, Jetstream Series 200, Jetstream 3101, Jetstream 3201		BAE-3100
	Jetstream 4100		BA-4100
	Concorde SST		CONCRD
British Aircraft Corp., UK	BAC 1-11	BAC-1-11	BA-111
Bushmaster Aircraft	Bushmaster 2000		BU-2000
Canadair, Ltd., Canada	CL-44 (Yukon)	Canadair	CL-44
	CL-215		CL-21
	CL-600 (Challenger), CL-601, CL-601-3A		CL-600
	CL600-2B19 (Regional Jet)		CL-65

Cessna Aircraft Corp., USA	Cessna 500, 501, 550, 551, 552, T-47, S550, 560		CE-500
	CE-525		CE-525
	CE-525 (single pilot)		CE-525S
Cessna Aircraft Corp., USA - Continued	Citation III, Model 650, Citation VI, VII		CE-650
Chase (also Roberts Aircraft Co.), USA	YC-122	Chase YC-122	YC-122
Consolidated Vultee Aircraft	(See General Dynamics Corp.)		
Convair	(See General Dynamics Corp.)		
Constructiones Aeronauticas S.A.	CASA (Model) C-212-CB		CA-212
	C-235		CN-235
Curtiss-Wright Corp., USA	Commando CW-20, C-46A, D, E, F, R	Curtis-Wright C-46	CW-46
Dart Aircraft Corp.	(See General Dynamics Corp.)		
deHavilland Aircraft of Canada Ltd., Canada	Caribou 4A, USAF, C-7A, Army CV-2	deHavilland Caribou DH-4	DH-4
	DHC-7		DHC-7
	DHC-8		DHC-8
Dee Howard Co., USA	Howard 500	Howard 500	HW-500

Dornier, Deutsch Aerospace	Dornier 228-101, -201, -212		DO-228
	Dornier-328-100		DO-328
Empresa Brasileira de Aeronautica, Brazil	EMB-110P1, P2, P3		EMB-110
	EMB-120		EMB-120
Fairchild Aircraft Corp., USA and Fokker, The Netherlands	Fokker F-27 MK100, MK500 Fairchild F-27A/B/F/FH	Fairchild F-27, 227	F-27
	C-119C, FA-C119C		FA-119C
	C-123		FA-C123
	C-82A		C-82A
	SA 226 TC, SA-227-AC, AT, TT, SA-227-DC, C-26A, C-26B, SA-227-CC		SA-227
Fokker, Netherlands	Fellowship F-28 (Models 1000 & 4000)		FK-28
	Fokker 28 MK 0100 Fokker 28 MK 0070		FK-100
	F-50		F-50
Ford Motor Corp., USA	Tri-Motor 4-AT, 5-AT, FO-5	Ford 5	FO-5

General Dynamics Corp., USA	PB2Y, PB2Y-5	Consolidated-Vultee PB2Y	CV-PB2Y
	PB4Y-2, QP-4B	Consolidated-Vultee P4Y	CV-P4Y
	PBY-5, 28-4, 28-5, 28-5ACF, 28-5AMC, OA-10, OA-10A	Consolidated-Vultee PBY-5	CV-PBY-5
	LB-30, C87A, RB-24, CV-LB30	Consolidated-Vultee LB-30	CV-LB30
	240, 340, 440, T-29, C-131	Convair 240/340/440	CV-240, CV-340, CV-440
	22, 22M (880) (990)	Convair 880/990	CV-880, CV-990
	Napier-Eland, Mark I, Mark II, Allison Propjet	Napier-Eland Convair Mark I/II	CV-N1, CV-N2
	Allison 340, 440, 580, CV-A340, CV-A440	Allison 340/440	CV-A340, CV-A440
	Dart Convair 240, 340, 440	Convair 600/640	CV-600, CV-640
General Dynamics Corp., USA - Continued			
Groupement d'Interet Economique Airbus Industrie, France	A-300B Airbus		A-300
	A-300-600R, A-310		A-310
	A-320 Airbus		A-320
	A-330 Airbus		A-330
	A-340 Airbus		A-340
Grumman Aircraft Engineering Corp., USA	TBF, TBM, AF-2S (Ref. T.O.AR-36)	Grumman TBF	G-TBM

Grumman Aircraft Engineering Corp., USA, continued	G-64 Albatross, GSA16		G-111
	G-73 Turbo Mallard (Frakes Conversion)	FS-73T	G-73T
	G-73 Mallard	Grumman G-73	G-73
	S2F/C1A		G-S2
Gulfstream Aerospace Corporation, USA	G-159 Gulfstream VC-4A, TC-4C	Grumman G-159	G-159
	G-1159 Gulfstream	Grumman G-1159	G-1159
	G-1159C		G-IV
Hamburger Flugzeubau G.M.B.H., Germany	Hansa Jet 320		HF-320
Handley Page Aircraft Co., Ltd., UK	Herald 300	Handley Page 300	HP-300
Hawker Siddeley Aviation Ltd., UK (Also see Raytheon Aircraft Corp.)	DH-106, Comet 4C	deHavilland 4C	HS-106
	DH-114 Heron	Hawker Siddeley 114	HS-114
	Hawker Siddeley 748		HS-748
Howard Aero Corp.	(See Dee Howard Co.)		
Israel Aircraft Ltd., Israel	Westwind 1124, Commodore Jet AC-1121, CJ-1123		IA-JET
	Astra IAJ-1125		IA-1125
	ARAVA 1A 101B		IA-101
Learjet Corp.	23, 24, 25, 28, 29, 31, 35, 36, 55, C21-A	LR-23, LR-24, LR-25, LR-28, LR-29, LR-35, LR-36, LR-50	LR-JET
	60		LR-60

Lockheed Aircraft Corp., USA	Lightning P-38	Lockheed P-38	L-P38
	B-34, PV-1, PV-2	Lockheed B-34	L-B34
	Series 14	Lockheed 14	L-14
	18, C-57, C-60, R-50, Learstar	Lockheed 18	L-18
	P2V-7, SP-2E/H (Restricted), LP2V-5F		L-P2V
	Constellation 049, 149, 649, 749, 1049, 1649	Lockheed Constellation	L-1049
	Electra 188, P-3	Lockheed 188	L-188
	Jetstar C-140, Jetstar II, 1329-25	Lockheed 1329	L-1329
	L-382-B/E/F/G C-130A/B/E/H	Lockheed 382	L-382
	300, C-141	Lockheed 300	L-300
	L-1011 Tristar		L-1011
	T-33		T-33
Martin-Marietta Corp., USA	B-26 Marauder	Martin B-26C	M-B26
Martin-Marietta Corp., USA – Continued	PBM-5, C-162	Martin PBM-5	M-PBM-5
	Mariner 202/404	Martin 202/404	M-202, M-404
McDonnell Douglas Aircraft Corp., USA	AD-4N		AD-49
	A-20	Douglas A-20	AC-A20
	A-24, SBD	Douglas A-24	DC-A24
	B-26	Douglas B-26	DC-B26
	B-18	Douglas B-18	DC-B18

McDonnell Douglas Aircraft Corp., USA, continued	B-23, UC-67	Douglas B-23	DC-B23
	DC-2, C-32, C-34, C-39, C-42	Douglas DC-2	DC-2
	DC-3, C-47, C-117	Douglas DC-3	DC-3
	Super DC-3, C117D	Douglas DC-3S	DC-3S
	DC-3 (Turboprop)		DC-3TP
	DC-4, C-54	Douglas DC-4	DC-4
	DC-6, DC-7, C-118	Douglas DC-6, DC-7	DC-6, DC-7
	DC-8	Douglas DC-8	DC-8
	DC-9, -10, -30, DC-9-50, C-9, DC-9-80, MD-80, MD-90	Douglas DC-9	DC-9
	DC-10, KC-10	Douglas DC-9	DC-10
	MD-11		MD-11
Mitsubishi Aircraft International, Inc.	(See Raytheon Aircraft)		
Morane-Saulnier, France	MS760	Morane-Saulnier MS-760	MS-760
Nihon Aeroplane Manufacturing Co., Ltd., Japan	YS-11	NAMC YS-11	YS-11
Nord Aviation	262A Super Broussard, ND262/262FM Mohawk 298	Nord 262 ND, 262/262FM	ND-262
North American Rockwell Corp., USA	B-25 Mitchell	North American	N-B25
	NA-265 Sabreliner T-39	North American NA-265	N-265
Northrop Corp., USA	P-61 Black Widow	Northrop P-61	NH-P61

Piaggio, Italy	Piaggio, Douglas 808	Piaggio Douglas PD-808	P-808
Piper Aircraft, USA	PA-42-720 (Restricted)		PA-42R

Figure 9.1.3.2. Pilot Certificate Aircraft Type Designations—Rotorcraft

MANUFACTURER	MODEL DESIGNATION	PRIOR DESIGNATION	CURRENT DESIGNATION
Raytheon Aircraft Corp. (Formerly Beech Aircraft Corp. & Raytheon Hawker Corporate Jets) Wichita, KS	BE-200T/200TC, RC-12K, RC-12P, RC-12H, RC-12G (By Serial No.) (Restricted)		BE-200
	BE-300, BE-350, BE-300LW, BE-BE300		BE-300
	BE-300FF, BE-300F		BE-300F
	BE1900, BE1900C, BE1900D, C-12J (Restricted)		BE-1900
	BE-2000 Starship		BE-2000
	BE-2000S (single pilot)		BE-2000S
	Diamond I, MU-300, MU-300-10, BE400, BE400(A)(T)	MU-300	MU-300, BE-400
	BAE-125-1000		BAE-125
	DH-125, BH-125, HS-125 Series (Except – 1000)	Hawker Siddeley 125	HS-125
SAAB-Fairchild International, S-58188 Linkoping, Sweden	SAAB-Fairchild 340		SF-340
Short Brothers and Harland Ltd., Northern Ireland (UK)	SD3-30, SD3-60, Variant 200	SD3-30	SD-3
Sikorsky Aircraft Division of United Aircraft Corp., USA	VS-44AC-32, C-34	Sikorsky VS-44	SK-44
	S-43 Series	Sikorsky S-43	SK-43
Sud Aviation, France	SE Caravelle I, II, VIR	SUD 210	S-210

Vickers-Armstrong British Aircraft Corp., UK	700 & 800 Series	Vickers Viscount	VC-700, VC-800
Bell USA	BH-214ST		BH-14ST
Boeing Vertol, USA	107-H, H-46, Kawasaki, KV107-II	Vertol 107 II	BV-107
	114, CH-47A, B, and C Series BV-234 (CH-47D)		RV-114 or BV-234
	BV-44, H-21	Vertol 44	BV-44
Boeing Vertol, USA – Continued			
Sikorsky, USA	H-37 Series		SK-56
	S-58 Series, H-34 Series	Sikorsky S-58, S-58IT	SK-58
	S-61 Series, H-3 Series	Sikorsky S-61	SK-61
	S-64 Series, CH-54A Series	Sikorsky S-64	SK-64
	HH-53, CH-53A	Sikorsky S-65	SK-65
Sud Aviation, USA	SA321F		S-321
	SA330F, SA-332, AS-330		S-330

The following applies to rotorcraft (helicopters) weighing 5700 kg (12,500 pounds) or less on which type ratings are issued to holders of airline transport pilot certificates only:			
MANUFACTURER	**MODEL DESIGNATION**	**PRIOR DESIGNATION**	**CURRENT DESIGNATION**
Aerospatiale, France	SA 341/342 Gazelle SA 360		SA-341
	AS 350 Astar		AS-350
	SA 355 Twinstar		AS-355
	SA-360C Dauphine (SE)		SA-360
	SA 365 Dauphine (ME)		SA-365
	SA 365 Dolphin (HH-65)		SA-365
Bell, USA	47 Series H-13 Series	Bell 47	BH-47
	204-B, UHI-B, -D, H205B	Bell 204	BH-204
	206A, 206B	Bell 206	BH-206
	212/412 Series	Bell 212	BH-212
	214 Series (Except ST)		BH-214
	214ST		BH-214 ST
	222 Series		BH-222
	412		BH-412
Brantley, USA	B-2 (YH03BR)	Brantley B-2	BY-2
	B-305	Brantley B-305	BY-305
Construzioni Aeronautiche Giovanni Agusta, Italy	A109 Agusta		A-109
Enstrom, USA	F-28	Enstrom F-28	EN-28

Hiller, USA	UH-12 Series, H-23 Series	Hiller UH-12	HH-12
Fairchild, USA	FH-1100	FH-1100	FA-1100
Hughes, USA (Schweizer)	300, 269 Series	Hughes 269A	HU-269
	500, 369 Series	Hughes 500	HU-369
Kaman, USA	K-190A	Kaman K-190A	KM-190
	K-225	Kaman K-225	KM-225
	K-240, HTK-1	Kaman K-240	KM-240
	K-600		KM-600
Lockheed USA	Lockheed California 286	Lockheed California 286	L-286
McDonnell Douglas	Notar MD-500 369-E, 369FF		MD-500N, HU-369
Messerschmitt Bolkow Gmbh (West Germany)	BO-105A		BO-105
	BK-117-A1		BK-117
Omega, USA	12DIA	Omega 12DI	OM-12
Piasecki, USA	HRP-1, HRP-2	Piasecki HRP	PI-HRP
Robinson Helicopter	R-22		R-22
	R-44		R-44
Scheutzow, USA	Model B		SC

Sikorsky, USA	R-4B	Sikorsky R-4B	Sk-4
	R-5A, YR-6A, R-6A, HOS-1	Sikorsky R-5A	SK-5
	S-51	Sikorsky S-51	SK-51
	S-52 Series	Sikorsky S-52	SK-52
	S-55, H-19 Series	Sikorsky S-55	SK-55
	S-62A, HH-52A	Sikorsky S-62	SK-62
	S-76		SK-76
Silvercraft, USA	SPA-SH4		SI-4
Sud Aviation (Aerospatiale)	SE 3130, SE 313B, SE 3160, SA 316B, SA 3180, SA 318B, SA 318C, SA 315B	Sud Alouette II/III	S-3130
	SO 1221	Sud Djinn	S-1221
Westland Helicopters, Inc., Yeoville, England	W-30		WH-30

Figure 9.1.3.3. Letter of Discontinuance - Oral

GACA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

On this date, you successfully completed the oral portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] and [indicate class] class rating. The practical test was discontinued because of [indicate reason].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[*Indicate areas of operation completed on the test.*]

After [*indicate expiration date*], you must repeat the entire practical test.

Sincerely,

[*signature of Inspector conducting practical test of examiner candidate*]

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 4. Airmen Practical Test

9.1.4.1. GENERAL. Although the practical test for each type of certificate or rating is discussed in other sections within volume 9, there is general information an aviation safety inspector (Inspector) should know.

A. Conduct of Practical Tests. All practical tests shall be conducted in accordance with the General Authority of Civil Aviation Regulations (GACARs), practical test standards (PTS), operating limitations of the aircraft and procedures prescribed in the aircraft flight manual. Efforts to standardize testing procedures shall not result in procedures contrary to those specified by the flight manual. If an Inspector becomes aware of a procedure in any aircraft flight manual that is potentially hazardous or contrary to General Authority of Civil Aviation (GACA) policies, the procedure should be brought to the attention of the Director of Aviation Operations and/or the Director, Airworthiness.

B. When Tests May Be Given. An Inspector may administer airman certification practical tests only while on duty within the scope of the job description, and while being compensated by the GACA. Unless the approval of a supervisor is obtained, Inspectors shall not administer tests while on other than normal duty.

C. Airman Test Reports. An Inspector conducting a practical test shall note the failed areas coded on the applicant's airman test report to identify possible deficiencies that may affect the applicant's flight performance. Authorized instructors may endorse the airman test report form, attesting that an applicant has received instruction in areas missed on the test.

D. Academic. Reserved.

E. English Language Requirements.

1) Early in the process of the pilot/instructor certification process, it must be determined whether the applicant can read, speak, write, and understand the English language. GACAR Part 61, Appendix A, "Requirements for Proficiency in the English Language" explains how to determine English language abilities required for airmen certification.

9.1.4.3. PRACTICAL TEST PREFLIGHT BRIEFING.

A. Preflight Briefings. To ensure the highest degree of safety during practical tests, the Inspector must conduct a preflight briefing on safety procedures, duties, and responsibilities before each practical test.

The plan of action prepared for the practical test may be used as the briefing checklist. The briefing checklist must include a preflight briefing.

1) This briefing must be given regardless of the abilities of the crew members and their previous experience flying together.

2) The briefing must inform all participants of their respective duties during the flight. This is particularly important in situations when many individuals are involved. For example, during a practical test in a turbojet aircraft requiring two pilots, when the practical test also involves an examiner candidate, up to four people may have responsibilities. The applicant for the certificate or rating and a qualified industry pilot may occupy the two pilot seats. In this case, the qualified industry pilot would function as safety pilot. The test would be administered by an examiner candidate while a qualified Inspector observes both the examiner candidate and the applicant.

3) The preflight briefing must inform the participants in the practical test of the guidelines and standards the Inspector or examiner intends to use to determine if the applicant has passed or failed the maneuver. This would include a discussion of the appropriate PTS standards, the circumstances under which maneuvers could be repeated and other similar issues.

B. Safety Pilot. One person must be designated as safety pilot for the practical test, and must occupy a pilot station during the practical test. When an Inspector occupies one of the pilot stations, the Inspector may perform the role of safety pilot and must do so in certain circumstances (i.e., applicant under the hood). In cases when the Inspector does not occupy a pilot station, then a qualified industry pilot must be designated safety pilot.

C. Safety Pilot Duties. The safety pilot must be briefed on his or her duties prior to the practical test. These duties include the following:

• Physically intervening on the controls before a maneuver or procedure deteriorates to an unsafe level

• Ensuring overall safety of the flight to whatever extent necessary

• Ensuring safety in whatever manner would be effective if a particular maneuver cannot be executed safely

D. Inspector's Role . When not occupying a pilot station, the Inspector or examiner must rely on the safety pilot to interfere and override any decision by the Inspector, examiner candidate, applicant, or other person if safety requirements demand it.

9.1.4.5. DUAL CONTROLS IN A PRACTICAL TEST OR FLIGHT TESTING. This guidance concerns the intent of “dual controls” as it applies to civil aircraft being used for either flight instruction or practical tests, in accordance with GACAR § 91.53.

A. Neither GACAR § 61.45 nor GACAR § 91.53 have listed brakes as “required control” in a civil aircraft when used for either flight instruction or a practical test.

B. The GACA has held that both flight instruction and practical tests may be conducted in an airplane without dual brakes when the instructor/examiner determines that the instruction or practical test, as applicable, can be conducted safely in the aircraft. Further, numerous makes and models of both single- and multiengine civil aircraft not equipped with two sets of brakes or a central handbrake have been used to provide flight instruction required for virtually all certificate and rating areas authorized under part 61.

1) GACAR § 91.53(a) states, in part, that no person may operate a civil aircraft that is being used for flight instruction unless that aircraft has fully functioning dual controls.

2) GACAR § 141.39(d) provides that each aircraft used in flight training must have at least two pilot stations with engine power controls that can be easily reached and operated in a normal manner from both pilot stations.

3) GACAR § 61.29 provides that an aircraft used for a practical test must have the equipment for each area of operation required for the practical test. For example, an examiner may conduct a flight instructor practical test with an applicant in the right seat without brakes on that side. If a task requires the applicant to use the brakes, he may either switch seats with the examiner to perform the task or ask the examiner to apply and release the brakes at the applicant’s request.

4) GACAR § 61.29 provides that an aircraft (other than lighter-than-air aircraft) used for a practical test must have engine power controls and flight controls that are easily reached and operated in a conventional manner by both pilots, unless the examiner determines that the practical test can be safely conducted in the aircraft without the controls within easy reach.

9.1.4.7. STRUCTURE OF THE PRACTICAL TEST. The practical test consists of a demonstration of aeronautical knowledge and a demonstration of aeronautical skill or flight proficiency. These demonstrations are not intended to be separate tests; rather, they are intended to be conducted concurrently. However, circumstances may occasionally exist in which separate knowledge and skill demonstrations are both more practical and acceptable.

A. The Oral Portion. The demonstration of aeronautical knowledge consists of a question and answer exchange between the Inspector and the applicant. The knowledge which should be tested is identified

in the applicable PTS and GACAR Part 61. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test.

1) The questions asked of an applicant should be clearly stated and have only one correct response. The correct response to the question should reflect that the applicant has a clear understanding of the subject. Trick questions should be avoided. The correct answers to all questions should be available in the regulations, airplane flight manual, or other acceptable sources.

2) Maintaining an unintimidating atmosphere is important, since it allows the applicant to relax and ultimately improves performance. Care should be taken, however, not to give the applicant "ground school." If questions are consistently missed, or the applicant gives confused or unrelated answers, the examination must be ended and a notice of disapproval issued.

B. Group Testing. Except in the circumstances listed below, applicants must be tested individually and separately. This practice of restricting simultaneous testing ensures confidentiality and the quality of the test. Simultaneous testing may be approved only under the following conditions:

1) Simultaneous testing must be limited to the oral portion of an aircraft type rating practical test.

2) No more than two applicants may be tested simultaneously, and only if they were trained in the same aircraft and training course. If an applicant prefers to be tested separately, the examiner must conduct the test individually.

3) Simultaneous testing may not be permitted for the original issuance of the grade of pilot certificate (i.e., private pilot certificate, commercial pilot certificate, or airline transport pilot certificate).

4) An example in which simultaneous testing may be permitted is a practical test for aircraft type rating for a Learjet 35 (meaning an aircraft that requires two pilot crew members) that involves two applicants.

C. The Flight Portion. The demonstration of skill is the flight portion of the practical test, in which the applicant demonstrates proficiency in the aircraft for which the certificate or rating is sought.

1) The PTS details specific objectives, tasks, operations, and expected results for a certificate or rating. If the applicant does not meet the standards of performance of any task performed, the associated area of operation is failed, and the practical test is failed. The applicant is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test.

2) The Inspector, examiner, or applicant may discontinue the test at any time after the failure of an area of operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant shall receive credit only for those areas of operation successfully performed. During the retest and at the discretion of the Inspector or examiner, any task may be reevaluated including those previously passed. However, Inspector's and examiners testing applicants on all areas of operation during a retest is not appropriate.

D. Retest in the Event of Failure. An applicant who fails the practical test may reapply for a retest after meeting the following conditions:

• The applicant must receive the necessary training from an authorized instructor who has determined that the applicant is proficient to pass the test

• The entire practical test must be completed within the first 60 days

9.1.4.9. PREREQUISITES FOR PRACTICAL TESTS. To be eligible for a practical test, an applicant must meet the following prerequisites:

A. Knowledge Test Requirement. The applicant must have passed any required knowledge test within the 24 calendar-months preceding the practical test. An Airman Test Report must be presented to the Inspector at the time of the practical test, with the following exceptions (see § 61.39 for additional exceptions):

1) When a student has graduated from a pilot ground school that holds examining authority, that student receives a graduation certificate that the GACA accepts as evidence of meeting the aeronautical knowledge requirements (GACA knowledge test) appropriate to the course. Such a graduation certificate is valid for up to 24 months from the date of graduation.

B. Medical Certificate Requirements. An applicant for a practical test must meet the applicable medical certificate requirements for the GACAR Part 61 certificate with which they are seeking.

C. Experience. Documentation must be presented by the applicant verifying that all aeronautical experience prerequisites are met. This includes endorsements (if required) and a written record of ground and flight time. A graduation certificate from a GACA-approved school may be used to show that all aeronautical experience has been met.

D. Age Requirements. Meet the prescribed age requirement of part 61 for the issuance of the certificate or rating sought.

9.1.4.11. PRACTICAL TEST STANDARDS (PTS). The Federal Aviation Administration (FAA) publishes

airmen certification Practical Test Standards (PTS). The GACA has decided to utilize these standards when conducting airmen certification. The GACARs specify the areas in which knowledge and skill must be demonstrated by an applicant before a certificate can be issued. The PTS contain the specific tasks in which knowledge and competency must be demonstrated. When necessary, the GACA shall add, delete, or revise these tasks to enhance flight safety.

A. Practical Test Correlation to GACAR Part 61. The areas of operations specified in GACAR Part 61 for each grade of certificate are contained in the PTS. Specific procedures and maneuvers used to ensure competence within each area of operation are addressed in the applicable PTS.

B. PTS Availability. PTS may be found on the FAA web.

C. PTS Introduction. The introductory section of the PTS gives detailed instructions on the use of the standards for conducting a practical test.

1) The standards are arranged into sections with “Areas of Operation.” Areas of Operation are phases of flight in a logical sequence, beginning with preflight preparation and ending with the flight’s conclusion.

2) Practical tests must be conducted according to the requirements of the applicable PTS.

3) The Inspector should not allow the conduct of practical tests to evolve into a predictable pattern that can or will be recognized by students or instructors.

4) Evaluation of an applicant’s performance shall be based on the applicant’s ability to satisfactorily meet the objectives of each required task (See Figure 9.1.4.1. Example of Task from PTS).

9.1.4.13. SEGMENTED PRACTICAL TESTS (PLANNED).

A. Segmented/Normal Sequence.

1) A segmented practical test normally involves conducting a practical test when an aircraft and a full flight simulator (FFS)/Flight Training Device (FTD) are used. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test. After the applicant has satisfactorily completed the oral portion of the practical test, the applicant should be administered the FFS/FTD portion of the practical test. After the applicant satisfactorily completes the FFS/FTD portion of the practical test, the applicant should be administered the flight/aircraft portion of the practical test. However, the GACA recognizes that there may be times when inclement weather or aircraft maintenance discrepancies may cause the order of testing to be altered

from the recommended and preferred method.

2) The applicant has 60 days from the date the oral portion of the practical test was passed to satisfactorily accomplish the FFS/FTD and flight portions of the practical test. An Inspector may use oral questioning at any time during the practical test.

3) Inspectors may request that the applicant perform maneuvers in the aircraft that were completed satisfactorily during the FFS/FTD portion of the test if they desire or need to further test the applicant's competency and proficiency on those maneuvers.

B. Non-segmented Normal Sequence. Except for the ATP practical test, there is no formal division between the knowledge portion and simulator or actual flight portion of any pilot or flight instructor practical test. Oral questioning is conducted throughout the testing process. However, there are numerous tasks that are only knowledge tasks and are not normally tested during the flight portion. Additionally, there are skill tasks for which good judgment and safety of flight dictate that significant knowledge be determined before continuing to the actual flight portion (e.g., stalls, steep turns, emergencies). Therefore, during the conduct of pilot/flight instructor practical testing, Inspectors/examiners must conduct the oral, simulator (if applicable), and actual flight portions of the practical test, in that order. This does not mean that oral questioning cannot continue throughout the flight and after the aircraft is shut down on the ramp. However, subjects that might normally be expected to require continued testing at this point would be postflight and/or areas of knowledge incompletely tested in the latter stage of the flight portion.

C. Unusual/Abnormal Sequence. In unusual circumstances, it may be more practical and/or desirable to conduct certification testing over more than one day (e.g., balloon tests where late morning/afternoon winds may interfere with the normally planned testing timeframe, or climates where early morning/afternoon/evening temperatures may make flight testing extremely uncomfortable or even unsafe). In these cases, the Inspector should issue a letter of discontinuance.

9.1.4.15. CARRIAGE OF PASSENGERS DURING PRACTICAL TESTS. The practice of carrying persons is limited only to individuals who have a legitimate interest in the practical test.

A. Authorized Persons. These individuals may include the following:

- Persons preparing for a similar flight test
- Flight instructors assigned to similar flight training activities
- Designated examiners who are authorized to conduct similar flight tests or examiner candidates

- Chief pilots or instructors for flight schools and executive operators
- Owners/operators of the aircraft
- Other Inspectors

B. Unauthorized Persons. Examples of unauthorized persons are non-flying relatives, persons not involved in a flight training program, non-flying employees, or friends of the owner or operator.

C. Consent for Passenger Carriage. The carriage of authorized persons must have the consent of the owner/operator, the practical test applicant, and the Inspector.

D. Additional Crewmembers. In some large aircraft, practical tests may include operations (such as simulated equipment failures or engine fires) that may divert the attention of both pilots. In such cases, the Inspector shall request the applicant to provide a qualified observer in the cockpit to assist in maintaining a constant watch for other air traffic.

9.1.4.17. AIRCRAFT AND EQUIPMENT USED DURING PRACTICAL TESTS. GACAR § 61.29 states that an applicant for an airman certificate or added rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. This includes military aircraft or properly certificated aircraft of foreign registry.

A. Aircraft Airworthiness Status Requirements for Airmen Certification Practical Tests.

1) Applicants for addition of airman certificate or a rating to that certificate are required to furnish an aircraft in an airworthy condition for each flight test that they is required to take. GACAR Part 21 prescribes requirements for the issuance of airworthiness certificates for aircraft of Saudi Arabian registry found to be airworthy, and GACAR § 61.29(c)(1)(i) through (iii) provide regulatory guidance concerning the acceptable airworthiness status for aircraft of Saudi Arabian registry and foreign registry.

B. Aircraft and Equipment for the Practical Test. Except as provided in GACAR § 61.29, an aircraft used on a practical test must be equipped for each area of operation and task required by the appropriate PTS. The equipment shall have no operating limitations that would prohibit the aircraft's use in any of the required areas of operation and tasks. The aircraft must have at least two pilot stations with adequate visibility for safe operation and, when the examiner is in a jump seat, the aircraft's flight deck and outside visibility must be adequate to permit the examiner to evaluate the applicant's performance.

C. View Limiting Device. During the practical test for an instrument rating or other ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the

Inspector, which prevents flight by visual reference.

D. Single Controls. At the discretion of the Inspector, an aircraft furnished by the applicant may have a single set of flight controls. In this situation, the Inspector observes the applicant from the ground or from another aircraft.

1) Tests for the addition of aircraft class or type ratings to private and commercial pilot certificates may be conducted in single-control or single place aircraft under GACAR § 61.29(c)(5).

2) Pilot certificates issued following successful completion of a flight check conducted in a single-place gyroplane in accordance with GACAR § 61.29(c)(5) must bear the following limitation: “PRIVATE PILOT, ROTORCRAFT SINGLE-PLACE GYROPLANE ONLY” or, for a certificate of a higher grade than private, “ROTORCRAFT SINGLE-PLACE GYROPLANE, PRIVATE PILOT PRIVILEGES ONLY.”

E. Self-Launching Gliders. Aircraft certificated as gliders with self-launching capability cannot be used for any airplane practical test, since there are no dual airplane-glider category designations. Inspectors can determine the category of an aircraft by examining the airworthiness certificate.

9.1.4.19. PRACTICAL TEST DISCONTINUATION. Environmental, mechanical, or personal situations can occur that cause the practical test to be discontinued. If this occurs, the Inspector shall assure the applicant that he has not failed the practical test and shall attempt to reschedule the test as soon as possible. The most frequent reasons for discontinuance of a practical test are weather, unforeseen mechanical problems, and applicant incapacitation.

A. Weather. A test could be postponed by rapidly changing weather. For example, at the conclusion of the knowledge demonstration portion of the practical test, the Inspector and the applicant may discover that lowered ceilings or visibility would preclude a safely conducted flight.

B. Mechanical Problems. The applicant may discover, during preparation for the flight portion of the test, a mechanical problem that would preclude safe conduct of the flight. For example, preflight examination could reveal that the wrong grade of fuel had been placed in the aircraft. In this case, an appropriate Inspector should issue an aircraft condition notice or a Special Flight Permit to the owner/operator after inspection of the aircraft.

C. Medical Problems. The applicant or Inspector could experience medical problems (e.g., severe headaches or sinusitis because of pressure changes) after the test has begun. The test should be discontinued immediately at either the applicant’s or the Inspector’s suggestion.

D. Letter of Discontinuance. When a practical test is discontinued for reasons other than

unsatisfactory performance, the applicable application and the airman test results will be returned to the applicant. At that time, the Inspector signs and issues a letter identifying the portions of the practical test that were successfully completed (see Figure 9.1.4.3).

1) A copy of the letter should be retained by the Inspector for recording work accomplishment.

2) The applicant may use the letter to show an Inspector or examiner which portion of the practical test was successfully completed, provided that another test is attempted within 60 days. When the test is resumed, the letter shall be made a part of the airman's certification file. Inspectors shall reexamine the applicant on any area of the operation where the Inspector doubts the applicant's competence.

3) When more than 60 days have elapsed since the original practical test and issuance of a Letter of Discontinuance, the credit conveyed by the Letter of Discontinuance is no longer valid and the Inspector shall examine all required areas of operation.

9.1.4.21. ENGINE SHUTDOWN ON MULTIENGINE AIRPLANES DURING THE PRACTICAL TEST.

A. Preflight Discussion Item. Examiners and Inspectors who conduct practical tests in a multiengine airplane must discuss methods of simulating engine failure with the applicant during the required preflight briefing. Examiners or Inspectors, as appropriate, and the applicant must discuss and follow the aircraft manufacturer's recommended procedures.

B. Feathering Propellers. An appropriately equipped airplane must be provided by the applicant.

1) The feathering of one propeller must be demonstrated in flight in multiengine airplanes equipped with propellers which can be feathered and unfeathered. However, as is the case for all practical tests, the PTS requires that the applicant bring an aircraft that is "capable of performing all appropriate tasks for the certificate or rating and have no operating limitations that prohibit the performance of those tasks."

2) If due to environmental considerations the feathering demonstration cannot be safely performed, a letter of discontinuance must be issued.

3) A propeller that cannot be unfeathered during the practical test must be treated as an emergency.

4) Feathering and engine shutdown must be performed at altitudes, in areas, and from positions where safe landings on established airports can be readily accomplished.

C. Simulated Engine Failure. At altitudes lower than 3,000 feet above the surface, simulated engine failure must be performed by adjusting the throttle to simulate zero thrust. This safety provision does not negate the PTS that requires testing of the task "Maneuvering with One Engine Inoperative" 3,000 feet above the surface.

9.1.4.23. PRACTICAL TESTS IN MILITARY AIRCRAFT. Inspectors or designated examiners are occasionally required to administer practical tests in military aircraft. The aircraft provided by the applicant must be equipped to perform all maneuvers required on the test.

A. Aircraft Authorization. After a request for a practical test is received, an appointment for the test is arranged between the Inspector and applicant. At the time of the request, the applicant should be informed that he will be required to present a letter from the commanding officer or the operations officer of the military organization, stating that the applicant is authorized to use the aircraft for a practical test from the GACA, and that all maneuvers required for the test are authorized to be conducted in the aircraft. Without the official, original letter accompanying the application, no part of the test (e.g., oral, simulator check, or preflight operations) should be given.

B. Delineation of Responsibility. A clear understanding of responsibility among the Inspector, office manager, and military organization must be maintained, so that no question of accident or injury claim liability exists. Per 61.29(c)(1)(ii)(C)(III) the applicant must provide a letter from his commanding officer authorizing the use of the aircraft for the practical test.

C. Airline Transport Pilot (ATP) Practical Tests. An area of concern is the administration of an ATP certification practical test in a large aircraft for which there is no civil counterpart. Current policy provides for Inspectors to give such tests with an appropriate class rating, even though an aircraft type rating is not concurrently issued. Emphasis is placed on ensuring that the aircraft is properly equipped to perform all flight maneuvers and that all equipment is functional before flight. Additionally, the aircraft must be properly equipped for the Inspector (e.g., jump seat, communications panel, oxygen provisions). At the conclusion of the flight test, the Inspector should enter the appropriate category or class rating on the certificate with any appropriate limitation, such as center thrust only, visual flight rules (VFR) only, etc.

D. Limited-to-Center Thrust Limitation.

1) The military aircraft listed below have no VMC established by the manufacturer. Other military multiengine airplanes may exist now or in the future for which there is no published data on VMC. Military pilots who can only show qualification in those kinds of multiengine airplanes may only be issued a multiengine airplane rating with the limitation "Limited-to-Center Thrust."

- F 15 McDonnell Douglas Eagle

2) The “Limited-to-Center Thrust” limitation is not placed on a pilot certificate when the airplane has a VMC published on the airplane’s type certificate data sheet or approved flight manual.

3) If the holder of a pilot certificate with the limitation “Limited-to-Center Thrust” can show the limitation was issued in error, the limitation may be removed upon reapplication. A temporary airman certificate is issued without the limitation.

4) Multiengine airplanes may be added or deleted from the above list as necessary

E. Removal of Limited-to-Center Thrust Limitation From the Airplane Multiengine Land Rating. The “Limited-to-Center Thrust” limitation for the airplane multiengine land rating is issued to applicants who complete the practical test for the airplane multiengine land rating in an aircraft that does not have a manufacturer’s published VMC. The following policy is established to ensure that proper and standardized procedures are followed when conducting a practical test for removal of the “Limited-to-Center Thrust” limitation from the airplane multiengine land rating. When conducting a practical test for the purpose of removing the “Limited-to-Center Thrust” limitation from the airplane multiengine land rating, the applicant must be tested using the current edition of the applicable PTS, and per the following conditions:

1) Removal of the “Limited-to-Center Thrust” limitation at the private pilot certificate level will require an applicant to satisfactorily perform the following area of operation and tasks from the Private Pilot Practical Test Standards (during the practical test in a multiengine airplane that has a manufacturer’s published VMC. Area of Operation X, Emergency Operations, includes:

- Task B: Maneuvering with One Engine Inoperative
- Task C: Engine Inoperative-Loss of Directional Control Demonstration
- Task D: Engine Failure During Takeoff Below VMC
- Task E: Engine Failure After Lift-Off (Simulated)
- Task F: Approach and Landing with an Inoperative Engine (Simulated)

2) Removal of the “Limited-to-Center Thrust” limitation at the commercial pilot certificate level will require an applicant to satisfactorily perform the following area of operations and tasks from the current Commercial Pilot Practical Test Standards during the practical test in a multiengine airplane that has a manufacturer’s published VMC.

a) Area of Operation I: Preflight Preparation, includes:

- Task H: Principles of Flight¾Engine Inoperative

b) Area of Operation X: Emergency Operations, includes:

- Task B: Engine Failure During Takeoff Before VMC (Simulated)
- Task C: Engine Failure After Lift-Off (Simulated)
- Task D: Approach and Landing with an Inoperative Engine (Simulated)

c) Area of Operation XI: Multiengine Operations, includes:

- Task A: Maneuvering with One Engine Inoperative
- Task B: VMC Demonstration

3) Removal of the “Limited-to-Center Thrust” limitation at the ATP certificate level will require an applicant to perform satisfactorily the following area of operations and tasks from the current Airline Transport and Aircraft Type Rating Practical Test Standards, and also the following area of operations and tasks from the FAA S 8081 12 during the practical test in a multiengine airplane that has a manufacturer’s published VMC.

a) From the Airline Transport Pilot and Aircraft Type Rating Practical Test Standards

1. Area of Operation III, Takeoff and Departure Phase, includes:

- Task C: Powerplant Failure During Takeoff
- Task D: Rejected Takeoff

2. Area of Operation IV, Inflight Maneuvers, includes:

- Task C: Powerplant Failure¾Multiengine Airplane

3. Area of Operation VI, Landings and Approaches to Landings.

- Task C: Approach and Landing with (Simulated) Powerplant Failure —Multiengine Airplane

b) From FAA S 8081 12.

1. Area of Operation I, Preflight Preparation, includes:

- Task F: Principles of Flight¾Engine Inoperative

2. Area of Operation VIII, Emergency Operations, includes:

- Task C: Engine Inoperative¾Loss of Directional Control Demonstration

NOTE: For the guidance contained in paragraph E3 above, an applicant may use a flight simulator or FTD that is representative of a multiengine airplane that has a manufacturer's published VMC; and used in accordance with a program approved for a GACAR part 142 certificate holder.

9.1.4.25. REPEATING MANEUVERS ON PRACTICAL TESTS. A maneuver that is not performed to the required standard during a practical test may not be repeated unless one of the following conditions applies:

A. Discontinuance. Discontinuance of a maneuver for valid safety reasons (e.g., a go around or other procedure necessary to modify the originally planned maneuver).

B. Collision Avoidance. Inspector intervention on the flight controls to avoid another aircraft the applicant could not have seen due to position or other factors.

C. Misunderstood Requests. Legitimate instances when an applicant does not understand an Inspector's request to perform a specific maneuver. An applicant's failure to understand the nature of a specified maneuver being requested is not grounds for repeating a maneuver.

D. Other Factors. Any condition under which the Inspector was distracted to the point that he could not adequately observe applicant performance of the maneuver (radio calls, traffic, etc.).

9.1.4.27. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS.

A. Inspector's Responsibilities . In the event that an accident or incident should occur during a practical test, the Inspector must follow the prescribed procedures in volume 13, chapter 6. The safeguarding of lives and property should be the highest priority following an accident or incident.

9.1.4.29. DOCUMENTATION PHASE. There are documentation requirements that must be completed after each phase of the testing process. Documentation requirements are specified in the section applicable to each certificate and are listed on appropriate job aids. After completing all phases of the testing process, the Inspector or examiner shall complete a GACA Activity Report (GAR) entry. The Inspector or examiner shall collect the required documents and attach them to the completed application form. Inspectors shall forward

the certification paperwork through their supervisors to the Certification and Licensing Division.

9.1.4.31. PRACTICAL TEST SPECIAL EMPHASIS ITEMS. This paragraph discusses additional areas of consideration when conducting a practical test. Many of these special emphasis items are the result of accident investigation findings and statistical analysis of pilot operational errors.

A. Dangers Associated With Simulation of Power Failure In Single Engine Airplanes By the Interruption of Fuel Flow. Although not a widespread practice, flight instructors occasionally simulate engine failure in single engine airplanes by turning the fuel selector valve “off” or by placing the mixture control in the “idle cutoff” position.

1) *Accident History.* A study of fuel starvation accidents showed that most accidents in which simulated engine failure was a factor involved single engine airplanes. Use of the above procedures can result in an actual emergency depending on factors such as engine wind milling characteristics, fuel quantity remaining, and fuel selector and mixture control system design.

2) *Alternatives.* Inspectors and designated examiners should ensure that the subject of simulated engine failure in single engine airplanes is given special emphasis during appropriate contacts with pilot schools and flight instructors. Alternative means of engine out simulation should be discussed; for example, retarding the engine throttle control or power/thrust lever.

B. Pilot External Vigilance (Scan Program). The occurrence of midair collisions highlights a need to place special emphasis on the importance of cockpit external vigilance. While some operators have taken action to train crews in effective scan techniques, all pilots need to make a more conscious effort to search outside the cockpit for conflicting traffic.

1) *Scanning Technique.* The probability of spotting a potential collision threat increases with the time spent looking outside, but certain techniques may be used to increase the effectiveness of the scan time. The human eye tends to focus somewhere, even in a featureless sky. To be most effective, the pilot should shift glances and refocus at intervals. Most pilots do this in the process of scanning the instrument panel, but it is also important to focus outside to set up the visual system for effective target acquisition.

2) *Head Movemen*t. Pilots should be reminded that it is necessary to move the head to search around the physical obstructions, such as door and window posts. The doorpost can cover a considerable amount of sky, but a small head movement can reveal a threat these areas could be concealing.

3) *Peripheral Vision.* Peripheral vision can be most useful in spotting collision threats from other aircraft. Each time a scan is stopped and the eyes are refocused, the peripheral vision takes on more

importance because it is through this element that movement is detected. Apparent movement is almost always the first perception of collision threat and probably the most important because it is the discovery of a threat that triggers the events leading to proper evasive action and safe operation.

4) *Scanning Emphasis.* Inspectors and designated examiners should ensure that the subject of scanning and cockpit vigilance is included in training programs and is emphasized on all practical tests. Special emphasis should be given during contacts with pilot schools, flight instructors, during practical examinations, and while conducting flight reviews. Inspectors should be keenly aware of flight operations near navigational aids, high density traffic areas, visual traffic patterns, and during simulated instrument practice where a tendency to “look inside” is common among pilots.

C. Accurate Position Reporting and Collision Avoidance. Inspectors and designated examiners should ensure that the subject of accurate position reporting and collision avoidance is discussed frequently and that relevant information is given the widest possible dissemination during contact with flight instructor, pilot examiners, approved schools, and the aviation community. Inspectors should make clear that pilots are responsible for exercising diligent scanning and accurately reporting procedures during aircraft operations.

D. Instrument Flying Skills Partial Panel.

1) *Partial Panel Training.* Data gathered during accident investigations show a need for emphasis on the skills required for control of aircraft in instrument conditions without the use of the attitude indicator. Partial panel operations involving control of an airplane by the use of the primary flight instruments develops skills that are needed if the attitude indicator fails during flight in instrument conditions. These skills apply to all pilot certificates.

2) *Ensuring Basic Instrument Skills in Partial Panel Operations.* Inspectors are directed to reemphasize to pilot examiners and flight instructors the need for the following:

a) On all pilot proficiency and competency checks in which instrument flying skill is a requirement, the pilot’s competency in partial panel instrument flying skills must be evaluated.

b) Pilots must demonstrate competency levels in basic aircraft control with partial panel using “turn coordinator, ball, and airspeed” appropriate to the certificate and ratings held, with pilot privileges authorized for the check, to be fully satisfactory.

Figure 9.1.4.1. Example of Task from PTS

III. AREA OF OPERATION: AERODROME AND SEAPLANE BASE OPERATIONS

A. TASK: RADIO COMMUNICATION AND ATC LIGHT SIGNALS

(AMEL and AMES)

REFERENCES: 14 CFR Part 91; AC 61-23/FAA-H-8023-25; AIM.

Objective. To determine that the applicant:

1. Exhibits knowledge of the elements related to radio communications and ATC light signals.
2. Selects appropriate frequencies.
3. Transmits using recommended phraseology.
4. Acknowledges radio communications and complies with instructions.

B. TASK: TRAFFIC PATTERNS

(AMEL and AMES)

REFERENCES: FAA-H-8083-3, AC 61-23/FAA-H-8023-25, AC 90-66; AIM.

Objective. To determine that the applicant:

1. Exhibits knowledge of the elements related to traffic patterns. This shall include procedures at aerodromes with and without operating control towers, prevention of runway incursions, collision avoidance, wake turbulence avoidance, and wind shear.
2. Complies with proper traffic pattern procedures.
3. Maintains proper spacing from other aircraft.
4. Corrects for wind-drift to maintain proper ground track.
5. Maintains orientation with runway/landing area in use.
6. Maintains traffic pattern altitude ±100 feet (30 meters), and appropriate airspeed ±10 knots.

Figure 9.1.4.2. Examples of Certificate Endorsements for Aircraft That Are Incapable of Performing Certain Tasks on a Practical Test

A. The person is using a Cessna 336 to add an airplane multiengine land rating onto a commercial pilot certificate for which the applicant already holds an airplane single engine land rating. This airplane does not have a V_{MC} speed established by the manufacturer and thus cannot perform the V_{MC} demonstration task. Specific guidance on the limitations to place on the applicant's pilot certificate, is as follows:

• Commercial Pilot Airplane Single & Multiengine Land, AMEL Limited to Center Thrust

NOTE: When the applicant completes a commercial pilot practical test in a multiengine airplane that has a published V_{MC} speed, the limitation may be removed.

B. The person is using a Cessna 336 to add an airplane multiengine rating onto a flight instructor certificate for which the applicant already holds an airplane single engine rating. No limitations need to be placed on the applicant's flight instructor certificate since the person's flight instructor certificate is limited by the privileges on their pilot certificate (see § 61.175(b)). Therefore, an applicant who applies for an airplane multiengine rating to be added on their flight instructor certificate and performs the practical test in a Cessna 336 and whose commercial pilot certificate contains the "Limited to Center Thrust" limitation would be also be held to that limitation when flight instructing. The flight instructor certificate would still read as follows:

• Flight Instructor

Airplane Single and Multiengine

Valid only when accompanied by pilot certificate No. 12345678

Expires 28/02/2013

NOTE: To flight-instruct in a multiengine airplane that has a VMC speed established by the manufacturer, the person would merely need to complete training and certification at a pilot certificate level of at least the commercial pilot level in a multiengine airplane that has a published VMC speed, and then the limitation would be removed from his pilot certificate.

C. The person is using a Cessna 337 to qualify for an additional airplane multiengine land rating onto his/her existing private pilot certificate and instrument privileges in a multiengine airplane for which the applicant already holds an airplane single engine rating and instrument airplane rating. This airplane does not have a V_{MC} speed established by the manufacturer and thus cannot perform the tasks

"Engine failure during straight and level flights and turns" and "Instrument Approach one engine inoperative." Specific guidance on the limitations to place on the applicant's private pilot certificate, is as follows:

• Private Pilot

Airplane Single and Multiengine Land, AMEL Limited to Center Thrust

Instrument - Airplane

NOTE: When the applicant completes the training, endorsements, and the instrument tasks required by the Practical Test Standards in a multiengine airplane that has a published VMC speed, the limitation may be removed.

D. The person is using an Ercoupe 415B for a private pilot certificate for an airplane single engine land rating. This airplane does not have published stall speeds and cannot perform the stall or spin task. Specific guidance on the limitations to place on the applicant's private pilot certificate is as follows:

• Private Pilot

Airplane Single Engine Land - Limited to Ercoupe 415

NOTE: When the applicant completes a private pilot practical test in a single engine airplane that has published stall speeds and stalling capabilities, the limitation may be removed.

E. The person is using an Airbus 320 to apply for an airline transport pilot (ATP) certificate with an airplane multiengine land rating and an A320 type rating. The GACA has determined this airplane does not require the applicant to perform steep turns and certain stalls. The applicant previously held a commercial pilot certificate with ratings in an ASEL, ASES, and AMEL-Limited to Center Thrust. The applicant's AMEL rating was gained previously by completing the practical test in a CE 337. Specific guidance on the limitations to place on the applicant's pilot certificate is as follows:

• Airline Transport Pilot

Airplane Multiengine Land - Limited to A320

Commercial Pilot Privileges

Airplane Single Engine Land & Sea

NOTE: When the applicant completes an ATP practical test in a multiengine airplane where stalls and steep turns were performed, the limitation may be removed. The center line thrust limitation was removed at completion of the ATP practical test in the A320, because the A320 has a published VMC speed.

- Commercial Pilot

Airplane Multiengine Land - Limited to Center Thrust

Instrument – Airplane

Figure 9.1.4.3. Letter of Discontinuance-Practical Test

GACA Letterhead

Letter of Discontinuance

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

On this date, you successfully completed the oral portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

[*Indicate areas of operation completed on the test.*]

After [*indicate expiration date*], you must repeat the entire practical test.

Sincerely,

[*signature of Inspector conducting practical test of examiner candidate*]

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 5. Temporary Airmen Certificates

9.1.5.1. GENERAL. This section provides general guidance on the preparation and issuance of General Authority of Civil Aviation (GACA) Temporary Airman Certificates (GACA Form SS&AT 8060-4). A temporary airman certificate should be filled with a non-erasable ink and using UPPERCASE letters.

9.1.5.3. TEMPORARY AIRMAN CERTIFICATES. A temporary certificate should be issued by the Inspector (or examiner) each time a pilot certificate is issued or amended. When an applicant has met all requirements for a certificate or rating, the Inspector who conducted the practical test prepares the temporary airman certificate.

A. Duration. Temporary airman certificates are valid for 120 days after the date of issuance.

1) When the temporary certificate has less than 30 days of validity remaining, and the permanent certificate have not been received, the applicant shall check with licensing department in GACA to request the issuance of another temporary certificate. This is to preclude the inadvertent extension of a temporary certificate that is improperly issued, or issued to a person subject to a stop order.

2) A reissued temporary certificate is also valid for 120 days.

B. Temporary Certificate Preparation.

1) In Block III, the inspector enters the superseded airman certificate number or “Pending” if no prior GACA certificate available.

The following are exceptions:

(i) If checked for a different type of pilot certificate the inspector shall enters the same number as the corresponding pilot certificate with the suffix “AT, CP or PP”, as appropriate.

(ii) An applicant who previously held an airman certificate of the same category that expired or was revoked may be issued the same certificate number, by request, if the applicant presents proof of the previous certificate.

2) For the reissuance of certificates, the previously assigned certificate number shall continue to be

shown in Block III.

3) In Block IV, the inspector enters the airman's name exactly as it appears on his passport.

4) In Block V, the inspector enters the airman's address as it appears on the application.

5) In Block IVa, the inspector enters the airman's date of birth exactly as it appears on his medical certificate.

6) In Block VI, the inspector enters the airman's personal identification information as it appears on his medical certificate or the application if no medical certificate is available.

7) In Block VII is where the applicant sign in ink on both the original and the copy of the temporary airman certificate.

8) In Block IX, the inspector indicates the type of pilot certificate (e.g., private pilot, commercial pilot, airline transport pilot).

9) In Block XII, the inspector lists the ratings associated with the certificate.

10) In Block XIII, the inspector indicates any limitations associated with the certificate or rating, and add the English Languish Proficiency Level (ELP LVL).

11) The inspector checks the appropriate box for either original issuance or reissuance of the certificate grade. If an airman certificate has been superseded, the inspector enters the date the superseded certificate was issued.

12) In Block X, the inspector indicates the date of issuance and signs the certificate, Inspectors should sign in ink on both the original and the copy of the temporary certificate, and their names should be typed (or printed legibly) beneath the signature. In the "Inspector's Reg. No." the Inspector enter his Inspector Identification Serial number. "Designation Expiration" do not apply to inspectors but must be used by examiners.

C. Use of More Than One Temporary Airman Certificates for Multiple Ratings. If an applicant qualifies for more ratings and limitations than can be properly placed on one Temporary Airman Certificate, more than one form can be used. Each certificate should fully identify and describe the holder and bear a notation showing the number of forms comprising the complete certificate.

D. Limitations. Because of specific operating conditions, pilot certificates may bear certain limitations. The airman may not perform the operation being limited until satisfactorily demonstrating the ability to

do so (e.g. CIRC. APCH-VMC ONLY, SIC PRIVILEGES ONLY, etc.). Aviation safety inspectors (Inspectors) and examiners should refer to specific tasks within Volume 9 for detailed information on limitations that must appear on the certificate.

E. Disposition of File.

1) Inspectors should have the applicant review the information on the temporary airman certificate to ensure accuracy.

2) The certification file, particularly the temporary airman certificate, should be thoroughly reviewed for correct wording of limitations. The Inspector must make sure of the following:

• No privileges have been removed.

• No authorizations have been issued for which an applicant is not eligible or on which he has not been tested.

3) As a reminder, the Inspector must keep in mind what ratings the applicant walked in with, what is being applied for, and what ratings should be issued upon successful completion of any required tests. For example, the items listed below would be applicable for a PIC:

Applicant (A) applying for	if passes, should get	Applicant (B) applying for	if passes, should get
Private Pilot Airplane Singlengine land	Private Pilot privileges: ASEL	Private Pilot Airplane Singlengine land	Private Pilot privileges: ASEL
Commercial Pilot Airplane Singlengine land	Commercial Pilot privileges: ASEL	Commercial Pilot Airplane Multiengine land	Commercial Pilot privileges: AMEL Private Pilot privileges: ASEL
Airplane Multiengine land	Commercial Pilot privileges: ASEL & AMEL		

ATP in B-737 without circling approach demonstration	ATP-AMEL B-737 Commercial Pilot privileges: ASEL ATP&B-737 CIRC. APCH-VMC ONLY	ATP in B-737 with circling approach demonstration	ATP-AMEL B-737 Private Pilot privileges: ASEL
Rating in B-777 with circling approach demonstration	ATP-AMEL B-737 , B-777 Commercial Pilot privileges: ASEL B-737 CIRC. APCH-VMC ONLY	Rating in B-777 without circling approach demonstration	ATP-AMEL B-737 , B-777 Private Pilot privileges: ASEL B-777 CIRC. APCH-VMC ONLY

APPLICANT HAS	APPLYING FOR	IF PASSES, SHOULD GET
ATP-AMEL B-747, CE-500 Commercial Pilot Privileges: ASEL Private Pilot Privileges: Glider	Commercial-Glider	ATP-AMEL B-747, CE-500 Commercial Pilot Privileges: ASEL Glider

4) Questions concerning ratings and limitations that are not addressed in this order should be directed to GACA licensing unit.

5) The Inspector completes the Inspector's certification on the application only after he is satisfied that the applicant is qualified, the certificate and ratings have been properly issued, and the file is accurate and complete.

6) When an Inspector determines that the applicant meets all eligibility requirements and the applicant passes the practical test, the Inspector issues a temporary certificate with appropriate category and class ratings and any necessary limitations.

7) The Inspector may endorse the airman's logbook and returns his medical certificate.

8) The Inspector files the completed application form, the original temporary airman certificate, the knowledge test report, and the superseded pilot certificate, if separate from the medical certificate.

In all cases the temporary airman certificate (GACA Form S,S&AT Form 8060-4); GACA Form S,S&AT 8710-1 Airmen Certificate and/or Rating Application; and the superseded airman certificate must be forwarded to the GACA licensing section for processing. It is essential that the files reach the licensing section promptly to permit issuance of the permanent certificate before the temporary certificate expires.

9) An Inspector who conducts a certification practical test, accepts a certification file from a designated pilot examiner (DPE), or accepts a file from an approved GACAR Part 141 pilot schools that hold examining authority, is responsible for the completeness and accuracy of the file.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 6. Notice of Disapproval of Application

9.1.6.1. GENERAL. This section provides general guidance on preparing and issuing General Authority of Civil Aviation (GACA) Notice of Disapproval of Application. Inspectors should refer to specific tasks within volume 9 for detailed information on the limitations that appear on Notice of Disapproval of Application.

9.1.6.3. NOTICE OF DISAPPROVAL OF APPLICATION. If an applicant's performance is unsatisfactory in the demonstration of knowledge, skill, or both areas, the practical test should be terminated and the applicant informed of the reasons for the termination. The knowledge and skill demonstrations cannot be considered as separate entities. If either aspect is considered unsatisfactory, the applicant has failed the entire practical test; however, the Inspector may give credit for those area of operations and tasks that were passed. The Inspector should complete the information in the "Remarks" section of the applicable application and prepare Notice of Disapproval of Application in duplicate.

A. Preparation of Notice of Disapproval of Application. Sections of Notice of Disapproval of Application are not numbered, but these instructions can be followed.

1) Enter the name and address of the applicant as they appear on the application.

2) Indicate the certificate or rating sought during the practical test.

3) Check the "Practical" box if there were unsatisfactory items on either the knowledge or skill portions.

4) Record the aircraft used for the test and the flight time in that aircraft as indicated in the applicant's logbook. The time is categorized as pilot-in-command (PIC), solo, instrument, and dual.

5) Indicate on the Notice of Disapproval of Application the areas of operation and tasks that were unsatisfactorily performed on the practical test, and indicate those operations not performed during the practical test.

a) All required areas of operation and tasks that the applicant was evaluated to be unsatisfactory must be listed on the Notice of Disapproval of Application.

b) List the number of practical test failures by the applicant for this certificate or rating, in any available space on the Notice of Disapproval of Application.

c) An applicant for retesting may receive credit for those areas of operation and tasks completed satisfactorily on the previous practical examination(s). However, an Inspector must reexamine the applicant on all areas of operation required for a pilot certificate or rating if 60 days have lapsed from the date of the initial practical test for the certificate or rating, as appropriate. An Inspector may reexamine the applicant on any areas of operation required for a pilot certificate or rating, as appropriate, if the applicant demonstrates unsatisfactory proficiency or competence on a task that was previously evaluated satisfactory on a previous practical test.

6) The Inspector must date and sign the Notice of Disapproval of Application.

B. Disposition of File. If the Inspector determines that the applicant has failed the practical test, the Inspector issues a Notice of Disapproval of Application to the applicant and returns the applicant's medical and knowledge test report. Once completed, file the airmen application and the Notice of Disapproval of Application. A copy of the Notice of Disapproval of Application may be provided to the certificated pilot school involved.

9.1.6.5. GACA ACTIVITY REPORT (GAR). Inspectors and examiners who conduct airman certification shall complete a GACA Activity Report for each activity conducted. Office managers may have the data sheets overprinted and supplied to examiners. This may be done by simply filling in the applicable fields and reproducing the form on a copy machine.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 7. Amendment or Replacement of Airmen Certificate

9.1.7.1. GENERAL. This section contains direction and guidance to be used by aviation safety inspectors (Inspectors) when processing amendments to certificates for airmen operating under the General Authority of Civil Aviation Regulations (GACARs) and replacing a lost or destroyed airman certificate or knowledge test report.

9.1.7.3. AMENDMENTS TO CERTIFICATES. An amendment to an airman's certificate is necessary whenever a change in name or address. When amending airman certificates for these reasons, Inspectors should use the following guidance:

A. Change of Name. An application to change the name on a certificate issued under GACAR Parts 61, 64, 65, 66 or 67 must be accompanied by:

- The applicant's airman or medical certificate
- A legal document verifying the name change (if applicable)
- A completed application

The Inspector should examine and verify the airmen certificate and legal documents and then return the documents to the applicant.

B. Change of Address. The holder of an airmen certificate who has made a change in permanent mailing address may not, after 30 days from that date, exercise the privileges of the certificate unless he has notified the GACA in writing of his new permanent mailing address.

9.1.7.5. REPLACEMENT OF CERTIFICATES AND/OR KNOWLEDGE TESTS. A certificate or knowledge test that has been lost, stolen or destroyed must be replaced as soon as possible since the GACARs require that flight crew members and dispatchers possess their airman and medical certificates when exercising certificate privileges.

A. Replacement Process. The airman must obtain a replacement certificate by the following:

- Request a replacement of a lost or destroyed airman certificate or knowledge test report by letter to the President

• Request must be accompanied by evidence that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act

B. Request Letter. The letter requesting replacement of a lost or destroyed airman certificate, or knowledge test report must state:

1) The person's name

2) The person's permanent mailing address

3) The certificate holder's date and place of birth

4) Any information regarding the:

• Number and date of issuance of the airman certificate and ratings, if appropriate

• Date the knowledge test was taken, if appropriate

C. GACA Letter. A person who has lost an airman certificate or knowledge test report may obtain a letter from the GACA confirming that it was issued.

1) The letter may be carried as an airman certificate or knowledge test report, as appropriate, for up to 60 working days pending the person's receipt of a duplicate, unless the person has been notified that the certificate has been suspended or revoked.

2) Request for such a letter must include the date on which a duplicate certificate or knowledge test report was previously requested.

D. Field Issuance of Temporary Certificates. When an airman needs to obtain a temporary certificate immediately, the preferred procedure is to request fax verification; however, a temporary airman certificate may also be issued by a GACA Inspector in the field. In such cases, Inspectors must use caution and must positively confirm an airman's status and identity. Inspectors should accomplish an emergency issuance in the following manner:

1) The airman must show that an immediate replacement of the lost certificate is necessary for either return flight(s) to domicile, continuation of an extended flight schedule, or continuation of aviation employment.

2) The airman must be unable to reasonably or efficiently obtain a fax.

3) The airman must be personally known to the Inspector or must present acceptable evidence of identity. Positive identification must include a photograph of the applicant, the applicant's signature, and the applicant's actual residential address if it is different from the applicant's mailing address. Acceptable methods of identification include, but are not limited to, a KSA driver's license, government identification card, and passport.

4) The temporary certificate should be clearly marked, "EMERGENCY FIELD ISSUANCE." The Inspector should indicate the expiration date in the section entitled, "Rating and Limitations," and ensure that the date of expiration does not exceed 60 days from date of issuance. For medical certificates, the Inspector should indicate the appropriate class held and its expiration date.

5) The airmen must follow the process in paragraph 9.1.7.5 above to obtain a permanent replacement of a certificate or knowledge test that has been lost, stolen or destroyed.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 8. Pilot Logbooks

9.1.8.1. GENERAL. Aeronautical training and experience that is used by airmen to meet the requirements for a certificate or rating, or for recent flight experience, must be documented in a reliable record. This section provides guidance to aviation safety inspectors (Inspectors) on the requirement for airmen possession of logbook records and replacement of pilot flight experience records. A pilot logbook is the primary evidence of pilot experience; however, Inspectors may accept operator records in lieu of a personal pilot logbook. Pilot logbooks used to meet the recordkeeping requirements of General Authority of Civil Aviation Regulation (GACAR) § 61.15 may be inspected upon reasonable request by the General Authority of Civil Aviation (GACA), an authorized representative of the Aviation Investigation Bureau (AIB), or any authorized Government representative.

> **NOTE**: Inspectors are reminded that this section applies to pilot recordkeeping requirements and should not be confused with the operator's recordkeeping responsibility under the General Authority of Civil Aviation Regulation (GACAR) Parts 121, 125 and 135.

9.1.8.3. LOST LOGBOOKS OR FLIGHT RECORDS. Inspectors should advise airmen that they may reconstruct lost logbooks or flight records by providing a signed statement of previous flight time.

A. Proof of Experience. Airmen may use the following items to substantiate flight time and experience:

- Aircraft logbooks
- Receipts for aircraft rentals
- Operator records
- Copies of airman medical files

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 9. Detection of Falsified or Altered Airman Certificates

9.1.9.1. GENERAL. This section contains information and guidance to be used by General Authority of Civil Aviation (GACA), aviation safety inspectors (Inspectors) and designated examiners when determining the authenticity of an airman certificate. During surveillance or certification activities, Inspectors should be alert to any indications of fraudulent or altered certificates and identification.

9.1.9.3. ESTABLISHING AIRMAN IDENTITY. Inspectors and designated examiners involved in airman certification shall verify the actual identity of a person applying for an airman certificate by following the procedures found in Section 3, paragraph 9.1.3.3 of this chapter.

A. Picture Identification. All applicants must present positive identification at the time of application. Such identification must include a recognizable photograph of the applicant, the applicant's signature, and the applicant's residential address. This information may be presented in more than one form of identification. Common sources of identification include Saudi National ID Card/Residency Permit, Kingdom of Saudi Arabia (KSA) driver's license, passports, etc.

9.1.9.5. DUPLICATE CERTIFICATES. With the exception of restricted and special use pilot certificates, an airman is only allowed to hold one KSA airman certificate of a kind. For example, an airman could hold a pilot, flight instructor, dispatcher, or flight engineer certificate. Temporary certificates, issued to an airman by Inspectors or designated examiners upon successful completion of a practical test, are not duplicate certificates.

9.1.9.7. PERSONAL POSSESSION OF PILOT CERTIFICATES. General Authority of Civil Aviation Regulations (GACAR) § 61.5 requires that pilots of KSA civil aircraft have a current pilot certificate in their personal possession when acting as a required pilot flight crew member. To avoid the possibility of fraudulent use of another's pilot certificate, this means that the pilot must be in possession of an original certificate, not a copy. The copy of a temporary certificate issued to an airman by the GACA or by a designated examiner is acceptable; however, Inspectors should check all temporary certificates for expiration dates.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 1. GENERAL AIRMEN CERTIFICATION INFORMATION

Section 10. Issuance of Attestation Letter to Pilot License Conversion Applicants

9.1.10.1 GACA ACTIVITY REPORT (GACAR). To be developed at a later date.

9.1.10.3. GENERAL.

A. This section stipulates the policies, processes, and procedure to issue, upon request, a letter of attestation to a Saudi National applicant who holds a valid pilot license issued by an ICAO Contracting State and following the processes of license conversion to obtain a GACA license in accordance with GACAR § 61.55 (h).

B. The attestation letter is issued to the applicant upon request by the GACA Personnel Licensing Department and must contain the appropriate QR Code.

9.1.10.5. REGULATORY REFERENCE. A Saudi National applicants holding pilot licenses issued by an ICAO Contracting State wishing to obtain a GACA Pilot License through the conversion process will comply with the regulations stipulated in GACAR § 61.55 (h).

9.1.10.7. REQUIREMENTS. The applicant for the attestation letter must have already completed the GACA application for foreign pilot license conversion, and must have:

1) His / Her foreign pilot license verified by the GACA Personnel Licensing Department.
2) Passed the prescribed knowledge exams for the pilot license sought.
3) GACA Medical Class-1 Certificate in accordance with GACAR Part-67.
4) Achieved a minimum of Level 4 in the English Language Proficiency test as prescribed by GACAR Part-61.
5) Passed the GACA KSA Aeronautical Information Publication (AIP) test as prescribed in GACAR Part-61.

9.1.10.9. PROCESS.

A. Requesting the Attestation Letter from the applicant.

B. Preparation of the Attestation Letter and verifying its requirements.

C. Signing the letter and submitting it to the applicant.

D. Filing and archiving attestation letters.

9.1.10.11. PROCEDURE.

A. Requesting the Attestation Letter from the applicant. An applicant who satisfies the requirements stipulated in (9.1.10.7) above may request the attestation letter from the GACA Personnel Licensing Department verbally, or using any other available means such as email or a formal memo/letter.

9.1.10.13. PREPARATION OF THE ATTESTATION LETTER AND VERIFYING ITS REQUIREMENTS. Upon a request from an applicant, the GACA Personnel Licensing Department will:

1) Verify that the applicant has satisfied the requirements as stipulated in (9.1.10.7).
2) Prepare the attestation letter in accordance with the template shown in Figure (9.1.10.1).
3) Attach the required copies satisfying the requirements of (9.1.10.7) to the prepared draft attestation letter.
4) The prepared draft attestation letter must include its QR Code. If the generation of the QR Code is not available, an embossed seal must be used.
5) The prepared draft attestation letter along with the attachment will be forwarded to the Manager of Personnel Licensing for review and signature.

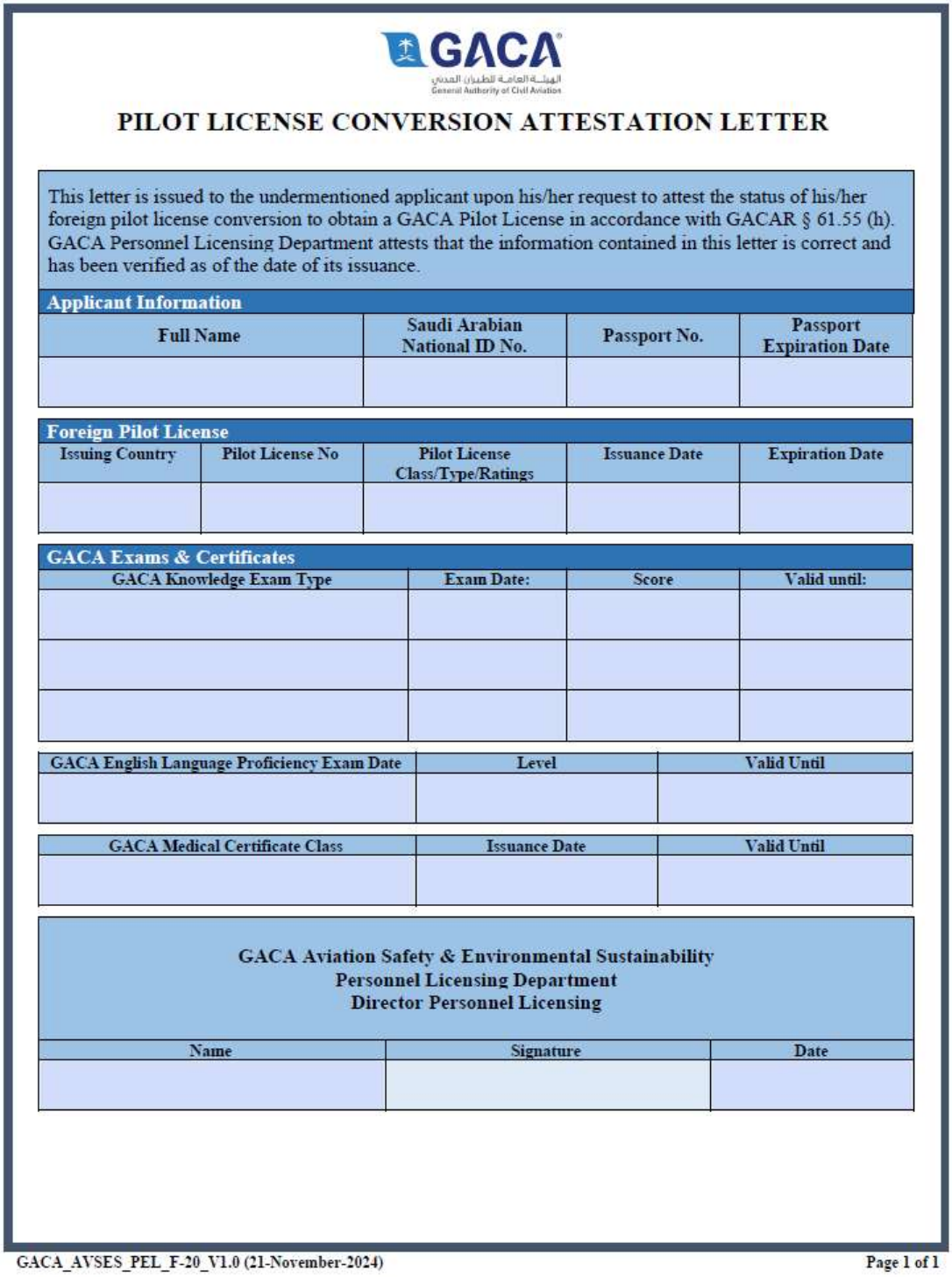
9.1.10.15. SIGNING THE LETTER AND SUBMITTING IT TO THE APPLICANT.

1) Upon satisfactory review of the prepared draft attestation letter and its attachments, the Manager of Personnel Licensing will sign the attestation letter and forward it back to the Personnel licensing administration.

2) The Personnel licensing administration will retain copies of the attestation letter and its attachments for archiving purposes.

3) The Personnel licensing administration will submit the signed attestation letter to the applicant and obtain his signature for receipt.

9.1.10.17. FILING AND ACHIEVING ATTESTATION LETTERS. The Personnel licensing administration will maintain a separate archive for all signed attestation letters for future reference.



GACA
الهيئة العامة للطيران المدني
General Authority of Civil Aviation

PILOT LICENSE CONVERSION ATTESTATION LETTER

This letter is issued to the undermentioned applicant upon his/her request to attest the status of his/her foreign pilot license conversion to obtain a GACA Pilot License in accordance with GACAR § 61.55 (h). GACA Personnel Licensing Department attests that the information contained in this letter is correct and has been verified as of the date of its issuance.

Applicant Information

Full Name	Saudi Arabian National ID No.	Passport No.	Passport Expiration Date

Foreign Pilot License

Issuing Country	Pilot License No	Pilot License Class/Type/Ratings	Issuance Date	Expiration Date

GACA Exams & Certificates

GACA Knowledge Exam Type	Exam Date:	Score	Valid until:

GACA English Language Proficiency Exam Date	Level	Valid Until

GACA Medical Certificate Class	Issuance Date	Valid Until

GACA Aviation Safety & Environmental Sustainability
Personnel Licensing Department
Director Personnel Licensing

Name	Signature	Date

GACA_AVSES_PEL_F-20_V1.0 (21-November-2024) Page 1 of 1

Figure 9.1.10.1 Attestation Letter Template.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 1. General Information

9.2.1.1. GENERAL. The information in this section is supplemental and does not always apply directly to the actual certification of airmen. Some of the information is safety-related. General Authority of Civil Aviation (GACA) aviation safety inspectors (Inspector) should be aware of this information and relate it to examiners or flight instructors. Other information included in this section includes items to consider during the surveillance of airmen, instructors, or examiners.

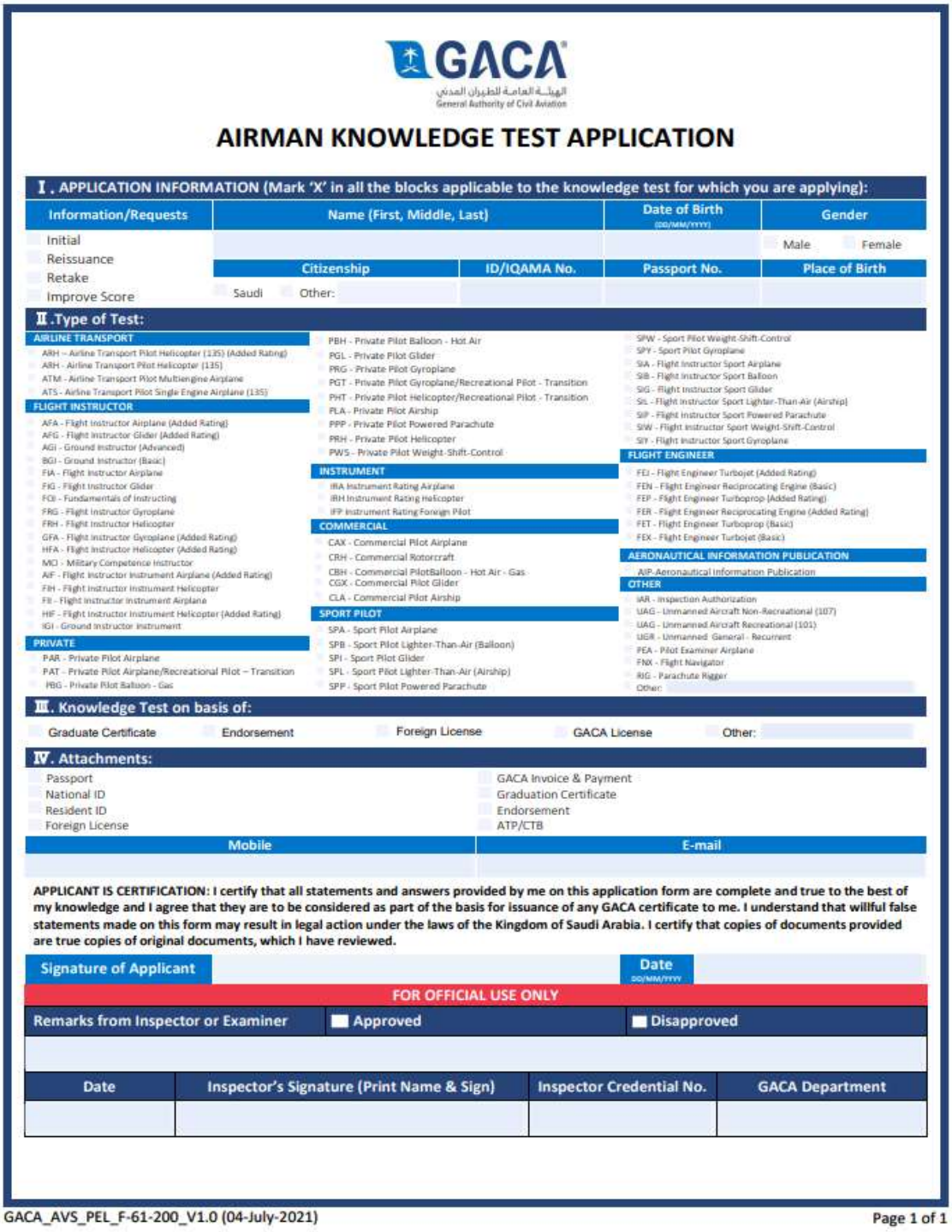
9.2.1.3. PURPOSE. The sections within this chapter provide instructions, standards, and procedures for Inspectors to implement the requirements of General Authority of Civil Aviation Regulations (GACAR) Part 61.

NOTE: Specific certification guidance for Airline Transport Pilots (ATP) is found in Volume 9, Chapter 3, Airline Transport Pilot (ATP) Certification under Part 61.

9.2.1.5. CONTENT. This chapter's guidance concerns all types of airmen certification and demonstrations of competency not associated with General Authority of Civil Aviation Regulations (GACAR) Part 121, 125 or 135 approved training programs.

9.2.1.7. THE AIRMAN CERTIFICATION PROCESS.

A. Certification Process. An applicant for a knowledge test for an airman certificate or additional rating shall make arrangements with Inspectors from the Aviation License Department to take the appropriate knowledge test. The applicant must fill and submit the standard GACA Form (GACA AVS_PEL_F-61-200) illustrated in Figure 9.2.1.7 accordingly. An applicant for a practical test for an airmen certificate or additional rating shall make arrangements to take the appropriate practical test with a designated pilot examiner (DPE) or Inspector.



GACA
الهيئة العامة للطيران المدني
General Authority of Civil Aviation

AIRMAN KNOWLEDGE TEST APPLICATION

I. APPLICATION INFORMATION (Mark 'X' in all the blocks applicable to the knowledge test for which you are applying):

Information/Requests	Name (First, Middle, Last)	Date of Birth (DD/MM/YYYY)	Gender
☐ Initial ☐ Reissuance ☐ Retake ☐ Improve Score			☐ Male ☐ Female

Citizenship	ID/IQAMA No.	Passport No.	Place of Birth
☐ Saudi ☐ Other:			

II. Type of Test:

AIRLINE TRANSPORT
- ARH – Airline Transport Pilot Helicopter (135) (Added Rating)
- ARH - Airline Transport Pilot Helicopter (135)
- ATM - Airline Transport Pilot Multiengine Airplane
- ATS - Airline Transport Pilot Single Engine Airplane (135)

FLIGHT INSTRUCTOR
- AFA - Flight Instructor Airplane (Added Rating)
- AFG - Flight Instructor Glider (Added Rating)
- AGI - Ground Instructor (Advanced)
- BGI - Ground Instructor (Basic)
- FIA - Flight Instructor Airplane
- FIG - Flight Instructor Glider
- FOI - Fundamentals of Instructing
- FRG - Flight Instructor Gyroplane
- FRH - Flight Instructor Helicopter
- GFA - Flight Instructor Gyroplane (Added Rating)
- HFA - Flight Instructor Helicopter (Added Rating)
- MCI - Military Competence Instructor
- AIF - Flight Instructor Instrument Airplane (Added Rating)
- FIH - Flight Instructor Instrument Helicopter
- FII - Flight Instructor Instrument Airplane
- HIF - Flight Instructor Instrument Helicopter (Added Rating)
- IGI - Ground Instructor Instrument

PRIVATE
- PAR - Private Pilot Airplane
- PAT - Private Pilot Airplane/Recreational Pilot – Transition
- PBG - Private Pilot Balloon - Gas
- PBH - Private Pilot Balloon - Hot Air
- PGL - Private Pilot Glider
- PRG - Private Pilot Gyroplane
- PGT - Private Pilot Gyroplane/Recreational Pilot - Transition
- PHT - Private Pilot Helicopter/Recreational Pilot - Transition
- PLA - Private Pilot Airship
- PPP - Private Pilot Powered Parachute
- PRH - Private Pilot Helicopter
- PWS - Private Pilot Weight-Shift-Control

INSTRUMENT
- IRA Instrument Rating Airplane
- IRH Instrument Rating Helicopter
- IFP Instrument Rating Foreign Pilot

COMMERCIAL
- CAX - Commercial Pilot Airplane
- CRH - Commercial Rotorcraft
- CBH - Commercial PilotBalloon - Hot Air - Gas
- CGX - Commercial Pilot Glider
- CLA - Commercial Pilot Airship

SPORT PILOT
- SPA - Sport Pilot Airplane
- SPB - Sport Pilot Lighter-Than-Air (Balloon)
- SPI - Sport Pilot Glider
- SPL - Sport Pilot Lighter-Than-Air (Airship)
- SPF - Sport Pilot Powered Parachute
- SPW - Sport Pilot Weight-Shift-Control
- SPY - Sport Pilot Gyroplane
- SIA - Flight Instructor Sport Airplane
- SIB - Flight Instructor Sport Balloon
- SIG - Flight Instructor Sport Glider
- SIL - Flight Instructor Sport Lighter-Than-Air (Airship)
- SIP - Flight Instructor Sport Powered Parachute
- SIW - Flight Instructor Sport Weight-Shift-Control
- SIY - Flight Instructor Sport Gyroplane

FLIGHT ENGINEER
- FEJ - Flight Engineer Turbojet (Added Rating)
- FEN - Flight Engineer Reciprocating Engine (Basic)
- FEP - Flight Engineer Turboprop (Added Rating)
- FER - Flight Engineer Reciprocating Engine (Added Rating)
- FET - Flight Engineer Turboprop (Basic)
- FEX - Flight Engineer Turbojet (Basic)

AERONAUTICAL INFORMATION PUBLICATION
- AIP-Aeronautical Information Publication

OTHER
- IAR - Inspection Authorization
- UAG - Unmanned Aircraft Non-Recreational (107)
- UAG - Unmanned Aircraft Recreational (101)
- UGR - Unmanned General - Recurrent
- PEA - Pilot Examiner Airplane
- FNX - Flight Navigator
- RIG - Parachute Rigger
- Other:

III. Knowledge Test on basis of:

☐ Graduate Certificate ☐ Endorsement ☐ Foreign License ☐ GACA License ☐ Other:

IV. Attachments:

- ☐ Passport
- ☐ National ID
- ☐ Resident ID
- ☐ Foreign License
- ☐ GACA Invoice & Payment
- ☐ Graduation Certificate
- ☐ Endorsement
- ☐ ATP/CTB

Mobile	E-mail

APPLICANT IS CERTIFICATION: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any GACA certificate to me. I understand that willful false statements made on this form may result in legal action under the laws of the Kingdom of Saudi Arabia. I certify that copies of documents provided are true copies of original documents, which I have reviewed.

Signature of Applicant	Date (DD/MM/YYYY)

FOR OFFICIAL USE ONLY

Remarks from Inspector or Examiner	☐ Approved	☐ Disapproved

Date	Inspector's Signature (Print Name & Sign)	Inspector Credential No.	GACA Department

GACA_AVS_PEL_F-61-200_V1.0 (04-July-2021) Page 1 of 1

NOTE: Unless otherwise stated, the term designated pilot examiner (DPE) will be used for all

pilot examiner classifications e.g. private pilot examiner, airline transport pilot examiner, flight instructor examiner, etc.

B. Accomplishing Certification. An applicant for an airman certificate or rating must accomplish the steps in a specific process/order before certification is complete.

1) The applicant must present to an Inspector or DPE, documents and evidence of the appropriate qualifications and eligibility for the certificate or rating. This may include a record of the knowledge test taken to meet the aeronautical knowledge requirements of the regulations.

2) The applicant must satisfactorily complete all of the applicable fields of the GACA application.

3) The applicant must provide an aircraft appropriate to the certificate or rating sought.

4) The applicant must pass a practical test appropriate to the certificate or rating sought.

5) The applicant must provide evidence of payment of the applicable fees.

C. Knowledge Tests. Knowledge examinations, if required, must be accomplished at a GACA approved airman knowledge testing center.

9.2.1.9. USE OF A FULL FLIGHT SIMULATOR (FSS) APPROVED TO CONDUCT GACAR § 61.17 PILOT-IN-COMMAND (PIC) PROFICIENCY CHECKS. GACAR § 61.17 require that to serve as PIC of an aircraft that is certificated for more than one flight crew member, or that is turbojet powered, the PIC must have:

• Within the preceding 12 months, have completed a PIC proficiency check in an aircraft that is type certificated for more than one required flight crew member or is turbojet powered; and

• Within the preceding 24 months, have completed a PIC proficiency check in the particular type of aircraft in which that person will serve as PIC, that is type certificated for more than one required flight crew member or is turbojet powered.

The PIC proficiency checks of GACAR § 61.17 may be performed in a full flight simulator (FFS) in accordance with the applicable provisions set forth in GACAR § 61.17(b)(5). However, all devices must be approved under GACAR Part 60 for the specific use.

9.2.1.11. COMPLIANCE WITH ENGLISH LANGUAGE REQUIREMENTS OF PART 61 FOR PILOT CERTIFICATION. GACAR § 61.53 and Appendix A to GACAR Part 61 prescribed the requirements governing competency in the English language as an eligibility requirement for all kinds of

pilot certificates issued under GACAR Part 61. All applicants must be able to read, speak, write, and understand the English language. Only an applicant who is unable to meet one of these requirements due to medical reasons (e.g., hearing impaired) is permitted to be issued a pilot or flight instructor certificate. In this case, the President may place such operating limitations on the applicant's certificate that are necessary for the safe operation of the aircraft. For example, the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIOS" may be placed on the applicant's certificate. Only an Inspector is authorized to remove the limitation from a certificate. Examiners may not do so unless specifically authorized by the President.

A. Aviation Standard. The English language has been accepted as the international standard by the International Civil Aviation Organization (ICAO). However, the effectiveness of GACAR Part 61 regarding the English language competency of pilots of all nationalities depends on compliance with, and enforcement of, the English language competency requirements.

B. Information to Disseminate. Inspectors should ensure that the following information is disseminated during contacts with flight and ground instructors, approved schools, the aviation community, and Designated Pilot Examiners (DPEs).

1) Inspectors should require positive personal identification from each applicant for a pilot certificate under the regulations.

2) All applicants must be able to read, speak, write, and understand the English language. Only an applicant who is unable to meet these requirements due to medical reasons (e.g., hearing impairment, speech impairment due to medical reasons) is permitted to be issued a pilot or flight instructor certificate with the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH."

9.2.1.13. PILOT CERTIFICATE REQUIREMENTS AND THE LOGGING OF FLIGHT TIME IN ULTRALIGHTS, POWERED (MOTORIZED) GLIDERS, AND OTHER VEHICLES. The following guidance is designed to clarify issues concerning the logging of flight time and minimum pilot certificate requirements for hang gliders (weight-shift-control), ultralights, and similar vehicles.

A. Non-Certificated Vehicles. GACAR § 103.9, states that "no person may operate an ultralight vehicle unless that person holds a pilot certificate issued under GACAR Part 61 or an ultralight vehicle operator permit issued by an Aviation Club under GACAR Part 149.

B. Logging Time. Unless the vehicle is type certificated (TC) as an aircraft in a category listed in GACAR § 61.7 or as an experimental aircraft, or otherwise holds an airworthiness certificate, flight time acquired in such a vehicle may not be used to meet requirements of GACAR Part 61 for a certificate or rating or to meet recency of experience requirements.

C. Logging Time in Powered Gliders. Flight time in a powered glider cannot be logged as required airplane pilot flight time unless the aircraft is type certificated as a motorized airplane under GACAR Part 21. Flight time used to meet recency of experience requirements or the requirements for a certificate or rating may only be logged according to the category in which the aircraft is type certificated (airplane, glider, etc.). Powered gliders may be type certificated as either gliders or airplanes. Inspector should consult with GACA Airworthiness Engineers if there are any questions in this regard.

9.2.1.15. VOLUNTARY SURRENDER OF CERTIFICATE OR RATING. Application for voluntary surrender, or "downgrading," of a pilot certificate or rating may be accepted by an Inspector only in accordance with GACAR § 61.35. No certificate or rating shall be accepted for surrender or downgrading unless the applicant submits a request in writing and fully understands that he has no reinstatement rights.

9.2.1.17. EMERGENCY ISSUANCE OF REPLACEMENT CERTIFICATE. In an emergency, an Inspector may issue a temporary pilot certificate to replace a lost or destroyed certificate.

A. Condition of Emergency Issuance.

1) The pilot must show that an immediate replacement of the lost certificate is necessary for either the return flight to base, to continue an extended flight, or to continue employment as a pilot.

2) The pilot must show that he is unable, or that it is not feasible, to obtain a facsimile in accordance with GACAR § 61.37(c).

3) The pilot must either be personally known to the Inspector or must present, in person, acceptable evidence of identity.

4) The Inspector must confirm the validity, grade, and ratings of the lost certificate by consulting the applicable GACA airmen certification databases.

B. Temporary Certificate. The temporary certificate issued should be clearly marked "EMERGENCY FIELD ISSUANCE" and be limited to reasonable duration necessary for the pilot to obtain a duplicate certificate by the most expeditious means. In no case shall the temporary certificate be issued for more than 60 days.

9.2.1.19. LOST LOGBOOKS OR FLIGHT RECORDS. Aeronautical experience requirements must be shown for a person to be eligible for the issuance or to exercise the privileges of a pilot certificate. A pilot who has lost logbooks or flight time records should be reminded that any fraudulent or intentional false statements concerning aeronautical experience are a basis for suspension or revocation of any certificate or rating held. The pilot who has this problem may, at the discretion of the Inspector accepting the application

for a pilot certificate or rating, use a signed and notarized statement of previous flight time as the basis for starting a new flight time record. Such a statement should be substantiated by all available evidence, such as aircraft logbooks, receipts for aircraft rentals, and statements of flight operators and pilot schools.

9.2.1.21. AUTHENTICATION OF OLD AND NEW AIRMAN CERTIFICATES TO IDENTIFY FORGERIES OR COUNTERFEITS. Inspectors are occasionally required to determine the authenticity of an airman certificate. Inspectors should be able to recognize legitimate certificates during surveillance or certification activities. Additionally, law enforcement officers may ask for assistance in identifying counterfeit or forged certificates.

A. Suspected Counterfeiting. Any contact with suspected counterfeit or forged airman certificates should be reported immediately to the Director, Certification & Licensing Division. Inspector should not attempt to confiscate a suspected forged or counterfeit certificate.

9.2.1.23. OPERATING LIMITATIONS FOR HEARING AND/OR SPEECH IMPAIRED.

A. Operating Limitations on Pilot Certificate. This paragraph specifies the required operating limitations to be placed on the pilot certificate of persons who are hearing and/or speech impaired due to medical reasons. Persons, who are unable to read, speak, write, and understand English because of inadequate fluency or comprehension for nonmedical reasons are not addressed in this paragraph and will not be issued a pilot or instructor certificate until the English fluency requirements are met.

B. Part 61 Specifications. GACAR Part 61 specifies that an applicant for pilot certification must be able to read, speak, write, and understand the English language.

1) Persons who are unable to meet the requirement to speak or understand the English language because of hearing and/or speech impairment due to medical reasons must have the medical reason confirmed and documented on the person’s application for airman medical certification by the designated Aviation Medical Examiner (AME).

2) The designated AME will inform a person who is hearing and/or speech impaired, that he must submit to a special medical flight test. The special medical flight test will determine if an applicant is eligible for a medical certificate and Statement of Demonstrated Ability (SODA).

3) The following limitation will be placed on a person’s medical certificate where the person is hearing and/or speech impaired and on the SODA: “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIOS.”

C. Operating Limitations on Persons. Operating limitations for persons who are unable to meet the GACAR Part 61 requirement to speak or understand the English language because of a hearing and/or

speech impairment due to medical reasons.

1) A person who is hearing and/or speech impaired may not serve as a PIC or as a required pilot crew member for any flights requiring the use of a radio. For flights requiring radio use, an appropriately qualified pilot must act as the PIC for the flight. That PIC must meet all of the GACAR Part 61pilot certification, medical certification, and recency of experience requirements. The PIC and any other required pilot crew member must not be hearing or speech impaired. Additionally, the person acting as the PIC:

a) Has final authority and responsibility for the operation and safety of the flight.

b) Must have been designated as PIC before or during the flight.

c) Must holds the appropriate category, class, and rating, if appropriate, for the conduct of the flight.

2) A person who is hearing and/or speech impaired may not serve as a required pilot crew member aboard an aircraft that requires more than one pilot crew member by the aircraft's type design or by the regulation, and may not serve as a safety pilot for the purpose of GACAR § 91.57(b).

D. Ratings and Limitations Section. Persons who are hearing and/or speech impaired must have the following operating limitations placed on their pilot certificate:

o MAY NOT SERVE AS A PILOT IN COMMAND OR A REQUIRED PILOT CREW MEMBER FOR FLIGHTS REQUIRING THE USE OF RADIO COMMUNICATIONS.

o MAY NOT SERVE AS A REQUIRED PILOT CREW MEMBER IN AN AIRCRAFT THAT REQUIRES MORE THAN ONE PILOT CREW MEMBER BY THE AIRCRAFT TYPE CERTIFICATE OR BY REGULATION, NOR SERVE AS A SAFETY PILOT FOR THE PURPOSE OF GACAR § 91.57(b).

o NOT VALID FOR FLIGHTS OUTSIDE THE KINGDOM OF SAUDI ARABIA.

E. Flight Instructor Certificate. An applicant for a flight instructor certificate must be able to read, speak, write, and understand the English language.

1) Persons who are unable to meet these requirements because of a hearing and/or speech impairment due to medical reasons must have the operating limitation listed below placed on their flight instructor certificate.

2) The following limitation must be placed on a flight instructor certificate when the GACA has determined that the person is hearing and/or speech impaired: “MAY NOT SERVE AS A FLIGHT INSTRUCTOR IN FLIGHT.” However, a person who is hearing and/or speech impaired may be able to serve as a flight instructor in a FSTD, aviation training device (ATD), or may serve as a ground instructor in a classroom setting.

F. Practical Test. As a special emphasis item during the practical test of persons who are hearing or speech impaired, the Inspector must evaluate the person’s ability to receive ATC instructions from the assigned PIC on the flight and comply with instructions in a timely manner and within the approved standards.

G. Hearing Enhancement Device. If a hearing-impaired person is able to demonstrate to the Inspector that he can understand the English language through the use of some hearing enhancement device (e.g., such as a Cochlear implant) and vocally respond in English sufficient to meet GACAR Part 61 specifications, without the use of Sign Language or other aid, then the person may be eligible for removal of the following limitations:

1) “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIOS”

2) “MAY NOT SERVE AS A FLIGHT INSTRUCTOR IN FLIGHT”

H. Impairment After Medical Certificate Issuance. Per GACAR § 61.9, if a person becomes hearing and/or speech impaired after issuance of a medical certificate, and the impairment is verified, that person is considered to have a medical deficiency. Therefore, the person is prohibited from acting as a PIC or as a required pilot flight crew member (in any capacity). That person must be instructed to inform the GACA Medical Assessor about his impairment. That office will determine if the person is eligible to receive a medical certificate and SODA with the limitation “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIOS.”

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 2. Flight Reviews and Competency Checks

9.2.2.1. GENERAL. This section contains guidance on the background and conduct of various flight reviews and competency checks required by General Authority of Civil Aviation Regulation (GACAR) Part 61. These reviews are in addition to airman certification tasks and include:

- Flight review
- High performance airplane competency check
- Instrument proficiency check
- Pilot in command proficiency check for aircraft requiring more than one pilot

9.2.2.3. INSPECTOR PARTICIPATION. The flight reviews and competency checks listed above are required by GACAR Part 61 and are usually conducted by certificated flight instructors or designated pilot examiners (DPEs). If, however, a pilot has obtained a flight review or competency check and, in that pilot's opinion, the outcome of the check was not satisfactory, the pilot may request a flight review or competency check from another instructor, an examiner, or a General Authority of Civil Aviation (GACA) aviation safety inspector (Inspector). If an Inspector conducts the flight review or competency check and finds the pilot does not meet the standards for the original issuance of the pilot certificate or ratings that the pilot holds, the Inspector should request the pilot to appear for a subsequent reexamination practical test.

> **NOTE**: Unless otherwise stated, the term designated pilot examiner (DPE) will be used for all pilot examiner classifications e.g. private pilot examiner, airline transport pilot examiner, flight instructor examiner, etc.

9.2.2.5. APPLICATION FOR A FLIGHT REVIEW OR PROFICIENCY CHECK. Inspectors shall require airman applying for any flight review or proficiency check to make application to the GACA using the prescribed application procedures. Maneuvers listed that are not applicable to the review given such as the case where a flight review is being given for a visual flight rules (VFR)-only pilot. In that case the flight review would not include "instrument procedures." Those areas would not be graded.

9.2.2.7. COMBINING FLIGHT REVIEWS AND PROFICIENCY CHECKS. A pilot may elect to combine required flight reviews and checks. For example, a pilot who satisfactorily demonstrates

competency in an aircraft requiring more than one pilot (GACAR § 61.17(b)) may also use this demonstration to meet the flight review requirement of GACAR § 61.21. For the purposes of the flight review, a single showing of proficiency in any aircraft shall suffice for all other categories or classes of aircraft for which the pilot is rated. Demonstrations of proficiency may also include occasions when the airman is applying for an additional category or class of pilot certificate or for a type rating.

9.2.2.9. EVALUATING THE FLIGHT REVIEW. The word “satisfactory” is used under GACAR § 61.21, even though a flight review is not considered to be a practical test. The term is used only to provide the person giving the flight review a minimum standard on which to base judgment and comment as described in the regulation. If a pilot is denied a satisfactory endorsement for flight review, the pilot may continue to exercise certificate privileges, provided the time period prescribed by the regulation has not elapsed since the last flight review. However, if the review has been conducted by an aviation safety inspector (Inspector), the pilot would not be able to exercise the certificate privileges until successfully completing a reexamination practical test.

9.2.2.11. LENGTH OF REVIEW. A flight review consists of the general operating and flight rules of GACAR Part 91 and those maneuvers and procedures that are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot certificate. There are no specific requirements for the particular items or maneuvers to be reviewed. These matters are left to the discretion of the person giving the flight review.

A. Minimum Training Time. The flight review consists of a minimum of 1 hour of ground training and 1 hour of flight training, except as provided for in GACAR § 61.21(d) and they need not accomplish the ground instruction as provided for in GACAR § 61.21(b). A flight review may require more than 1 hour of ground instruction and 1 hour of flight instruction to complete a flight review. The regulations do not restrict the review to the minimum hour requirement. The person conducting the review determines whether more than 1 hour of flight and 1 hour of ground instruction are required for the review, depending on the experience and skills of the applicant.

B. Current Flight Instructor. GACAR § 61.201(a)(2)(iii) states in part that “the person has successfully completed an approved flight instructor refresher course consisting of ground training or flight training, or both.” Thus, flight instructor applicants who have successfully completed an approved flight instructor refresher clinic (FIRC) do not need to have accomplished the 1 hour of ground training as required by GACAR § 61.21 for the flight review. Additionally, if the approved FIRC required at least 1 hour of flight training and the flight instructor applicant successfully completed that flight training, then the applicant does not need to complete the 1 hour of flight training as required by GACAR § 61.21 for the flight review. Otherwise, the applicant would be required to complete the 1 hour of flight training as required by GACAR § 61.21 for the flight review.

9.2.2.13. LOGBOOK ENDORSEMENTS.

A. **Logbook Endorsement When Satisfactory**. When a pilot has satisfactorily accomplished a flight review or competency check, the pilot's logbook or personal record must be endorsed by the person who gave the review. That endorsement should read substantively as follows: MR. [insert name of airman as it appears on airman certificate], HOLDER OF PILOT CERTIFICATE NO. [insert number as it appears on the airman certificate], HAS SATISFACTORILY COMPLETED A [insert type of review or competency check] ON [insert date] IN A [insert type of aircraft].

B. **Logbook Endorsement When Unsatisfactory**. If, in the opinion of the person conducting the flight, the pilot has not accomplished a flight review satisfactorily, that person shall endorse the pilot's logbook only to indicate the training received. There is no provision in the regulation for the failure of a flight review; therefore, there should be no logbook endorsement reflecting a failure.

9.2.2.15. RECENT INSTRUMENT EXPERIENCE. GACAR § 61.17(a)(3) requires a pilot to perform certain instrument tasks. The tasks required are six instrument approaches, holding procedures, and intercepting and tracking courses through the use of navigation systems. GACAR § 61.17 specifically does not identify the kinds of approaches or navigation systems to be used.

A. Failure to Meet Instrument Currency. A pilot not meeting the instrument recency of experience requirement may not exercise the privileges of the instrument rating until the requirements are met. If the pilot fails to meet this recency of instrument experience for a period of 1 year, the pilot must pass an instrument proficiency check in the category of aircraft involved.

B. Instrument Proficiency Check. An instrument proficiency check must be accomplished in a category of aircraft in which the pilot is rated and shall consist of one or all of the procedures and maneuvers from the instrument pilot practical test standards (PTS). The instrument proficiency check must be given by:

- A GACA Inspector
- A designated pilot examiner (DPE)
- A certificated instrument flight instructor

C. Instrument Proficiency Check Unsatisfactory. If, in the opinion of the person conducting the instrument proficiency check, the pilot has not performed satisfactorily, no logbook endorsement is required. Flight instructors should be aware that the regulations do not provide for the failure of an instrument proficiency check; therefore, persons conducting instrument proficiency checks should not endorse a pilot's logbook to reflect failure. If the instrument proficiency check is overdue, the pilot shall not conduct instrument flight rules (IFR) operations until an instrument proficiency check is satisfactorily accomplished.

D. Flight Simulation Training Devices (FSTD). Any Inspector may, at the request of the pilot involved, authorize the use, or partial use, of an FSTD that meets the requirements of GACAR § 61.15, for all or part of the instrument proficiency check only, provided the device is authorized by the GACA under GACAR Part 60 for such use.

9.2.2.17. COMPLEX AIRPLANE CHECK. Per GACAR § 61.85(e), if a person has not logged flight time as PIC of a complex airplane (an airplane that has a retractable landing gear, flaps, and a controllable pitch propeller; or, in the case of a seaplane, flaps and a controllable pitch propeller), the pilot must have received and logged ground and flight training from an authorized instructor in a complex airplane, or in a FSTD that is representative of a complex airplane, and have been found proficient in the operation and systems of the airplane. Additionally, the person must have received a one-time endorsement in the pilot's logbook from an authorized instructor who certifies the person is proficient to operate a complex airplane.

9.2.2.19. HIGH PERFORMANCE AIRPLANE CHECK. Per GACAR § 61.85(f), if a person has not logged flight time as pilot-in-command (PIC) of a high-performance airplane (e.g. an airplane with an engine of more than 200 horsepower), the pilot must have received and logged ground and flight training from an authorized instructor in a high-performance airplane, or in a FSTD that is representative of a high-performance airplane, and have been found proficient in the operation and systems of the airplane. Additionally, the person must have received a one-time endorsement in their pilot logbook, from an authorized instructor, who certifies the person is proficient to operate a high-performance airplane.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 3. Student Pilot Certificate

9.2.3.1. GACA ACTIVITY REPORT (GAR).

A. 1502 (OP)

9.2.3.3. OBJECTIVE. The task objective is to determine an applicant's eligibility for a student pilot certificate under General Authority of Civil Aviation Regulation (GACAR) Part 61. Completion of this task results in the issuance of a Student Pilot Certificate or Notice of Disapproval.

9.2.3.5. GENERAL.

A. Eligibility for Certificates, Ratings and Authorizations. To be eligible for a student pilot certificate an applicant must:

• Reserved

• Be able to demonstrate in a manner acceptable to the President an ability to read, speak, write, and understand the English language equivalent to or greater than Operational Level (Level 4) of the Language Proficiency Rating Scale in GACAR Part 61, Appendix A

• Undergo recurrent evaluation of his English language proficiency at intervals specified in GACAR Part 61, Appendix A

B. Applicant Minimum Age. An applicant for a student pilot certificate must be at least:

• Sixteen years of age when seeking an airplane, rotorcraft, airship, mass-shift-control, powered parachute, or powered-lift rating

• Fourteen years of age when seeking a balloon or glider rating

C. Student Pilot Certificates. There are two types of student pilot certificates: the student pilot certificate issued by the Certification and Licensing Division and the combined student pilot/student medical certificate issued by an Aviation Medical Examiner (AME).An applicant who needs a medical certificate and does not have one may apply to an AME for either a combined student pilot/medical

certificate or a medical certificate only.

1) For student pilots who have not reached their 40th birthday, the student pilot certificate does not expire until 60 calendar-months after the month of the date of the examination shown on the medical certificate. For student pilots who have reached their 40th birthday, the student pilot certificate does not expire until 24 calendar-months after the month of the date of examination shown on the medical certificate. For student pilots seeking a glider rating, balloon rating, or a sport pilot certificate, the student pilot certificate does not expire until 60 calendar-months after the month of the date issued, regardless of the person's age.

2) A definition of "student pilot seeking a sport pilot certificate" is established in GACAR Part 1. This definition is added to differentiate these student pilots from all other student pilots. Only an authorized instructor will provide training to a student pilot seeking a sport pilot certificate. An endorsement given to a student pilot seeking a sport pilot certificate must include at least one of the limitations specified in GACAR § 61.111(d).

D. Limitations. An applicant for a student pilot certificate must be able to read, speak, write, and understand the English language.

1) Early in the process of issuing a student pilot certificate, it must be determined whether the applicant can read, speak, write, and understand the English language. If the applicant cannot read, speak, write, or understand the English language, then the student pilot certificate may not be issued, unless the reason is because of a medical disability.

2) If the reason for the applicant being unable to read, speak, write, and understand English is because of a medical disability (i.e., a hearing impairment or speech impairment that is medically substantiated by a certified medical physician) then an operating limitation may be placed on the person's pilot certificate. A medical disability of this kind may require that an operating limitation be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and if the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

3) Only the Director, Certification and Licensing Division may issue a student pilot certificate to an applicant unable to meet the requirements due to medical reasons. In this case, the Director must consider what limitations should be placed on the student pilot certificate to ensure the safe operation of the aircraft. For example, if the applicant is hearing impaired, a limitation must be

placed on the pilot certificate that requires the person to have a fully qualified and current PIC onboard the aircraft.

9.2.3.7. RENEWAL.

A. Expiration. A student pilot certificate is valid for 24 or 60 calendar-months, depending on age and rating sought. Student pilot certificates are not renewable. Upon expiration of a student pilot certificate, the applicant may reapply for a new student pilot certificate. The application process is the same as for the original issuance. The student pilot should keep the original student pilot certificate bearing any or all endorsements that remain valid. The holder of an expired student pilot certificate may be issued a new student pilot certificate if he meets the same requirements as for the original student pilot certificate.

B. Endorsement Space Full. If the allotted space for flight instructor endorsements is full and the student seeks endorsements for additional types of aircraft, issue a second student pilot certificate clearly marked “For Record Purposes Only.” The second student pilot certificate will have the same expiration date as the original. The original will be issued to the student and the copy destroyed.

9.2.3.9. STUDENT PILOT CERTIFICATES-GLIDER AND LIGHTER-THAN-AIR. For these two aircraft, an applicant only needs to be 14 years old and does not need to have a medical certificate. If the holder of a student pilot certificate for gliders or lighter-than-air aircraft desires a pilot certificate or rating in a powered aircraft, he must meet the appropriate medical requirements of GACAR Part 67.

9.2.3.11. MEDICAL ELIGIBILITY FOR A STUDENT PILOT CERTIFICATE.

A. Operations Requiring a Medical Certificate. Except as provided in subparagraph B below, a person must hold at least a Class 2 medical certificate when exercising the privileges of a student pilot certificate or at least a Class 3 medical certificate for a student pilot seeking a sport pilot certificate.

B. Operations Not Requiring a Medical Certificate. A person is not required to hold a valid medical certificate when exercising the privileges of a student pilot certificate while seeking a:

1) Sport pilot certificate with glider or balloon privileges; *or*

2) Pilot certificate with a glider category rating or balloon class rating.

9.2.3.13. PREREQUISITES REQUIREMENTS.

A. Prerequisites. This task requires knowledge of GACAR Part 61 and Part 67.

9.2.3.15. REFERENCES, FORMS, AND JOB AIDS.

A. References:

• GACAR Part 1, 61 and 67

B. Forms. GAR.

C. Job Aids. None.

9.2.3.17. PROCEDURES.

A. Schedule Appointment. Inform the applicant that he must bring acceptable identification to the appointment.

B. Applicant Arrives for Appointment.

1) Determine if the applicant is a student pilot seeking a sport pilot certificate or higher.

2) Inform the applicant to complete and submit the application to the GACA using the prescribed application procedures.

3) Verify the applicant's identification.

4) Open the GAR.

C. Aircraft Category. Determine which category of aircraft the applicant intends to fly.

1) If it is an airplane, rotorcraft, powered-lift, weight-shift-control aircraft, powered parachute, or airship, determine if the applicant holds at least a current third-class medical certificate if seeking other than a sport pilot certificate. If the applicant is seeking a sport pilot certificate, the applicant must hold at least a current Class 2 medical certificate (Class 3 for students seeking a sport pilot certificate) issued under GACAR Part 67.

2) If an applicant does not hold a medical certificate inform the applicant that a medical certificate is required. Advise the applicant to make an appointment with an AME to obtain a medical certificate.

D. Review Application. Verify that the appropriate rating application has been completed correctly using the prescribed application procedures.

E. Verify Applicant's Identity. Inspect forms of identification to establish the applicant's identity.

1) If the applicant's identity can be verified, proceed with issuing the pilot certificate.

2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

3) If the applicant's identity appears to be different from the information supplied during the application process, or it appears that an attempt at falsification has been made, do not issue the certificate.

F. Establish Eligibility.

1) Determine if the applicant for a student pilot certificate meets the requirements regarding age, language, academic and medical qualifications (see GACAR §§ 61.9, 61.53 and 61.103).

2) If the applicant proposes to operate an airplane, rotorcraft, powered-lift, weight-shift-control aircraft, powered parachute, or airship, determine if the applicant holds at least a current Class 2 medical certificate.

3) If applicant does not meet requirements of GACAR §§ 61.53 or 61.103, deny the application.

a) Inform the applicant of the reasons for denial.

b) Give an adequate explanation of how the applicant may correct the discrepancies.

G. Applicant Meets Requirements. If applicant meets all requirements for a student pilot certificate:

1) Prepare the student pilot certificate.

2) Issue the original to the applicant.

3) Inform the applicant that the student pilot certificate expires 2 years after the date it was issued (i.e., the last day of the month).

4) Enter (when appropriate), "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO" on the space provided on the student pilot certificate if the applicant is hearing or speech impaired.

H. Subsequent Issuance.

1) If a student pilot certificate has expired, follow the procedures for original issuance.

2) If the allotted space for flight instructor endorsements is full on a valid student pilot certificate, issue a second student pilot certificate as follows:

a) Clearly mark on the front of the second student pilot certificate, “For Record Purposes Only.”

b) Enter the same expiration date on the second student pilot certificate that is on the original student pilot certificate.

c) Issue the original of the new student pilot certificate to the student and destroy the copy.

I. GAR. Complete the GAR.

9.2.3.19. TASK OUTCOMES. Completion of this task will result in the issuance of *one* of the following:

• Student pilot certificate

• Notice of Disapproval

9.2.3.21. FUTURE ACTIVITIES.

A. Upon expiration of an issued student pilot certificate, the applicant may reapply for a reissuance.

B. The applicant may return for a sport pilot, or private pilot certification.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 4. Private Pilot Certification, Including Additional Category/Class Ratings

9.2.4.1. GACA ACTIVITY REPORT (GAR).

A. 1503 (OP) (Original)

B. 1505 (OP) (Additional)

9.2.4.3. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for certification as a private pilot under General Authority of Civil Aviation Regulation (GACAR) Part 61, Subpart E. Completion of this task results in the issuance of a Private Pilot Certificate or Notice of Disapproval.

9.2.4.5. GENERAL.

A. Airworthiness Coordination. The aviation safety inspector (Inspector) conducting the practical test should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

B. Airworthiness Inspector Unavailable. If an Inspector (Airworthiness) is not available to review aircraft documents, the Inspector (Operations) conducting the practical test should review the documents for conformity.

9.2.4.7. ESTABLISHING ELIGIBILITY.

A. Graduate of an Approved School. Under multiple provisions of the GACARs, an applicant who graduates from an approved training program under GACAR Part 141 pilot school or GACAR Part142 training center is considered to have met the applicable aeronautical experience, aeronautical knowledge, and areas of operation requirements of GACAR Part 61, if the applicant presents the graduation certificate and passes the required practical test within the 60-day period after the date of graduation.

B. Aeronautical Knowledge. A knowledge test report or a test report from an approved school with knowledge test examining authority are the only acceptable forms of evidence that the applicant

has passed the knowledge test for a private pilot certificate.

1) The format of the knowledge test report must include its QR Code. If the generation of the QR Code is not available, an embossed seal must be used.

2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot certificate.

C. Aeronautical Experience. The applicant must present a pilot logbook training record or other reliable records as evidence of meeting the required aeronautical experience of GACAR Part 61, Appendix C or Part 141, Appendix A (as applicable).

D. Medical Certification. The Inspector conducting the practical test should review the applicant's medical certificate to make sure the applicant's medical certificate is current, as applicable.

E. English Language. Early in the process of issuing a private pilot certificate, the Inspector must confirm whether the applicant can read, speak, write, and understand the English language.

1) If the applicant cannot read, speak, write, or understand the English language, then the Inspector may not issue the private pilot certificate unless the reason is because of a medical disability.

2) If the applicant is unable to read, speak, write, and understand the English language because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by an AME), the Inspector will place an operating limitation on the private pilot certificate. The operating limitation may require the person to be accompanied by another pilot who is qualified to act as a pilot in command (PIC) for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

3) An Inspector is authorized to remove a limitation from a pilot certificate provided the limitation has been shown not to be needed.

9.2.4.9. LOGBOOK ENDORSEMENTS.

A. The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of flight training within the 60 days preceding the date of the application in preparation for the practical test.

B. The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the

applicant must provide evidence of payment of the applicable fees and have submitted an application to the GACA using the prescribed application procedures.

C. If applicable, the applicant's logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

D. An applicant for a private pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by GACAR Part 61, Appendix C or GACAR Part 141, Appendix A (as applicable) that is appropriate for the private pilot rating sought.

E. The applicant's student pilot certificate and logbook must contain solo flight endorsement(s).

F. The applicant's student pilot certificate and logbook must contain solo cross-country endorsement(s).

9.2.4.11. LIMITATIONS.

A. Night Flying Limitations. A person who does not meet the night flying requirements in GACAR Part 61 may be issued a private pilot certificate with the limitation "NIGHT FLYING PROHIBITED."

1) The night flying limitation may be removed by an examiner if the holder complies with the night flying aeronautical experience requirements of GACAR Part 61.

B. Lighter-Than-Air Limitations. If appropriate, the Inspector places one of the following limitations on a certificate with lighter-than-air category and balloon class ratings:

- "LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER"
- "LIMITED TO GAS BALLOONS"

9.2.4.13. CATEGORIES AND CLASSES. The category of the aircraft used for the practical test is placed on a private pilot certificate. With the exception of private pilot glider and powered-lift certificates, the class rating is also placed on the certificate.

A. Airplane Class Ratings. The following class ratings are originally issued or added to private pilot airplane certificates:

- Single-Engine Land

- Multi-engine Land
- Single-Engine Sea
- Multi-engine Sea

B. Rotorcraft Class Ratings. The following class ratings are originally issued or added to private pilot rotorcraft certificates:

- Rotorcraft
- Gyroplane

C. Lighter-Than-Air Class Ratings. The following class ratings are originally issued or added to private pilot lighter-than-air certificates:

- Airship
- Balloon

D. Weight-Shift-Control Class Ratings. The following class ratings are originally issued or added to private pilot mass-shift-control aircraft certificates:

- Weight-Shift-Control Land
- Weight-Shift-Control Sea

E. Powered Parachute Class Ratings. The following class ratings are originally issued or added to private pilot powered parachute certificates:

- Powered Parachute Land
- Powered Parachute Sea

F. Category Class Ratings for the Operation of Aircraft With Experimental Certificates. Applicants holding a private pilot certificate may apply for a category and class rating for a specific make and model of experimental aircraft limited to “Authorized Experimental Aircraft: [category] and [class] rating [make] and [model]” as required by GACAR § 61.83(g) if the applicant has logged at least 5 hours as PIC in the same category, class, and make and model of aircraft that has been issued an experimental certificate and provided the applicant has a logbook endorsement from an authorized instructor who determined the applicant proficient to act as PIC in the same category, class, and make

and model of aircraft for which application is made.

9.2.4.15. SPORT PILOT UPGRADES. A sport pilot who desires certification as a private pilot must meet all the prerequisite eligibility requirements appropriate to the category and class sought for the private pilot certificate. Since a sport pilot has limited privileges, the sport pilot's logbook must be endorsed by a flight instructor for each operation not authorized by the sport pilot certificate.

A. Knowledge Test. The applicant for an upgrade to a private pilot certificate must also pass the appropriate private pilot knowledge test.

B. Sport Pilot Certificate. The private pilot certificate supersedes the sport pilot certificate. If a different category of aircraft is used, the sport pilot privileges endorsed in the pilot's logbook are still valid at the sport pilot certification level and are not shown on the private pilot certificate.

9.2.4.17. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of GACAR Part 61, familiarity with the private pilot practical test standards (PTS), and GACA policies and qualification as an Inspector (Operations).

B. Coordination. This task may require coordination with an Inspector (Airworthiness).

9.2.4.19. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61, 91, 141, and 142
- Private Pilot PTS

B. Forms. GAR.

C. Job Aids. None.

9.2.4.21. PROCEDURES.

A. Schedule Appointment. Advise the applicant regarding all procedures prior to the appointment:

1) Evidence of payment of the applicable fees and have submitted an application to the GACA using the prescribed application procedures.

2) A student pilot certificate, sport pilot certificate, or a private pilot certificate if for an additional

category/class rating at the private pilot certification level.

3) At least a Class 2 Medical Certificate.

4) A Statement of Demonstrated Ability (SODA), if applicable.

5) A knowledge test report (if applicable).

6) A GACA-approved school graduation certificate, if applicable.

7) Personal logbooks or acceptable records to substantiate flight experience on the application.

8) The aircraft maintenance records.

9) The aircraft airworthiness certificate.

10) The aircraft registration.

11) An acceptable photo identification.

B. Applicant Arrives for Appointment.

1) Collect and review the documents indicated above.

2) Open a GAR file.

C. Review Application. Verify that the information on the application.

1) Check the application for accuracy. Ensure that the applicant has checked “Private.” If the applicant is seeking an additional rating, ensure that the applicant has checked “Additional Aircraft Rating” and the aircraft category/class.

2) Ensure that the flight instructor has signed an endorsement no more than 60 days before the application process was completed.

D. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity. Compare the identification with the personal information provided on the application.

1) When the applicant’s identity is verified, proceed with the task.

2) If the applicant’s identity appears to be different from the information supplied on the

application, or it appears that an attempt at falsification has been made, do not continue testing.

E. Establish Eligibility. Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a private pilot (GACAR § 61.133 and Appendix C to Part 61). Other requirements are located in Part 141, Appendix A, Section III and IV.

1) Ensure that the applicant's medical certificate is current.

2) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it does not bear any limitation that would make a special medical flight test necessary.

3) Check the record of flight time submitted to determine if the applicant has the minimum flight experience required for the certificate and ratings sought (GACAR Part 61, Appendix C and Part 141, Appendix A, Section IV). The applicant must list aeronautical experience required for the airman certificate and rating sought. Graduates of GACAR Part 141 pilot schools or GACAR Part 142 training centers must provide their aeronautical experience in the application process even though the graduation certificate is evidence of having completed the course of training. If aeronautical experience has no bearing on the airmen certification it is not necessary to complete this portion of the application process.

4) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded.

5) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

F. Requirements for an Additional Category/Class Rating. Except for the knowledge test the requirements are the same as in paragraph E above.

G. Aircraft Requirements. The Inspector conducting the practical test, or an airworthiness Inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

I. Conduct Practical Test. After determining the applicant is eligible and meets all prerequisites for the certificate/rating sought, conduct the practical test.

1) Give an applicant who is retesting credit for the areas of operations successfully completed on the previous practical test. If the previous test was conducted more than 60 days before the retest, Inspectors should test the applicant in all applicable areas of operation.

2) If the practical test is not completed for reasons other than unsatisfactory performance, follow established procedures for issuing a discontinuance of the practical test. Return all submitted documents to the applicant.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

1) Prepare the Notice of Disapproval.

2) List the areas of operation that were unsatisfactory.

K. Satisfactory Performance. Issue a certificate when the applicant has met all requirements for a private pilot certificate.

L. GAR. Complete the GAR.

9.2.4.23. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

• Private Pilot Certificate

• Notice of Disapproval

9.2.4.25. FUTURE ACTIVITIES.

A. Applicant may return for an added category, class, or type rating.

B. Applicant may return for an upgraded certificate.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 5. Commercial Pilot Certification, Including Additional Category/Class Ratings

9.2.5.1. GACA ACTIVITY REPORT (GAR).

A. 1504 (OP) (Original)

B. 1505 (OP) (Additional)

9.2.5.3. OBJECTIVE. The objective of this task is to determine if the applicant meets the requirements for certification as a commercial pilot under General Authority of Civil Aviation Regulation (GACAR) Part 61, Subpart F. Successful completion of this task results in the issuance of a Commercial Pilot Certificate or Notice of Disapproval.

9.2.5.5. GENERAL.

A. Airworthiness Coordination. The aviation safety inspector (Inspector) conducting the practical test should review the aircraft maintenance records, aircraft logbook, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test.

B. Pilot In Command (PIC) Duties. GACAR § 61.155 allows a commercial pilot to act as PIC of an aircraft for compensation or hire. During the practical test, Inspectors should determine whether the applicant is aware of the types of flight operations and other regulatory requirements found in the GACARs that affect these privileges.

C. Commercial Pilot Certificate. To apply for a commercial pilot certificate, the applicant must hold a private pilot certificate.

9.2.5.7. ESTABLISHING ELIGIBILITY.

A. Graduate of an Approved School. In various provisions of the GACAR an applicant who graduates from an approved training program under a GACAR Parts 141 pilot school or a GACAR Part 142 training center is considered to have met the applicable aeronautical experience, aeronautical knowledge, and areas of operations requirements of GACAR Part 61, if the applicant presents the graduation certificate and passes the required practical test within the 60-day period after the date of graduation.

B. Aeronautical Knowledge. A knowledge test report or a test report from an approved school with examining authority are the only acceptable forms of evidence that the applicant has passed the required knowledge test.

1) The format of the knowledge test report must include its QR Code. If the generation of the QR Code is not available, an embossed seal must be used.

C. Aeronautical Experience. The applicant must present a pilot logbook training record or other reliable records as evidence of meeting the required aeronautical experience of GACAR Part 61, Appendix D or GACAR Part 141, Appendix C (as applicable).

D. English Language Requirement.

1) If the applicant is unable to read, speak, write, and understand the English language because of a medical disability (e.g., a hearing impairment or speech impairment that is medically substantiated by an AME), the Inspector may place an operating limitation on the commercial pilot certificate. The operating limitation may require the person to be accompanied by another pilot who is qualified to act as a PIC for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

9.2.5.9. LIMITATIONS. Because of specific operating conditions, commercial pilot certificates may have certain operating limitations. The airman must observe any operating limitation until the limitation is removed from the certificate. Any limitations on the private pilot certificate that were not removed before the commercial certificate was issued must be placed on the commercial certificate, unless the applicant demonstrates or presents evidence that the limitations no longer apply. Applicants with a medical impairment that prevents them from flying at night would not be able to meet the requirements for night solo aeronautical experience that is required by GACAR Parts 61, Appendix D and GACAR Part 141, Appendix C, Sections IV and V at the commercial pilot level. Those applicants would be issued a certificate with the limitation “NIGHT FLYING PROHIBITED AS A PIC OR AS A REQUIRED FLIGHT CREW MEMBER”

9.2.5.11. PILOT CERTIFICATE LEVEL AND CATEGORY AND CLASS RATING.

A. Commercial Pilot Certificate. The following are the aircraft category and class ratings for the commercial pilot certificate:

- Airplane single-engine land
- Airplane single-engine sea

- Airplane multi-engine land
- Airplane multi-engine sea
- Rotorcraft helicopter
- Rotorcraft gyroplane
- Powered-lift
- Glider
- Lighter-than-air airship
- Lighter-than-air balloon

B. Lighter-Than-Air Class Ratings.

1) A commercial pilot with a lighter-than-air category rating may instruct in balloons or airships, as appropriate. The practical test for Commercial Lighter-Than-Air, Balloon (Airborne Heater) should contain areas of operations that specifically test flight instructor responsibilities.

9.2.5.13. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of GACAR Part 61 and GACA policies, and qualification as an Inspector (Operations).

B. Coordination. This task requires coordination with the airworthiness unit.

9.2.5.15. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61, 91, 141, and 142
- Commercial Pilot Practical Test Standards, and the references listed within

B. Forms. GAR.

C. Job Aids. None.

9.2.5.17. PROCEDURES.

A. Schedule Appointment. Advise the applicant regarding the following procedures prior to the appointment:

1) Evidence of payment of the applicable fees and have submitted an application to the GACA using the prescribed application procedures.

2) A private pilot certificate (if for original commercial pilot certification).

3) A commercial pilot certificate (if for an additional category or class rating at the commercial pilot certificate level).

4) At least a Class 1 medical certificate and Statement of Demonstrated Ability (SODA), if applicable.

5) A knowledge test report (if applicable).

6) A school graduation certificate (if applicable) and required instructor endorsements.

7) Personal logbooks or other records substantiating the flight experience provided on the application.

8) The aircraft maintenance records.

9) The aircraft airworthiness certificate.

10) The aircraft registration.

B. Applicant Arrives for Appointment.

1) Review the information listed above.

2) Open GAR file.

C. Review the Application.

1) Ensure that the applicant has checked “Commercial.” If the applicant is seeking a rating (other than an instrument rating), ensure that he has checked “Additional Aircraft Rating.”

2) Check the application for accuracy.

3) Ensure that the flight instructor has signed the endorsement block no more than 60 days before the application was submitted.

4) The applicant must provide a Record of Pilot Time. The Inspector or Examiner should review the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity.

1) If the applicant's identity can be verified, proceed with the task.

2) If the applicant's identity appears to be different from the information supplied on the General Authority of Civil Aviation (GACA) application, or it appears that an attempt at falsification has been made, do not continue with this task. Notify the Director, Certification and Licensing of the finding.

E. Airmen Requirements for Original Issuance. Determine if the applicant meets the specific eligibility, knowledge, competency, and experience requirements for certification as a commercial pilot. The following list expands on the basic requirements:

1) Ensure that the medical certificate is current.

2) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it does not bear any limitation that would make a special medical flight test necessary. If a special medical flight test is necessary follow the applicable procedures outlined later in this volume.

3) Have the applicant present proof of aeronautical knowledge and flight proficiency in accordance with GACAR Part 141, Appendix C, Sections III, IV and V and/or GACAR Part 61, Appendix D, as applicable. Use an acceptable logbook or other reliable record that conforms to GACAR § 61.13 requirements.

4) Check the record of flight time to determine if the applicant has the minimum aeronautical experience required for the certificate and ratings sought under.

5) Check GACA records to determine if the applicant has failed the commercial pilot practical test previously. If so, check for the applicant's required certified flight instructor's signature verifying that the applicant has received the necessary required training.

6) Request and examine any *one* of the following documents as acceptable evidence of having

passed the knowledge test:

- An Airman Knowledge Test Report
- A test report from an approved knowledge testing facility
- A test report from a training school approved to administer knowledge tests

7) Ensure that second in command (SIC) pilot time was acquired in an aircraft with a type certification that requires an SIC or in an aircraft operated in compliance with a regulation that requires an SIC.

F. Airmen Requirements for Additional Category and Class Rating. These requirements are the same as in paragraph E above; however, the knowledge test is not required if the applicant already has a powered aircraft rating. The applicant must present a Class 1 medical certificate for an additional category/class rating in a powered aircraft.

G. Aircraft Requirements. The Inspector conducting the practical test or an airworthiness Inspector should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for a practical test.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

I. Conduct Practical Test. After determining the applicant is eligible and meets all prerequisites for the commercial pilot certificate, category or class rating, conduct the practical test.If the practical test is not completed for reasons other than proficiency, proceed with the established procedures for discontinuance of practical test and return all submitted documents to the applicant.

J. Unsatisfactory Performance. If an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

1) Give credit for areas of operation that were satisfactorily completed.

2) Document the areas of operation and tasks that were unsatisfactorily performed on the practical test, and indicate those operations not performed during the test.

a) All required areas of operation and tasks on which the applicant was evaluated to be unsatisfactory must be listed.

b) An applicant for retesting may receive credit for those areas of operation and tasks completed satisfactorily on the previous practical examination(s). However, an Inspector must reexamine the applicant on all areas of operation required for a pilot certificate or rating if 60 days has lapsed from the date of the initial practical test for the certificate or rating, as appropriate. An Inspector may reexamine the applicant on any areas of operation required for a pilot certificate or rating, as appropriate, if the applicant demonstrates unsatisfactory proficiency or competence on a task that was previously evaluated satisfactory on a prior practical test.

K. Satisfactory Performance. Issue the certificate when the applicant has met all requirements for a commercial pilot certificate.

1) If an instrument rating is added to a certificate using a single-engine airplane, and the applicant has a multi-engine rating, enter a visual flight rule (VFR) limitation for multi-engine privileges.

2) Complete and sign the inspector certification.

L. GAR. Complete GAR.

9.2.5.19. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. Commercial Pilot Certificate.

B. Notice of Disapproval.

9.2.5.21. FUTURE ACTIVITIES.

A. Applicant may return for an added category, class, or type rating.

B. Applicant may return for an upgraded certificate.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 6. Instrument Rating Certification

9.2.6.1. GACA Activity Report (GAR).

A. 1506 (OP)

9.2.6.3. OBJECTIVE. This section provides background to enable the aviation safety inspector (Inspector) to determine if an applicant is eligible for an instrument rating under General Authority of Civil Aviation Regulation (GACAR) § 61.89. Successful completion of this task results in the issuance of an airman certificate (with an instrument rating) or a Notice of Disapproval.

9.2.6.5. GENERAL.

A. Instrument Rating.

1) The instrument rating requires applicants to receive training in precision approaches, non-precision approaches and approaches with vertical guidance (APV). Due to certain instrument approach facilities not being available in some areas, the certification, training, and recency of experience requirements do not specifically outline what the approaches types should be. However, it is expected that instructors provide training to their students on all approaches types that are readily available in the area. The content of the practical test is dependent on the equipment installed in the aircraft and approach facilities that are available in the nearby area. The practical test of GACAR § 61.89 and the instrument requirements of GACAR § 61.83(d) require that an applicant be tested on precision and non-precision approaches.

2) The knowledge test results for an airline transport pilot (ATP) certificate are not acceptable as evidence of aeronautical knowledge for an instrument rating.

B. Limitations. If an applicant holds both a single- and multi-engine rating on a pilot certificate, but has not demonstrated instrument proficiency in a multi-engine aircraft, that airman’s certificate must bear a limitation indicating that multi-engine flight is permitted in visual flight rules (VFR) conditions only.

9.2.6.7. ESTABLISHING ELIGIBILITY. A person who applies for an instrument rating must have one of the following:

• Received a certificate of graduation from an approved instrument rating certification course under Appendix B to GACAR Part 141, or a combined private pilot certification and instrument rating course under Appendix L to GACAR Part 141, applicable to the aircraft rating sought

• Completed an approved instrument rating training program of an air operator conducting operations under GACAR Part 121

• Received and logged ground and flight training, from an appropriately certificated and rated instructor employed by a pilot school certificated under GACAR Part 141, on the applicable areas of operation for an instrument rating, as prescribed in Appendix B to GACAR Part 141, and met the applicable aeronautical experience requirements of Part 61, Appendix E

9.2.6.9. TYPES OF INSTRUMENT RATINGS.

A. Instrument Ratings and Associated Aircraft Ratings.

• Instrument - Airplane

• Instrument - Rotorcraft

• Instrument - Powered-lift

B. Requirements. An Instrument--Airplane rating is issued to an applicant who qualifies for an instrument rating in an airplane. An Instrument - Rotorcraft rating is issued to an applicant who qualifies for an instrument rating in a rotorcraft. An Instrument - Powered-lift rating is issued to an applicant who qualifies for an instrument rating in a powered-lift. A person who already holds an instrument rating in one category of aircraft and is applying for additional instrument rating in another category of aircraft need only obtain the appropriate aeronautical experience, training, endorsements, and pass the appropriate practical test, but does not need to take an additional knowledge test.

9.2.6.11. INSTRUMENTS REQUIRED FOR INSTRUMENT PILOT AIRPLANE RATING PRACTICAL TEST. Although appropriate flight instruments are considered to be those outlined in GACAR Part 91 for flight under instrument flight rules (IFR), an applicant may elect to satisfy a portion of the instrument practical test in an airworthy aircraft that does not have all of the instruments required by GACAR § 91.303(e), such as a partial panel aircraft with only turn, slip, and airspeed indicators. However, the applicant will need an aircraft equipped in accordance with GACAR § 91.303(e) to complete the remaining required tasks for instrument certification. While it may be extremely difficult for the applicant to satisfactorily complete any portion of the instrument practical test with the limited flight instruments characterized by the partial panel, and while IFR flight plans cannot be filed, it is the applicant’s

prerogative to attempt the test under these circumstances. Moreover, it must be emphasized to the applicant that performance standards will not be relaxed when an airplane is so equipped.

9.2.6.13. INSTRUMENT FLIGHT INSTRUCTION OR PRACTICAL TESTS INVOLVING SIMULATED INSTRUMENT FLIGHT. GACAR § 91.57 requires a third-person observer whenever the safety pilot determines that vision is inadequate. The rule requires that a competent observer who adequately supplements the safety pilot's forward and side vision be in the aircraft during simulated instrument flight when the safety pilot does not have adequate vision forward and to each side of the aircraft. Inspectors should ensure that the subject of adequate vision, as it relates to instrument instruction, is discussed with flight instructors and examiners. The most diligent and expert scanning by the instructor pilot is imperative, since the instructor pilot is normally the person aboard the aircraft best able to see and avoid other aircraft.

9.2.6.15. REQUIRED INSTRUMENT APPROACHES. An applicant for an instrument rating must demonstrate the ability to perform the IFR operations required by GACAR § 61.89. At least one of the required approaches must be demonstrated in flight. The Inspector conducting the practical test may allow an applicant to perform the instrument approaches not selected for flight demonstration in a Flight Simulation Training Device (FSTD) authorized by the General Authority of Civil Aviation (GACA) under GACAR Part 60 for such use.

9.2.6.17. PREREQUISITES REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of GACAR Part 61, Subpart C, and qualification as an Inspector (Operations).

9.2.6.19. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61, 91, and 141

B. Forms. GAR.

C. Job Aids. None.

9.2.6.21. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

- An airman certificate

• Current medical certificate of the class appropriate to the airman certificate and Statement of Demonstrated Ability (SODA), if applicable

• An Airman Knowledge Test Report

• A school graduation certificate (if required)

• Personal logbooks or other records substantiating the flight experience

• The aircraft maintenance records

• The aircraft airworthiness certificate

• The aircraft registration

• A view limiting device

• The aircraft flight manual

B. Review the Application.

1) Ensure evidence of payment of the applicable fees and the applicant has submitted an application to the GACA using the prescribed application procedures.

2) Open the GAR.

3) Check to make sure the flight instructor has signed documentation.

4) The applicant must complete a Record of Pilot Time.

C. Verify Applicant's Identity. Inspect forms of identification to establish the applicant's identity.

1) If the applicant's identity can be verified, proceed with issuing the certificate.

2) If the applicant's identity appears to be different from the information supplied in the application, or it appears that an attempt at falsification has been made, do not continue this task.

D. Establish Eligibility.

1) Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for an instrument rating certification under GACAR § 61.89.

a) Verify that the applicant for an instrument rating holds either a private or a commercial pilot certificate with an aircraft rating appropriate to the instrument rating sought.

b) Verify that the applicant for an instrument rating is able to read, speak, write, and understand the English language.

c) If the applicant is not a graduate of an approved school, the applicant must establish flight experience in an acceptable logbook or other record that conforms to GACAR § 61.13 requirements.

d) Except for GACAR Part 141 training school and GACAR Part 142 training center graduates, check the record of flight time to determine if the applicant has at least the minimum flight experience for the rating sought under GACAR § 61.89.

e) Verify that the applicant is credited with no more than 20 hours of instrument instruction in a flight simulation training device (FSTD) approved by the President under GACAR Part 60 that effectively duplicates the procedures or maneuvers necessary for the category of aircraft involved. Check that the 20 hours of flight training device time has been logged specifically as flight training device instruction received.

f) Verify that the FSTD time, including Levels A through D full flight simulators (FFS), is certified by an authorized instructor. Credit all allowed FSTD time toward total pilot time.

g) Inspect the applicant’s medical certificate to make sure it is at least a current Class 1 medical certificate and it does not bear any limitation making a special medical flight test necessary for the issuance of the instrument rating.

h) Determine if the applicant meets one of the eligibility requirements addressed in paragraph 9.2.6.7.

i) Request and examine one of the following documents as acceptable evidence of having passed the knowledge test:

- Airman Knowledge Test Report
- Test report from a GACA authorized knowledge test facility

2) Check to ensure the Instructor’s Recommendation is documented. Verify that the applicant has received instrument instruction in the last 60 days from a certificated instrument flight instructor.

3) The Inspector conducting the practical test should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test.

E. Discrepancies. If a discrepancy cannot be immediately corrected exists in any of the documents, return all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

F. Conduct Practical Test. After determining that the applicant is eligible and meets all prerequisites for the instrument rating, conduct the practical test.

1) Use the GACA approved procedures and the Practical Test Standards (PTS), for the category and class of aircraft.

2) An applicant for retesting typically receives credit for those pilot operations successfully completed on the previous practical examination(s). However, an Inspector will reexamine the applicant on all pilot operations required for a pilot certificate or rating after more than 60 days have elapsed, or when the Inspector has reason to doubt the applicant's competency in an area for which credit was previously given.

3) If the practical test is not completed for reasons other than proficiency (knowledge and/or skill), follow established procedures for the discontinuance of the practical test and return any submitted documents to the applicant.

G. Unsatisfactory Performance. If an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

1) Issue Notice of Disapproval.

2) Document the following:

- All required areas on which the applicant was evaluated as unsatisfactory
- Operations not performed during the practical test
- Number of practical test failures by the applicant for this certificate or rating

3) Return all other submitted documents to the applicant.

H. Satisfactory Performance. Issue Temporary Airman Certificate, including all of the applicant's

previous ratings and the appropriate instrument rating to the applicant.

1) Indicate the appropriate instrument rating on the certificate:

• “INSTRUMENT--ROTORCRAFT” for applicants who have met the requirements in a rotorcraft;

• “INSTRUMENT--AIRPLANE” for applicants who met the requirements in an airplane; or

• “INSTRUMENT--POWERED-LIFT” for applicants who have met the requirements in a powered-lift.

2) If an instrument rating is added to a certificate using a single-engine airplane, and the applicant has a multi-engine rating, enter a VFR limitation for those multi-engine privileges.

3) Complete and sign the inspector certification.

I. GAR. Complete the GAR.

9.2.6.23. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

• Issuance of Instrument Rating

• Notice of Disapproval

9.2.6.25. FUTURE ACTIVITIES.

A. Pilots may return for another grade of airman certificate.

B. Pilots may return for an additional category or class rating.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 7. Part 125 Pilot Competency or Instrument Proficiency Check

9.2.7.1. GACA ACTIVITY REPORT (GAR).

A. 1356 (OP) (Initial Operating Experience)

9.2.7.3. OBJECTIVE. The objective of this task is to determine if an airman is qualified as a pilot in command (PIC) or second in command (SIC) for General Authority of Civil Aviation Regulations (GACAR) Part 125 operations. Successful completion of this task results in an indication of satisfactory or unsatisfactory appropriately documented by a General Authority of Civil Aviation (GACA) aviation safety inspector (Inspector).

9.2.7.5. GENERAL. The principal operations inspector (POI) is responsible for checking pilot competency or instrument proficiency. The POI may conduct the test or may assign another qualified aviation safety inspector (Inspector) to perform the actual check.

9.2.7.7. COMPETENCY CHECKS AND INSTRUMENT PROFICIENCY CHECKS. GACAR § 125.349(b) states that GACAR Part 125 operators may not use any person as a pilot unless, since the beginning of the 12th month before that time, that person has passed a competency check in that type of aircraft. Furthermore, pilots acting as PIC must demonstrate instrument proficiency on a six-month basis per GACAR § 125.353. The steps necessary to perform a competency check or an instrument proficiency check are very similar. The instrument proficiency check also counts for the competency check; however, the competency check does not meet the requirements for the instrument proficiency check. Either check may be conducted by an Inspector or by an authorized check pilot.

9.2.7.9. CREW MEMBER TESTS AND CHECKS: GRACE PROVISIONS. Grace provisions provide an operator with flexibility in scheduling crew members for flight checks. During the grace period, a crew member can continue to perform pilot duties. A crew member who completes the test or flight check in the calendar month before or after the calendar month in which it is required is considered to have completed that test or check in the calendar month in which it is required. Subsequent checks will be scheduled on the basis of the original due date.

A. Lateral Moves. Flight crew members who meet the initial and recurrent pilot checking requirements or the PIC instrument proficiency check requirements of GACAR Part 125 are permitted to make lateral moves between operators. For example, a pilot may provide services to more than one operator if the

pilot meets the requirements of GACAR § 125.349 for each operator. However, if a pilot fails to meet this requirement for one operator, that pilot may not provide the same services to any operator. Additionally, a failure of the required competency or instrument proficiency check under GACAR Part 125 requires notification of any GACAR Part 121 or other GACAR Part 125 operators who may employ the pilot. This can be accomplished by notifying the Principal Operations Inspector (POI) responsible for the other operators.

B. FSTD Checks. This check or portions of the check required by GACAR §§ 125.347, 125.349, or 125.353 may be given in a GACA-approved Flight Simulator Training Device (FSTD). Before the FSTD is approved, the operator must demonstrate the accuracy to which the FSTD reproduces the aircraft flight characteristics necessary for the specific items to be checked. In order to ensure the proper update of the FSTD, Inspectors should be alert to any changes in the operator's aircraft configurations which affect performance of flight crew procedures. The training center should also provide written maintenance procedures which will assure that the FSTD will continue to reproduce the aircraft flight characteristics accurately.

C. Record of Results. Inspectors, check pilots and training center evaluators shall record the results of all checks upon completion of the check on the Airman Competency/Proficiency Check Form.

9.2.7.11. COMPETENCY FLIGHT CHECK JOB AID. The job aid for a competency flight check is found in Figure 9.2.7.1 It is used to assure all areas required by GACAR § 125.287 are covered. The Airman Competency/Proficiency Check Form is used to determine which specific maneuvers are to be performed and to indicate whether the maneuvers are satisfactory, unsatisfactory, or waived. The objective standards for the maneuvers are found in either the commercial pilot practical test standards (PTS) or the airline transport pilot PTS and the Type Rating Flight Test Guide, as appropriate.

9.2.7.13. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of GACAR Part 61, 125, and 142 and qualification as an Inspector (Operations).

B. Coordination. This task may require coordination with the operator's principal operations inspector (POI), and the training center's principal inspector (PI).

9.2.7.15. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 60, 61, 125 and 142

• Appropriate GACA Testing Standard

B. Forms.

• GAR

• Airman Competency/Proficiency Check Form

C. Job Aids.

• Figure 9.2.7.1, Competency Flight Check Job Aid

• Figure 9.2.7.2, Instrument Proficiency Flight Check Job Aid

• Figure 9.2.7.3, Sample Letter Indicating Pilot Not Qualified

9.2.7.17. PROCEDURES.

A. Request for Competency/Proficiency Check Received. The request for a competency check or instrument proficiency check may be received from an applicant for a GACAR Part 125 certificate or an existing operator.

B. Schedule the Check. Based on Inspector workload and office requirements, schedule the date, place, and time of the check.

C. Examine Certificates of Airman To Be Checked. Determine if the airman holds appropriate and current pilot and medical certificates for GACAR Part 125 operations.

1) If the pilot does not present the appropriate and current certificates, advise the pilot that the check cannot be administered. Advise the company in writing of the reasons why the check was not administered.

2) If the pilot has the appropriate and current airman and medical certificates, conduct the knowledge portion of the test.

D. Conduct the Knowledge Portion of the Test.

1) For a competency test, ensure that the oral or written evaluation includes the items listed in GACAR § 125.349(a).

2) For an instrument proficiency check ensure that the oral or written evaluation includes the

items in GACAR § 125.353(c).

3) If the pilot does not correctly answer at least 70 percent of the questions, advise the pilot that he has failed.

4) If the pilot correctly answers 70 percent or more of the questions:

a) Advise the pilot that the knowledge portion of the check is satisfactory.

b) Proceed with the flight portion of the check.

E. Conduct the Flight Check.

1) For the competency flight check:

a) Observe the pilot conduct a walk-around inspection. Ensure that the inspection is in accordance with the aircraft flight manual (AFM) (or equivalent) or the company procedures and policies manual. If the check is being conducted in a FSTD at a training center the walk-around inspection may be conducted using an approved electronic depiction of the walk-around inspection such as a tape/slide presentation or a specific computer program designed to accomplish the task.

b) Ensure that the check includes the maneuvers and procedures outlined in the Competency Flight Check Job Aid (Figure 9.2.7.1).

2) For an instrument proficiency flight check:

a) Observe the pilot conduct a walk-around inspection. Ensure that the inspection is in accordance with the aircraft flight manual (or equivalent) or the company procedures and policies manual.

b) Ensure that the check includes the maneuvers and procedures outlined in the Instrument Proficiency Flight Check Job Aid (Figure 9.2.7.2).

F. Evaluate the Pilot's Performance . Base your decision on the pilot's performance of each required maneuver. Any item found to be unsatisfactory constitutes a failure of the entire flight check.

1) If the pilot failed the flight check:

a) Debrief the pilot on the reasons for failure.

b) Complete the Airman Competency/Proficiency Check Form indicating reasons for disapproval.

c) Keep the original in the office file for the operator.

d) If the pilot is also employed by another air operator or air agency, notify the applicable principal inspector. Notify the companies that employ the pilot.

e) Send the airman a letter indicating the areas that were unsatisfactory (see Figure 9.2.7.3).

2) If the pilot passed the flight check:

a) Debrief the pilot, emphasizing the good points and indicating areas that were satisfactory but marginal.

b) Complete Airman Competency/Proficiency Check Form and place a copy in the operator's file.

G. GAR. Complete and close the GAR.

9.2.7.19. TASK OUTCOMES. Completion of this task results in either:

• Satisfactory performance on the competency check/instrument proficiency check and including any appropriate authorizations

• Unsatisfactory performance on competency check/instrument proficiency check

9.2.7.21. FUTURE ACTIVITIES.

A. The records of any pilot checked will be reviewed as part of future surveillance.

B. The pilot may return for subsequent competency or proficiency checks.

Figure 9.2.7.2. Instrument Proficiency Flight Check Job Aid

COMPETENCY FLIGHT CHECK JOB AID

Pilot's Name _____ Company _____

Date _____ Inspector _____

The competency flight check should consist of the pilot's demonstration of the following:

Item:	Completed
Preflight	
Proper communication with Air Traffic Control	
Actual use of and adherence to the: o Prestart checklist	
o Appropriate control system checks	
o Starting procedures	
o Radio and electronic equipment checks	
Selection of proper navigation and communications radio facilities before and during flight.	
Satisfactory crew coordination/cockpit management.	
Taxiing procedures in compliance with instructions issued by the appropriate air traffic control authority or by the person conducting the check.	
Powerplant check appropriate to the airplane type.	
Takeoffs, including: o At least one normal takeoff	
o At least one crosswind takeoff	
o At least one takeoff with a simulated failure of the most critical powerplant -- - After V_1 and before V_2 or	

Page Two	
Item:	Completed
- When V_1 and V_2 or V_1 and V_r are identical, as close as possible after V_1, or	
- No more than 50% of V_{mc}, and	
- In any case, before reaching 200 feet AGL	
o At least one rejected takeoff.	
Inflight maneuvers, including: o At least one steep turn in each direction	
o At least three approaches to stalls -- - One in the takeoff configuration	
- One in a clean configuration	
- One in the landing configuration	
o Recovery from specific flight characteristics peculiar to the airplane type.	
o Simulated powerplant failures, if desired.	
At least two actual landings (one to a full stop). The following may be combined -- o Normal landing	
o Crosswind landing, if practical	
o Maneuvering to a landing with simulated powerplant failure	
o One rejected landing	
Normal and abnormal procedures for -- o Anti-icing and de-icing systems	
o Autopilot systems	
o Automatic or other approach aid systems	

Page Three	Completed
o Stall warning devices, stall avoidance devices, and stability augmentation devices.	
o Airborne radar devices	
o Hydraulic and electrical system failures and malfunctions	
o Landing gear/flap system failure/malfunction	
o Failure of navigation or communication equipment	
o Any other systems, devices, or aids available	
Emergency procedures -- o Fire in flight	
o Smoke control	
o Rapid decompression	
o Emergency descent	
o Any other emergency procedures outlined in the appropriate FAA approved airplane flight manual	
REMARKS:	

INSTRUMENT PROFICIENCY FLIGHT CHECK JOB AID

Pilot's Name _____ Company _____

Date _____ Inspector _____

The instrument proficiency flight check should consist of a demonstration of at least the following.

Item:	Completed
Preflight	
Proper communication with Air Traffic Control	
Actual use of and adherence to the: o Prestart checklist	
o Appropriate control system checks	
o Starting procedures	
o Radio and electronic equipment checks	
Selection of proper navigation and communications radio facilities before and during flight.	
Satisfactory crew coordination/cockpit management.	
Taxiing procedures in compliance with instructions issued by the appropriate air traffic control authority or by the person conducting the check.	
Powerplant check appropriate to the airplane type.	
Takeoffs, including: o At least one normal takeoff	
o At least one takeoff with instrument conditions simulated at or before reaching an altitude of 100' above airport elevation	
o At least one crosswind takeoff, if practical	
o At least one takeoff with a simulated failure of the most critical powerplant --	

Page Two	
Item:	Completed
- After V_1 and before V_2 or	
- When V_1 and V_2 or V_1 and V_r are identical, as close as possible after V_1.	
o At least one rejected takeoff.	
Instrument procedures, including -- o Area departure and area arrival	
o Standard methods of entering, maintaining, and leaving holding patterns	
o At least one normal ILS approach	
o At least one manually controlled ILS approach with a simulated failure of powerplant	
o At least one non-precision approach procedure likely to be used by the operator	
o Circling approaches, if operator is approved for circling minimums below 1,000 foot ceiling and 3 miles visibility	
o At least one missed approach from an ILS approach and one additional missed approach	
Inflight maneuvers, including -- o At least one steep turn in each direction	
o Approach to a stall -- - One in the takeoff configuration	
- One in a clean configuration	
- One in a landing configuration	
o Recovery from specific flight characteristics peculiar to the airplane type.	

Page Three	
Item:	Completed
o Simulated powerplant failures.	
At least two actual landings (one to a full stop) - o A normal landing	
o Landing from an ILS approach	
o Crosswind landing, if practical	
o Maneuvering to a landing with a simulated powerplant failure	
o If the operator is approved for circling minimums below 1,000 feet and 3 miles, a landing under simulated circling approach conditions	
o A rejected landing, including a normal missed approach procedure	
Normal and abnormal procedures for -- o Anti-icing and de-icing systems	
o Autopilot systems	
o Automatic or other approach aid systems	
o Stall warning devices, stall avoidance devices, and stability augmentation devices.	
o Airborne radar devices	
o Hydraulic and electrical system failures and malfunctions	
o Landing gear and flap systems failure or malfunction	
o Failure of navigation or communication equipment	
o Any other systems, devices, or aids available	

Page Four	
Emergency procedures -- o Fire in flight	
o Smoke control	
o Rapid decompression	
o Emergency descent	
o Any other emergency procedures outlined in the appropriate FAA-approved airplane flight manual	
REMARKS:	

Figure 9.2.7.3. Sample Letter Indicating Pilot Not Qualified

GACA letterhead

[*Operator's name and address*]

Dear _____:

This is to inform you that the [*competency or instrument proficiency*] check scheduled for [*date*] at [*location*] was not conducted because Mr. [name of airman] did not qualify.

- Cite reasons why airman was not qualified
- Suggest how each can be corrected

If you have any questions or you wish to reschedule the check with the same or a different airman, please contact this office at [*telephone number*].

Signed by: [*by CPM if initial certification; by POI if an existing operator*]

Section 8. Flight Instructor Initial/Reinstatement/Renewal Certification and Additional Category/Class Ratings

9.2.8.1. GACA ACTIVITY REPORT (GAR).

A. 1525 (OP) (Original)

B. 1526 (OP) (Additional)

C. 1527 (OP) (Renew - Flight)

D. 1528 (Renew - No Flight)

E. 1529 (OP) (Reinstate)

9.2.8.3. OBJECTIVE. This task determines if an applicant is qualified for an initial flight instructor certificate, a reinstatement of a certificate, a renewal of a certificate, or to add an additional category or class rating to an existing certificate. Completion of this task results in the issuance of Flight Instructor Certificate, with appropriate ratings; Notice of Disapproval or discontinuance.

9.2.8.5. GENERAL.

A. Inspector Qualifications. The aviation safety inspector (Inspector) performing an airman certification test for flight instructor certification should normally:

- Possess pilot and flight instructor certificates and ratings in the same category and class as the test being conducted

- Have received a competency check in the applicable category and class.

B. Airworthiness Coordination. When the applicant submits a completed application and the other required documents for a practical flight test, the Inspector conducting the practical test should review the applicant’s aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration. The Inspector will review these documents to determine if the aircraft is airworthy and suitable for this practical test. After review, the Inspector will return the documents to the applicant.

C. Knowledge Test. The flight instructor knowledge examination consists of the fundamentals of instructing (FOI) and appropriate rating tests.

1) An applicant for an initial flight instructor certificate must present two knowledge test reports:

• One for the FOI, unless test credit is given per paragraph 9.2.8.19H, below

• One for the appropriate flight instructor rating

2) In addition to the FOI, an applicant must pass a second knowledge test for one of the following, appropriate to the instructor rating sought:

• Flight Instructor, Airplane

• Flight Instructor, Rotorcraft—Helicopter

• Flight Instructor, Rotorcraft—Gyroplane

• Flight Instructor, Powered-Lift

• Flight Instructor, Instrument—Airplane

• Flight Instructor, Instrument—Rotorcraft

• Flight Instructor, Glider

• Flight Instructor, Instrument—Powered-Lift

9.2.8.7. ESTABLISHING ELIGIBILITY.

A. Airmen Requirements for Initial Issuance. An applicant may satisfy the aeronautical knowledge requirements of General Authority of Civil Aviation Regulation (GACAR) Part 141, Appendix E, Section III, by showing evidence of ground instruction in the specified areas or presenting a certified college transcript or teaching certificate. When test credit is given, a copy of the teacher's certificate should be obtained and retained on the airman's file. If this is impractical, for whatever reason, the Inspector responsible for the certification file should include the following statement in lieu of a copy of the teacher's certificate: " *This is to certify that I have examined the qualifications and credentials of this applicant for a (ground or flight instructor certificate) and find the credentials acceptable to meet the criteria stated in this order and appropriate to the instructor certificate sought.*"

1) As a part of the prerequisites for a degree program, a number of colleges and universities conduct courses in aviation technology and science, and require flight training. However, students attending such schools may not complete all the course requirements for the degree sought. Many of the students enrolled in aviation courses are well qualified in the required subject areas. An applicant's knowledge in these subject areas must be determined.

2) A transcript should list the following items or their equivalents:

- Educational psychology
- General psychology
- Tests and measurement
- Aviation or science teaching methods
- Secondary school curriculum development and lesson planning
- Practice teaching in a classroom or on the flight line

B. Airmen Requirements for Additional Ratings. All applicants for an added rating must complete any required knowledge test, except for an instructor adding a single-engine or multi-engine class rating to an instructor certificate.

C. Statement of Endorsement. To prove that applicants satisfy the requirements of GACAR Part 141, Appendix E, Section III, they should possess a flight or ground instructor's certified statement. If the ground instruction received for the private, commercial, and airplane instrument ratings was endorsed by an authorized ground or flight instructor that endorsement may also be accepted.

9.2.8.9. PRACTICAL TEST.

A. Conducting the Practical Test.

1) Although Inspectors judge an applicant's performance by the Flight Instructor Practical Test Standard (PTS), they may also require an applicant to demonstrate skill and knowledge from other PTS, such as private pilot, commercial pilot, and instrument rating.

2) When administering the practical test for renewal or reinstatement, an Inspector may, at his discretion, recognize qualifications previously demonstrated by an applicant, provided the extent and standards of the flight instructor's practical test are not compromised. For example, an Inspector may accept any current and required flight check conducted under Part 121, 125, 133 or 135, as applicable.

B. Spin Training Requirement.

1) GACAR § 61.193(f)(1) states, in part, that an applicant for a flight instructor certificate for a

glider or airplane rating must have received a logbook endorsement from an authorized flight instructor who:

• Has provided the applicant with spin entry, spin, and spin recovery training in an aircraft of the appropriate category that is certified for spins

• Has found the applicant to possess instructional proficiency in stall awareness, spin entry, spin, and spin recovery

2) GACAR Part 141, Appendix E, Section IV states that an applicant for a flight instructor certificate must have received:

• Flight instruction in the performance and analysis of standard flight training procedures and maneuvers appropriate to the instructor rating sought

• An endorsement by the person who has given the instruction certifying that the applicant is competent to pass the practical test on the subjects listed

9.2.8.11. REGULATORY REQUIREMENTS. In accordance with GACAR § 61.199, flight instructors may not conduct flight instruction in any aircraft for which they do not hold category, class, and type ratings, if appropriate, on the pilot and flight instructor certificates. The phrase “if appropriate” applies equally to and in combination with both certificates when instrument instructor ratings are involved.

A. Single- and/or Multi-engine Ratings. According to GACAR Part 61, flight instructors who hold an “INSTRUMENT—AIRPLANE” rating only on their flight instructor certificate are authorized to give instrument flight instruction in single- and/or multi-engine airplanes for instrument certification, provided they hold single- and/or multi-engine ratings on their pilot certificate.

B. Class Ratings. Flight instructors who hold flight instructor certificates issued under GACAR Part 61, which allow only instrument instructor privileges in airplanes, may give instrument flight instruction in any class airplane that is listed without restriction on their pilot certificate. Instructors holding only a rotorcraft instrument rating on their flight instructor certificate are limited to conducting instrument flight instruction in rotorcraft.

C. Ratings Limited to Instrument. Instructors with ratings limited to instrument may not give instrument flight instruction to students who do not hold category and class ratings in the aircraft used. This would be instruction for the addition of a rating that conveys other than instrument privileges. These instructors may not certify logbooks or recommend applicants for any aircraft category or class rating.

9.2.8.13. RENEWAL OF FLIGHT INSTRUCTOR CERTIFICATE. GACAR § 61.201 states that a holder of a current flight instructor may renew that certificate and rating by passing a practical test for one of the ratings listed on the applicant's current flight instructor certificate. GACAR § 61.203 states that the holder of an expired flight instructor certificate may reinstate that certificate by passing a practical test for one of the ratings listed on the applicant's expired flight instructor certificate.

A. GACAR § 61.201. A person who holds a flight instructor certificate that has not expired may renew that certificate for an additional 24 calendar-months if the holder:

1) Passes a practical test for renewal of the flight instructor certificate or an additional flight instructor rating; or

2) Presents at least one of the following to an Inspector:

a) A record of training students that shows, during the preceding 24 calendar-months in which the flight instructor has:

- Endorsed at least five students for a practical test for a certificate or rating
- Passed at least 80 percent of those students on the first attempt of the test

b) A record that shows that within the preceding 24 calendar-months, the flight instructor has served in one of the following positions in which the Inspector is acquainted with the duties and responsibilities, and has knowledge of its current pilot training, certification, and standards, of:

- A company check pilot
- A chief flight instructor
- A flight instructor in a GACAR Part 121 or 135 operation
- A position involving the regular evaluation of pilots

c) A graduation certificate showing the person has successfully completed an approved flight instructor refresher course, consisting of ground training or flight training, or both, within the 3 calendar-months preceding the expiration month of his flight instructor certificate.

B. GACAR § 61.201. GACAR § 61.201(a)(2)(ii) is designed to expand the renewal provisions, mainly to include other PICs. For example, the following PICs, who regularly evaluate pilots, have the

same reward provisions as a PIC in GACAR Part 121 operations:

- A PIC of a multiple pilot flight crew aircraft under GACAR Part 135
- PICs of a multiple pilot flight crew aircraft under GACAR Part 125
- Kingdom of Saudi Arabia (KSA) military pilot PICs of multiple pilot flight crew aircraft
- KSA military instructor pilots and examiners who regularly evaluate pilots

NOTE: Inspectors should review evidence of the applicant's employment, which should clearly show that the applicant is in a position involving the regular evaluation of pilots.

C. Renewal on the Basis of Acquaintance. When renewing on the basis of acquaintance it is GACA policy that Inspectors see evidence of the applicant's employment, which should show that applicants are in a position involving the regular evaluation of pilots, or have personal knowledge of an applicant's flight instructing capabilities and qualities before renewing that applicant's flight instructor certificate.

D. Renewal Requirements.

1) GACAR § 61.201(b) states that if a person accomplishes the renewal requirements of GACAR § 61.201 paragraph (a)(1) or (a)(2), within 3 calendar-months preceding the expiration month of his flight instructor certificate:

- The GACA considers that person to have accomplished the renewal requirement of this section in the month due
- The current flight instructor certificate will be renewed for an additional 24 calendar-months from its expiration date

2) The statement, "within 3 calendar-months preceding the expiration month" in GACAR § 61.201(b)(2)(i) means that in computing the 3 calendar-months, one would date backward from the first day of the month even though the flight instructor certificate expires at the end of the month. For example, a person whose flight instructor certificate expires on June 30, 2014 could have attended and completed an approved flight instructor refresher course/clinic at any time on or after March 1, 2014 to June 30, 2014. Also, he could have his flight instructor certificate renewed for an additional 24 calendar-months with a new expiration date of June 30, 2016.

E. Use of FSTDs. Per GACAR § 61.201(c), instructors may accomplish the practical test required by

GACAR § 61.201(a)(1) in an approved Flight Simulation Training Device (FSTD) if he accomplishes the test pursuant to an approved course conducted by a training center certificated under GACAR Part 142.

F. Denial of Renewal. If an applicant for renewal is unable to demonstrate by record or practical test that he possesses the qualifications for renewal or reinstatement of the flight instructor certificate, the applicant Inspector will issue the Notice of Disapproval. The process when completed will show what required actions are necessary for reinstatement of the instructor certificate or rating. If renewal is denied on the basis of the instructor's flying proficiency, consideration must be given to action against the instructor's pilot certificate. Except for a retest, the GACA does not require a flight instructor recommendation for the renewal or reinstatement of a flight instructor certificate. Yet, the instructors may recommend additional preparation to the applicant.

9.2.8.15. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the requirements of GACAR Part 61 and GACA policies and qualification as an Inspector (Operations).

B. Coordination. This task may require coordination with an Inspector (Airworthiness).

9.2.8.17. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61, 91, 141 and 142
- Applicable PTS

B. Forms. GAR.

C. Job Aids. None.

9.2.8.19. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

- Evidence of payment of applicable fees
- A commercial or airline transport pilot (ATP) certificate
- A flight instructor certificate (if applicable)

- A medical certificate and a Statement of Demonstrated Ability (SODA), if applicable
- A knowledge test report (if required)
- A school graduation certificate (if required)
- Personal logbooks that substantiate the flight experience shown on the application form
- The aircraft maintenance records
- The aircraft airworthiness certificate
- The aircraft registration
- An acceptable form of photo identification

B. Applicant Arrives for Appointment.

1) Review the documents indicated above.

2) Open the GACA Activity Record (GAR).

C. Review Application.

1) Ensure that the applicant has completed the application process for “Flight Instructor – Initial.” If the applicant is renewing a flight instructor certificate, ensure that “Renewal” process is used. If the applicant is having a flight instructor certificate reinstated, “Reinstatement” process is used.

2) Check to make sure a flight instructor applicant has a logbook endorsement or a written statement signed by the recommending flight instructor no more than 60 days before application for certification.

a) For flight instructor renewal applicants, the date the Inspector places next to his signature must be a date that is on or before the expiration date of the superseded flight instructor certificate.

b) Provided the flight instructor renewal applicant renews in the 3 calendar-months preceding the expiration month of the superseded flight instructor certificate or during the month of expiration, that applicant is entitled to keep the expiration month that is on the

superseded flight instructor certificate.

3) Confirm that the applicant listed at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of GACAR Part 141 pilot schools or GACAR Part 142 training centers must provide their aeronautical experience as part of the application process. If aeronautical experience has no bearing on the airmen certification action being sought, it is not necessary for an applicant to provide that information.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to verify the applicant's identity. Compare the identification with the personal information provided.

1) If the applicant's identity can be verified, proceed with the task.

2) Do not continue with this task if:

- The applicant's identity appears to be different from the information supplied
- It appears that an attempt at falsification has been made

E. General Procedures For Renewal Or Reinstatement Of A CFI Certificate. An Inspector may require an applicant for renewal or reinstatement to complete all or any portion of the flight instructor practical test that the Inspector deems necessary to determine the applicant's competence to hold a flight instructor certificate. The required tasks that an applicant need to accomplish to renew/reinstate a flight instructor certificate are covered in the appropriate flight instructor PTS.

1) A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except in accordance with the provisions of GACAR § 61.31 for a retest.

2) A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the month of renewal/reinstatement or the month of expiration of the current flight instructor certificate, provided the provisions of GACAR § 61.201(a) are accomplished within the 3 calendar-months preceding the expiration month of the current flight instructor certificate.

3) In order to conduct a practical test for the renewal of a flight instructor certificate with more than one aircraft category rating, an Inspector must be qualified to conduct a practical test in at least one of the aircraft categories on the flight instructor certificate to be renewed.

4) An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional flight instructor rating constitutes the renewal of a flight instructor certificate.

F. Establish Eligibility.

1) Ensure that the applicant holds either a commercial pilot or an ATP certificate with an aircraft rating appropriate to the instructor rating sought. If the applicant is applying for an airplane instructor rating or an instrument instructor rating, verify that the applicant has an instrument rating.

2) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it is appropriate to the pilot privileges being exercised.

3) Confirm that the applicant is able to read, write, and converse fluently in English.

4) If the applicant graduated from a GACA-approved school, have the applicant present the appropriate graduation certificate. Verify the date issued shows applicant graduated within the past 60 days.

5) If the applicant is not a graduate of a GACA-approved school and is applying for a flight instructor certificate, have the applicant present evidence of passing a course of instruction in the subjects listed in GACAR Part 141, Appendix E, Section III.

6) Determine whether an applicant is required to take the fundamentals of instructing (FOI) knowledge test by examining the following substitutes:

- A current teacher's certificate that authorizes the applicant to teach in a secondary school;
- Proof of regular employment as an instructor in an accredited college or university; and/or
- The applicant's ground instructor certificate with any rating.

7) Determine if the applicant satisfies the requirements of GACAR Part 141, Appendix E, Section III by an endorsement from a flight or ground instructor, who meets the requirements of GACAR Part 141, Appendix E, Section III, certifying that the prescribed instruction was given.

8) Request and examine any of the following documents, which qualify as acceptable evidence of having passed the appropriate knowledge tests:

- Two knowledge test reports, one for the appropriate instructor rating and one for the FOI
- Test reports from a GACA-approved knowledge test examining authority

9) If the applicant is not a graduate of a GACA-approved school, have the applicant present a logbook endorsement. Ensure that the instructor has signed it and certifies that the applicant is competent to pass a practical test on the required subjects listed in Part 141, Appendix E, Section III.

10) For initial flight instructor certification, the instructor who provides the training and the instructor who recommends the applicant must meet the requirements of GACAR § 61.199.

11) If the applicant has failed the flight (aircraft)-rating practical test, make sure the applicant has obtained an instructor's recommendation for the retest.

12) Determine if the applicant for an additional flight instructor rating meets specific eligibility requirements, as listed in GACAR § 61.197. Ensure that the applicant meets the following requirements:

a) Holds at least a commercial pilot certificate with ratings appropriate to instructor rating sought.

b) Holds a valid medical certificate and SODA, if applicable.

c) Has passed the appropriate knowledge test for the instructor rating sought.

13) Determine if applicant for flight instructor renewal or reinstatement meets eligibility requirements:

• A private pilot, commercial pilot, or ATP pilot certificate with the appropriate ratings

• A valid medical certificate and SODA, if applicable

14) The Inspector conducting the practical test or an airworthiness Inspector should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, the Inspector should return the application and all submitted documents to the applicant. The Inspector should inform the applicant of reasons for ineligibility, and explain how to correct the discrepancies.

H. Conduct Practical Test. After determining if the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated ratings, the Inspector should conduct the practical test.

1) Use the procedures and maneuvers outlined in the applicable flight instructor PTS.

2) Give credit to the applicant who retests tasks already completed on the previous practical examination (Inspector's option).

3) If the applicant does not complete the practical test for reasons other than proficiency, follow the established process for discontinuance. Return all submitted documents to the applicant.

I. Unsatisfactory Performance. Upon determining that an applicant's practical test performance is not satisfactory, the Inspector should terminate the test and inform the applicant of the reasons for the termination.

1) Record specific procedures or maneuvers that must be repeated.

2) Show the number of practical test failures by the applicant for this certificate or rating.

3) Proceed with suspension action if an applicant fails a practical test for the renewal of a flight instructor certificate that would normally remain valid for more than 30 days.

4) If the applicant's flying proficiency is seriously in doubt, begin reexamination action against the applicant's pilot certificate in accordance with the applicable GACARs.

J. Satisfactory Performance. The Inspector should issue a Temporary Airman Certificate to the applicant who meets all requirements for a flight instructor certificate.

1) Enter the appropriate ratings on the certificate:

2) Enter the expiration date on the certificate. Inform the applicant that the certificate expires at the end of the 24th calendar-month after the month it is issued.

3) Use the same certificate number on the temporary certificate that is on the superseded flight instructor certificate, or in the case of an original certificate issuance, the certificate number on the applicant's pilot certificate followed by the letters "CFI."

4) Forward the completed file to Certification and Licensing Division.

K. GAR. Complete the GAR.

9.2.8.21. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

- Flight instructor certificate

• Notice of Disapproval

• Discontinuance process

9.2.8.23. FUTURE ACTIVITIES.

A. When a suspension action is pending because the applicant did not pass a practical test for the renewal of a flight instructor certificate, one of the following future activities will result.

1) Suspension action must be initiated if applicant has not passed the practical test in allotted time.

2) Close the GAR if the applicant passes the practical test in the required time.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 9. Practical Test for an Initial, Renewal, or Reinstatement for a Flight Instructor with a Sport Pilot Rating

9.2.9.1. GACA ACTIVITY REPORT (GAR).

A. 1525 (OP) (Original)

B. 1526 (OP) (Additional)

C. 1527 (OP) (Renew - Flight)

D. 1528 (Renew - No Flight)

E. 1529 (OP) (Reinstate)

9.2.9.3. OBJECTIVE. This task determines if an applicant meets the requirements for an initial flight instructor certificate with sport pilot rating, renewal of a current flight instructor certificate, or the reinstatement of an expired flight instructor certificate with a sport pilot rating. Completion of this task results in the issuance of a flight instructor certificate with sport pilot rating; a Notice of Disapproval or a discontinuance, as appropriate.

9.2.9.5. GENERAL.

A. Inspector Qualifications. An aviation safety inspector (Inspector) who administers a practical test for flight instructor certification should possess the appropriate pilot and flight instructor rating/privilege for the practical test being administered. The Inspector should have completed a pilot in command (PIC) proficiency check in the applicable category and class of aircraft.

B. Airworthiness Coordination. When the applicant completes the application process and submits the required documents for a practical flight test, the Inspector administering the practical test or an airworthiness Inspector should review the aircraft’s airworthiness certificate, aircraft registration, and aircraft maintenance records or logbooks for the last annual condition inspection, 100-hour inspection, if applicable, for all required inspections for installed equipment, and compliance with applicable Airworthiness Directives (ADs). Verify that the aircraft (airplane or glider) to be used is certificated for spins, if required. Aircraft used must meet the definition of light-sport aircraft in accordance with

General Authority of Civil Aviation Regulation (GACAR) Part 1. After reviewing the documents, return them to the applicant.

9.2.9.7. ESTABLISHING ELIGIBILITY. To be eligible for a flight instructor certificate, an applicant must be at least 18 years of age; hold at least a current Class 2 medical certificate , hold a sport pilot certificate or higher; and meet the applicable requirements of GACAR Part 61, Subpart K.

9.2.9.9. GENERAL PROCEDURES FOR INITIAL CERTIFICATION.

A. Logbook Endorsements. An applicant for a flight instructor certificate with a sport pilot rating must present a logbook with the following endorsements, as appropriate, from an authorized flight instructor.

1) Except as provided in GACAR 61.265(b), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in GACAR § 61.265(a).

2) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged training within the 60 days preceding the date of the application in preparation for the practical test.

3) The applicant’s logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared for the practical test.

4) The applicant’s logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test, as appropriate.

5) An applicant must have received flight instruction and a logbook endorsement from an authorized instructor to meet the requirements of GACAR § 61.267 in the subjects appropriate to the flight instructor with a sport pilot rating.

6) An applicant for a flight instructor certificate must have logged training and received a logbook endorsement from an authorized instructor as required by GACAR § 61.263.

7) An applicant for a sport pilot flight instructor with airplane privileges or sport pilot flight instructor with glider privileges must present a logbook endorsement from an authorized instructor. The endorsement must indicate that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

a) Except in the case of a retest after a failure for the deficiencies stated in GACAR § 61.31(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures.

b) If a disapproval was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.

c) The Inspector and the applicant are not required to wear parachutes for the spin task demonstration during a flight instructor practical test.

B. Knowledge Test. The flight instructor with a sport pilot rating is required to pass two knowledge tests.

1) An applicant for an initial flight instructor certificate with a sport pilot rating must present two knowledge test reports: one for the fundamentals of instructing (FOI) (unless test credit is given per paragraph B3) below) and one for the appropriate flight instructor category privilege.

2) In addition to the FOI, a second knowledge test must be passed for one of the appropriate flight instructor category privileges sought:

- Flight Instructor, Airplane
- Flight Instructor, Powered Parachute
- Flight Instructor, Rotorcraft-Gyroplane
- Flight Instructor, Weight-Shift-Control
- Flight Instructor, Glider
- Flight Instructor, Lighter-Than-Air

3) An applicant for the original issuance of a flight instructor certificate does not need to take the FOI test if the applicant meets certain alternate criteria. However, the applicant must present appropriate documentation to an Inspector and obtain an authorization to use either of the following in lieu of the FOI test:

• A current teacher's certificate issued by an appropriate authority authorizing the applicant to teach at an educational level of the 7th grade or higher

• Evidence of regular employment as a teacher at an accredited college or university

C. Practical Test. The original issuance of a flight instructor certificate with a sport pilot rating shall be issued by a qualified Inspector or DPE. The applicant must demonstrate aeronautical skill by satisfactorily completing the practical test per GACAR § 61.263(f). The practical test must be administered in accordance with the appropriate sport pilot flight instructor practical test standard (PTS). The Inspector or DPE may also require the applicant to demonstrate knowledge and skill from the private pilot PTS, if appropriate.

D. Category and Class Privileges. A flight instructor certificate with a sport pilot rating does not list aircraft category ratings. When the practical test for a flight instructor certificate with a sport pilot rating is successfully passed, a logbook endorsement by the Inspector or DPE is required for all category and class privileges authorized.

9.2.9.11. GENERAL PROCEDURES FOR RENEWAL OR REINSTATEMENT. A qualified Inspector or DPE is authorized to administer the renewal or reinstatement of a flight instructor certificate with a sport pilot rating. However, issuing the renewal or reinstatement of a flight instructor certificate is based on the applicant satisfactorily accomplishing a practical test (e.g., the oral and flight portions) as required by GACAR § 61.201(a)(1). The Inspector or SPE may require an applicant for the renewal or reinstatement to complete all or any portion of the flight instructor practical test that the Inspector or DPE deems necessary to determine the applicant's competence to hold a flight instructor certificate. But as a minimum the Inspector or DPE must evaluate the areas of operation and tasks designated in the appropriate sport pilot PTS.

A. Endorsement Not Required. A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except as provided in GACAR § 61.31 for a retest.

B. Expiration Date. A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the date of the renewal or reinstatement.

C. Inspector Qualifications for Renewal or Reinstatements of Applicants with Multiple Category Privileges. In order to administer a practical test for the renewal or reinstatement of a flight instructor certificate with a sport pilot rating, with more than one aircraft category privilege, an Inspector must be qualified in at least one of the categories of aircraft to be renewed.

D. Renewal of All Flight Instructor Privileges. An applicant may renew all privileges for his current flight instructor certificate by satisfactorily completing one practical test. The satisfactory completion

of a practical test for an additional flight instructor privilege constitutes the renewal of all flight instructor privileges listed on the certificate.

E. Renewal of Category Privileges by Other Than a Practical Test. Any Inspector may renew holders of a current flight instructor certificate with a sport pilot rating provided that the renewal only involves an administrative process and no practical test is involved. Specifically, an Inspector's authority to renew holders of a current flight instructor certificate with a sport pilot rating involves the following renewal procedures only:

1) In accordance with GACAR § 61.201(a)(2)(i), flight instructors who apply to renew their flight instructor certificate on the basis of having trained and endorsed, during the preceding 24 calendar-months, at least five students for a practical test for a certificate, rating, or privilege and at least 80 percent of those students passed that test on the first attempt.

2) A record of flight instruction as a chief instructor, designated check pilot, or airline captain may be accepted, provided the applicant is found to have an adequate knowledge of current flight instructor responsibilities, training procedures, and pilot certification requirements.

3) In accordance with GACAR § 61.201(a)(2)(iii), flight instructors who apply to renew their flight instructor certificate on the basis of a graduation certificate that shows, within the preceding 3 calendar-months prior to the date of application, applicant has successfully completed an approved flight instructor refresher course.

4) At the discretion of an inspector, a current flight instructor certificate may be renewed without taking a practical test when the inspector has personal knowledge of the applicant's knowledge and competency. An example of evidence that may be presented to support that personal knowledge would be a record of satisfactory completion of a pilot training course or related aviation-oriented work experience.

9.2.9.13. DENIAL OF RENEWAL OR REINSTATEMENT. If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate by satisfactorily completing the applicable practical test, the Inspector must document the reasons for denial. If renewal or reinstatement has been denied on the basis of the applicant's piloting proficiency, the Inspector should document the deficiencies.

9.2.9.15. CATEGORY AND CLASS PRIVILEGES FOR A FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING. The following privileges are issued through logbook endorsements for a flight instructor certificate with sport pilot rating, as applicable:

A. Aircraft Categories.

- Airplane
- Rotorcraft
- Weight-Shift-Control
- Powered Parachute
- Lighter-Than-Air
- Glider

B. Airplane Classes.

- Airplane Land
- Airplane Sea

C. Weight-Shift-Control Classes.

- Weight-Shift-Control Land
- Weight-Shift-Control Sea

D. Powered Parachute Classes.

- Powered Parachute Land
- Powered Parachute Sea

E. Lighter-than-Air Classes.

- Airship
- Balloon

F. Rotorcraft Class. Gyroplane.

9.2.9.17. ADDITIONAL CATEGORY AND CLASS PRIVILEGES FOR A FLIGHT INSTRUCTOR CERTIFICATE WITH A SPORT PILOT RATING.

A. Applicants who hold a sport pilot certificate and want to instruct in an additional category or class of light-sport aircraft must:

1) Receive a logbook endorsement from the authorized instructor who trained them on the applicable areas of operation specified in GACAR § 61.267 certifying they have met the aeronautical knowledge and flight proficiency requirements for the additional category and class flight instructor privilege sought.

2) Successfully complete a proficiency check from an authorized flight instructor or an Inspector on the areas specified in GACAR § 61.267 for the additional category and class flight instructor privilege sought.

B. Successful applicants will receive a logbook endorsement from the authorized flight instructor or an Inspector who administered the proficiency check certifying that they are proficient and authorized for the additional category and class flight instructor privilege.

C. The authorized flight instructor or an Inspector will complete, sign, and submit the document to the Certification and Licensing Division for retention.

9.2.9.19. LIMITATIONS. There is no provision for an examiner, authorized flight instructor, or an Inspector to issue operating limitations on a flight instructor certificate.

9.2.9.21. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of GACAR Part 61, GACA policies and qualification as an Inspector (Operations).

B. Coordination. This task may require coordination with an Inspector (Airworthiness).

9.2.9.23. REFERENCES, FORMS, AND JOB AIDS.

A. References.

• GACAR Part 61, 91, and 141

• GACA Sport Pilot Practical Test Standards for Airplane, Gyroplane, Glider, and Flight Instructor

• GACA Sport Pilot Practical Test Standards for Airship, Balloon, and Flight Instructor

• GACA Sport Pilot Practical Test Standards for Mass Shift Control, Powered Parachute, Flight Instructor

• Any other applicable PTS

B. Forms. GAR.

C. Job Aids. None.

9.2.9.25. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

1) The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate, rating, or privilege sought.

2) In the record of pilot time the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. If aeronautical experience has no bearing on the airmen certification action being sought, it is not necessary for an applicant to complete the record of pilot time. Flight instructor renewal applications and flight instructor reinstatement applications are examples for which aeronautical experience would not have a bearing on the airmen certification action.

3) If the applicant is retesting after a failure, the applicant must obtain an endorsement by the applicant’s flight instructor.

4) A pilot certificate.

5) A current or expired flight instructor certificate, if for renewal/reinstatement.

6) A current flight instructor certificate, if for a proficiency check.

7) A current airman medical certificate.

8) Knowledge test report(s) or authorization to use alternate criteria for FOI test, initial issuance.

9) A GACA-approved pilot school graduation certificate, if applicable.

10) The aircraft maintenance records.

11) Aircraft airworthiness certificate and operating limits or approved flight manual for aircraft used.

12) The aircraft registration.

B. Obtain Documents When Applicant Arrives for Appointment.

1) Collect and review the documents and records listed above.

2) Open the GAR.

C. Review the Application. Verify the information is presented accurately and completely.

1) Ensure that the applicant selects “Flight Instructor” Initial, Renewal, Reinstatement, or Proficiency Check, as appropriate, for the practical test/proficiency check being requested.

2) If the applicant is applying for the original issuance of a flight instructor certificate with a sport pilot rating, or for a proficiency check for an additional category or class privilege, ensure that an authorized flight instructor has signed an endorsement within 60 days prior to the practical test.

D. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity. Compare the identification with the personal information provided.

1) If the applicant’s identity can be verified, proceed with the task.

2) If the applicant’s identity appears to be different from the information supplied on the application or it appears that an attempt at falsification has been made, do not continue with this task.

E. Establish Eligibility. For the original issuance of a flight instructor certificate with a sport pilot rating, or an additional category or class privilege, determine if the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate (See GACAR §§ 61.263 through 61.269).

1) Determine if the applicant holds at least a sport pilot certificate or higher with the appropriate category/class privilege or rating sought.

2) Verify that the applicant holds at least a current Class 2 medical certificate.

3) Except for medical reasons, the applicant must be able to read, speak, write, and understand the

English language.

4) If the applicant is applying on the basis of graduation from an approved pilot school for a practical test, or for a proficiency check for an additional category or class privilege, inspect the applicant's graduation certificate. Verify that the applicant's graduation certificate is dated within the 60-day period after the date of graduation.

5) Examine the applicant's logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify that the required endorsements for ground and flight instruction have been certified by an authorized flight instructor.

6) Have the applicant present evidence of satisfactory completion of a course(s) of instruction in the subjects listed in GACAR §§ 61.263 and 61.269, or an acceptable equivalent.

7) For initial issuance, as applicable to the flight instructor category or class privilege sought, inspect the applicant's knowledge test report(s), or authorization to use acceptable alternative criteria in lieu of FOI test.

8) If a flight instructor is applying for renewal of his flight instructor certificate, determine whether the certificate is current. If the certificate is not current, advise the applicant that the flight instructor certificate is no longer current and that he must submit to a reinstatement practical test, GACAR § 61.279.

9) If the applicant is reapplying for the test after a failure, verify that the applicant meets the requirements of GACAR § 61.31, if appropriate.

F. Verify Aircraft Requirements. Review the aircraft's airworthiness certificate, aircraft registration, and aircraft maintenance records or logbooks for the last annual condition inspection, 100-hour inspection, if applicable, for all required inspections for installed equipment, and compliance with applicable ADs to determine if the aircraft is in a safe condition for flight and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins, if required. Aircraft used must meet the definition of light-sport aircraft in accordance with GACAR Part 1.

G. Resolve Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, return the application and all submitted documents to the applicant and explain how the applicant may correct the discrepancies.

H. Administer Practical Test or Proficiency Check. After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) or privilege(s) sought, administer the practical test or proficiency check using the guidance in the appropriate PTS

and this section.

1) If the practical test or proficiency check is not completed for reasons other than unsatisfactory performance, issue a discontinuance to the applicant.

2) Return all submitted documents to the applicant.

3) Explain how the applicant may complete the practical test or proficiency check at a later date.

I. Resolve an Unsatisfactory Performance--Practical Test. Upon determining that an applicant's practical test performance is unsatisfactory, terminate the practical test and inform the applicant of the reasons for the termination.

1) Record any specific procedures or maneuvers that must be repeated by the applicant.

a) Record the number of practical test failures by the applicant for this certificate or rating.

2) If the applicant's flying proficiency is seriously in doubt, begin reexamination action against the applicant's pilot certificate in accordance with the GACARs.

3) Complete the process and return all other submitted documents to the applicant.

J. Resolve an Unsatisfactory Performance--Proficiency Check. Upon determining that an applicant's proficiency check performance is unsatisfactory, terminate the proficiency check and inform the applicant of the reasons for the termination.

1) If the applicant's flying proficiency is seriously in doubt, begin reexamination action against the applicant's pilot certificate in accordance with GACARs.

2) Return to the applicant all submitted documents no longer required.

K. Resolve a Satisfactory Performance--Practical Test. Issue a temporary airman certificate to an applicant who meets all requirements for a flight instructor certificate.

1) Endorse the appropriate flight instructor privilege in the applicant's logbook.

2) Enter the following rating on the certificate:

a) For a sport pilot rating, place the following notation. "VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [enter number]. EXPIRES [enter date]."

L. Resolve a Satisfactory Performance--Proficiency Check.

1) Endorse the appropriate flight instructor privilege in the applicant's logbook.

2) Forward the completed file to Certification & Licensing Division.

3) Return to the applicant all documents that are no longer required.

M. Close the GAR.

9.2.9.27. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

• Flight instructor certificate with sport pilot rating

• Notice of Disapproval

• Discontinuance

• Endorsement of category and class privileges

9.2.9.29. FUTURE ACTIVITIES.

A. The applicant may return for a flight instructor renewal, reinstatement practical test, or retesting after failure, if appropriate.

B. The applicant may return for an additional flight instructor privilege.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 10. Issue a Kingdom of Saudi Arabia (KSA) Pilot Certificate on the Basis of a Foreign Pilot License

9.2.10.1. GACA ACTIVITY REPORT (GAR).

A. 1533 (OP)

9.2.10.3. OBJECTIVE.

A. Eligibility Determination. This task determines if an applicant is eligible for a Kingdom of Saudi Arabia (KSA) pilot certificate and/or rating on the basis of his foreign pilot license. Completion of this task results in the issuance, non-issuance, or denial of a KSA pilot certificate and/or rating.

1) The issuance of a KSA pilot certificate and/or rating on the basis of a foreign pilot license would mean the applicant has met the appropriate eligibility requirements of General Authority of Civil Aviation Regulation (GACAR) Part 61 and the provisions set forth in this chapter.

2) Non-issuance would mean the applicant has not met the appropriate eligibility requirements of GACAR Part 61 and the provisions set forth in this chapter; therefore, the applicant would be disqualified from receiving a KSA pilot certificate and/or rating on the basis of a foreign pilot license.

3) The denial of a KSA pilot certificate and/or rating would mean the applicant did not meet the appropriate eligibility requirements of GACAR Part 61 and the provisions set forth in this chapter; therefore, the applicant would be issued Notice of Disapproval.

B. Application Process. The GACA requires foreigners who apply for KSA Flight Crew Certificate, to go through a security check and have their foreign pilot and medical licenses verified for validity purposes.

9.2.10.5. GENERAL.

A. General Process. GACAR § 61.55 allows a person to be issued a KSA pilot certificate with private pilot privileges on the basis of a foreign pilot license that is at least equivalent to or higher than the KSA private pilot certification level. The foreign pilot license must have been issued by a foreign Civil

Aviation Authority (CAA) that is a member state of the International Civil Aviation Organization (ICAO), and the foreign pilot license must be valid.

B. Applicability. This section applies to the issuance of KSA pilot certificates and ratings to persons who apply on the basis of their foreign pilot licenses under the following rules within General Authority of Civil Aviation Regulation (GACAR) Part 61:

1) Under GACAR § 61.37, for persons who request replacement of a certificate issued on the basis of a foreign pilot license under GACAR § 61.55.

2) Under GACAR § 61.89, for persons who apply for an instrument rating on a GACAR § 61.55 KSA pilot certificate after completing the requirements of that section.

3) Under GACAR § 61.93(b)(3)(ii), for a rated military pilot of a foreign armed force whose country is a member state of ICAO, and that pilot is assigned to pilot duties (other than flight training as a student) of an operational KSA military unit and who holds at the time of application a current civil pilot license issued by the foreign country, which authorizes at least the privileges of the KSA pilot certificate sought.

4) Under GACAR 61.55, for persons who apply for a KSA private pilot certificate on the basis of holding a foreign pilot license (at least equivalent to or higher than the KSA private pilot certification level) issued by an ICAO member state.

5) Under GACAR § 61.55(f), for persons who apply for the addition of an aircraft rating to a KSA pilot certificate.

6) Under GACAR § 61.55(g), for persons who apply for an instrument rating to a KSA pilot certificate by accomplishing the appropriate knowledge test.

7) Under GACAR § 61.55(h), for persons who apply for an unrestricted KSA commercial pilot certificate on the basis of holding a KSA pilot certificate.

8) Under GACAR § 61.173, for persons who hold either a foreign Airline Transport Pilot License (ATPL) with the appropriate aircraft rating or a foreign commercial pilot license (CPL) and instrument rating with the appropriate aircraft rating, without limitations, who apply for a KSA ATP certificate.

9.2.10.7. OBTAINING A KSA PILOT CERTIFICATE. A person may apply for a KSA pilot certificate and associated ratings on the basis of his foreign pilot license under the following:

A. Instrument Rating. Under GACAR § 61.89, persons who apply for an instrument rating on a KSA pilot certificate and meet the requirements of that section.

B. Rated Military Pilot. Under GACAR § 61.93, a rated military pilot of a foreign armed force whose country is a member state of ICAO, and that pilot is assigned to pilot duties (other than flight training as a student) in an operational KSA military unit, may apply for:

- A commercial pilot certificate
- An aircraft rating in the category and class of aircraft for which that foreign military pilot is qualified
- An instrument rating with the appropriate aircraft rating for which that foreign military pilot is qualified
- A type rating, if appropriate (meaning, a type rating provided there is an equivalent civilian KSA certificated aircraft of the same type)

C. Foreign Pilot License. GACAR § 61.55 permits a person who holds a foreign pilot license at least equivalent to or higher than the KSA private pilot certification level and issued by an ICAO member state to apply for a private pilot certificate by complying with the application and certification procedures contained in this chapter. A person may be issued a KSA private pilot certificate on the basis of a foreign pilot license as follows:

1) With no instrument privileges, for which neither a knowledge nor a practical test is required.

2) With instrument privileges, provided the applicant has passed the Instrument Foreign Pilot (IFP) knowledge test and the applicant’s foreign pilot license has the equivalent Instrument - [Aircraft] rating.

3) With a standard instrument rating, provided the applicant has passed the Instrument - [Aircraft: Airplane, Rotorcraft, or Powered-lift, as appropriate] knowledge test and practical test. The KSA pilot certificate will be issued with the notation “KSA TEST PASSED.”

4) A person may obtain a KSA pilot certificate without relying on his foreign pilot license by accomplishing the required training, instructor endorsements, aeronautical experience, passing the appropriate knowledge test, and passing the appropriate practical test as required by the pilot certification requirements contained in GACAR Part 61. However, if a person other than a holder of a student pilot certificate already holds a standard KSA pilot certificate, that person may not apply for a KSA pilot certificate on the basis of a foreign pilot license (see GACAR § 61.55),

unless he voluntarily surrenders his KSA pilot certificate.

D. Non-Medical Disability. If the applicant cannot read, speak, write, or understand English for reasons other than a medical disability, meaning a hearing or speech impairment that is medically substantiated by a certified physician, then the GACA may not issue the KSA pilot certificate.

E. Medical Disability. If the applicant is not able to read, speak, write, or understand English because of a medical disability, the GACA may place an operating limitation on the private pilot certificate. The operating limitation requires the person to be accompanied by another pilot who is qualified to serve as a pilot in command (PIC) for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

9.2.10.9. PILOT CERTIFICATE REQUIREMENTS.

A. Foreign-Registered Aircraft. GACAR § 61.5(b) permits foreign-registered aircraft to be operated within the KSA by a pilot holding a valid foreign pilot license issued by the foreign country where the aircraft is registered.

B. Saudi Arabian-Registered Aircraft. A person who holds a KSA pilot certificate with the appropriate aircraft rating may also operate a Saudi Arabian-registered civil aircraft in an ICAO member state country. However, persons who operate a Saudi Arabian-registered civil aircraft within the territorial limits of another ICAO member state should be aware that some foreign countries may have additional operational and pilot certification requirements. Each pilot must inquire with that foreign country's CAA and become familiar with that country's operational and pilot certification requirements before operating a Saudi Arabian-registered civil aircraft in that country.

C. Knowledge Test Failures. A person who fails the IFP knowledge test will be required to receive additional training and receive an instructor endorsement to reapply for the IFP knowledge test, in accordance with GACAR § 61.31.

9.2.10.11. KSA PILOT CERTIFICATES THAT MAY BE ISSUED TO A PERSON WHO HOLDS A FOREIGN PILOT LICENSE. The kinds of KSA pilot certificates that may be issued to a person who holds a foreign pilot license in accordance with GACAR § 61.55 are:

A. Private Pilot Certificate. A KSA private pilot certificate on the basis of a valid foreign pilot license that is at least equivalent to or higher than the KSA private pilot certification level.

B. Ratings Issued. A KSA private pilot certificate issued on the basis of a foreign pilot license (at least equivalent to or higher than the KSA private pilot certification level) must bear the GACAR § 61.7 equivalent to the ratings on the foreign pilot license (e.g., ASEL, AMEL, etc.). However, an

instrument rating may only be issued if:

1) *Instrument Privileges.* The foreign pilot license on which the certificate is based has instrument privileges on it; and

2) *IFP Knowledge Test.* Within 24 months preceding the month in which the person applies for the instrument rating, the person passed the appropriate knowledge test.

3) *Determining Equivalent Rating.* In some cases, determining the equivalent rating may be difficult. Several foreign countries categorize pilot ratings and limitations by horsepower or engine type. However, the limitation by horsepower or engine type is not required to be placed on KSA pilot certificate, because GACAR § 61.55(c)(3) requires the pilot to adhere to the limitations of his foreign pilot license even when exercising the privileges of his KSA pilot certificate.

4) *Private Pilot Certificate.* When a private pilot certificate is issued on the basis of a foreign pilot license and the foreign pilot license has instrument rating/privileges, in order for that person to receive instrument privileges on the KSA pilot certificate, the person must pass either the IFP knowledge test or the standard instrument rating (i.e., Instrument—Airplane or Instrument —Rotorcraft or Instrument—Powered lift) knowledge test, and the standard instrument rating practical test.

5) *KSA Test Passed Notation.* To qualify for the notation “KSA TEST PASSED” for the addition of an aircraft or instrument rating to a KSA pilot certificate, the person must accomplish the appropriate aeronautical experience, pass the knowledge test (if applicable), and pass the practical test as required under GACAR Part 61. Each rating added to the temporary KSA pilot certificate will have the notation “KSA TEST PASSED” following the rating to which the notation applies. The required aeronautical experience must be shown on Airman Certificate and/or Rating Application. Do not indicate “KSA TEST PASSED” on the temporary pilot certificate if only the IFP knowledge test was passed (see GACAR § 61.89).

6) *Type Rating.* When a type rating is shown on the KSA pilot certificate (meaning a KSA pilot certificate that was issued on the basis of a foreign pilot license), that aircraft type rating will be limited to “VFR ONLY” if the person has not passed either the IFP knowledge test or the standard instrument rating knowledge test and the standard instrument rating practical test (see GACAR § 61.89).

C. Medical Endorsement or Certificate. A person applying for a KSA pilot certificate must submit evidence that he currently meets the medical licensing standards for the foreign pilot license on which the application for the pilot certificate is based (see GACAR § 61.55(b)). Some foreign CAAs enter periodic medical endorsements on their pilot licenses that affect its currency (i.e., Germany, Austria,

Kenya, Cyprus, Canada, Guatemala, Trinidad, Tobago, Singapore, and Sri Lanka). Therefore, if the foreign pilot license must have a medical endorsement to make it valid, a GACA medical certificate alone will not satisfy the regulations. In cases when a medical endorsement is not used, a current medical license from the person's foreign medical examiner or a current GACAR Part 67 medical certificate will satisfy the requirement. If the person's foreign pilot license shows a medical endorsement, the person should enter the word "Endorsement" on the Airman Certificate and/or Rating Application, or the equivalent class of medical certificate.

D. Duration. A KSA pilot certificate issued on the basis of a foreign pilot license remains in effect as long as the foreign pilot license used to obtain the KSA pilot certificate is valid.

NOTE: A prefix or suffix change in a foreign pilot license does require the reissuance of a KSA pilot certificate issued on the basis of a foreign pilot license. Some examples of countries that issue prefixes and suffixes on their pilot licenses are Canada, Germany, and Great Britain. For example, on a foreign pilot license issued by Great Britain, the prefix codes the grade level of the pilot license. In Germany, the suffix codes the grade level of the pilot license. For the KSA pilot certificate to correctly identify the person's foreign pilot license, if the person's foreign pilot license has a change in its prefix/suffix code, the KSA pilot certificate must be reissued to reflect the person's most current foreign pilot license number. All requests for reissuances of KSA pilot certificates that require prefix or suffix changes must be made by application. The applicant must request verification of the authenticity of the foreign pilot license before making application.

E. Flight Instructor Certificates. A flight instructor certificate or an additional rating on a flight instructor certificate may not be issued on the basis of any foreign flight instructor rating or certificate. A flight instructor certificate will only be issued to a person who meets the appropriate requirements of GACAR Part 61 Subpart H.

F. Added Ratings to a KSA Pilot Certificate. If a person requests that a rating be added to his KSA pilot certificate on the basis of meeting the appropriate pilot certification requirements of GACAR Part 61 (i.e., the practical test and the knowledge test, if applicable), those requirements must be accomplished before the issuance of that additional rating. However, if the person requests the added rating on the basis of that rating having been added to his foreign pilot license, no knowledge test or practical test is required. The authenticity of the foreign license must be verified before adding the appropriate rating.

9.2.10.13. JAR-FCL. Since July 1, 1999, some states that are members of the European Joint Aviation Authorities (JAA) began issuing pilot licenses entitled JAR-FCL (Joint Aviation Requirement—Flight Crew Licensing) licenses. These pilot licenses are based upon new licensing regulations developed by JAA Member States through the JAA and subsequently adopted by each JAA member state.

9.2.10.15. BRITISH NATIONAL PILOT LICENSES. The United Kingdom (U.K.) issues both JAR-FCL pilot licenses and British National pilot licenses. The following paragraphs describe British National pilot licenses or variations listed on the JAR-FCL pilot license.

A. Cover Colors. Both national pilot licenses and JAR-FCL pilot licenses issued by the British CAA are all printed on white background security paper, but the color of the cover follows the ICAO Annex 1 convention. Thus, the private pilot license (PPL)(A) is light brown (tan), CPL(A) is blue, and ATPL(A) is green. The British Commercial Pilot License (BCPL)(A) also has the same blue cover as the CPL(A) but has a different title. Rotorcraft pilot licenses are variously colored—PPL(H) is light gray, CPL(H) is dark gray, and ATPL(H) is white. A Flight Engineer (FE) license has a dark brown cover. The data contained on each British National pilot license is identified numerically and the data after the Roman numeral II describes the pilot license held.

NOTE: If GACA is asked to issue a KSA pilot certificate on the basis of a British National pilot license and it is not possible to determine which privileges are applicable, the person will be required to provide the necessary information before completion of the pilot certification process.

B. British National CPL(A) and ATPL(A). The British National CPL(A) and ATPL(A) issued before July 1, 1999 are the only British National issued CPL equivalent to both the KSA and ICAO respective pilot certification requirements. A private pilot certificate with the appropriate ratings may be issued on the basis of a British National CPL(A). The U.K. now issues a JAR-FCL CPL(A) or (H) restricted to British-registered aircraft. This is an acceptable ICAO pilot license, but the holder must meet some British pilot licensing requirements rather than JAR-FCL pilot licensing requirements for issuance of the pilot license.

C. Issuing Private Pilot Certificate on Basis of a British CPL. When issuing a private pilot certificate that is on the basis of a British CPL, the Inspector must have the means available to determine the privileges and limitations on each pilot license. Those persons who hold a restricted or non-restricted basic British National CPL(A) are qualified for the issuance of a KSA private pilot certificate because both the restricted and non-restricted basic British National CPL(A) licensing requirements meet or exceed the ICAO PPL standards. The restricted British National CPL(A) is no longer issued in the U.K. but may still be in use.

D. Restricted Basic British National CPL(A). The restricted basic British National CPL(A) is limited to private pilot privileges only. The British National basic license was introduced to allow existing British flight instructors and assistant flight instructors holding only PPLs to continue to instruct for payment without having to obtain a full British National CPL(A). The restricted British National CPL(A) requirements meet or exceed the ICAO PPL standards.

E. Non-Restricted Basic British National CPL(A). The non-restricted basic British National CPL(A) was issued to pilots who wished to conduct flight instruction or other types of aerial work, except for public transport, for payment. This pilot license does not meet the requirements of a full-fledged British National CPL, a KSA commercial pilot certificate, or ICAO pilot license standards. However, the British National CPL(A) requirement meets or exceeds the ICAO PPL standards.

F. Instrument Meteorological Conditions (IMC) Rating. The British CAA may issue an IMC rating. Holders who hold a British IMC instrument privilege are not qualified to receive a KSA instrument rating because the IMC privilege is not as high a level of qualification as the instrument rating, and it confers no privileges for flights requiring compliance with IFR. IMC privileges can be used only within the U.K. Therefore, a holder of the IMC privilege is not eligible to take the IFP knowledge test or be issued a KSA instrument rating. Some applicants may choose to have an IMC rating remain on the foreign license even after obtaining a full instrument rating. If both “IMC” and “Instrument” are shown in the rating portion of the airman license, then the applicant has demonstrated proficiency for a fully recognized instrument rating and should be eligible to take the IFP knowledge test or be issued a KSA instrument rating.

G. British National PPL(A) Showing the Prefix “UK/NP.” On August 1, 2002, the British CAA began issuing a British National PPL(A) for single-engine airplanes, motor gliders, and micro-light aircraft. This license will begin with the prefix “UK/NP/.” This foreign pilot license does not meet ICAO standards and will not show the ICAO compliant statement on the front of the license. It is the equivalent of a recreational license only and does not require an ICAO medical license, only a declaration of health.

H. JAR-FCL Medical Licenses. The British CAA issues JAR-FCL medical licenses for ATPL, CPL, and some PPL licenses. The British CAA issues a national medical license for commercial balloon pilot licenses and a declaration of health for its national PPL license, private level balloon license, and micro-lights. Both the JAR-FCL medical and the national medical licenses meet ICAO medical standards. The declaration of health does not meet ICAO medical standards. The duration period for the KSA medical certificate is addressed in GACAR § 61.9. When a person is exercising the privileges of their GACAR § 61.55 KSA pilot certificate, that person must comply with the appropriate medical certification requirements of GACAR § 61.9.

9.2.10.17. OTHER KNOWN DIFFERENCES OF SOME FOREIGN PILOT LICENSES AND RATINGS.

A. German Glider Pilot License. The German glider pilot license requires a person to hold a medical license/endorsement when exercising the privileges of his German glider pilot license. That person must also comply with the German medical license/endorsement requirements when exercising the

privileges of his GACAR § 61.55 KSA pilot certificate for the glider rating (see GACAR § 61.55(b)(4)).

B. Spanish IMC Privilege. Holders of a Spanish IMC privilege are not qualified to receive a KSA instrument rating because the Spanish IMC privilege does not meet the certification standards and qualifications as a KSA instrument rating and confers no privileges for flights requiring compliance with IFR. The Spanish IMC privilege is only authorized for use within Spain. Therefore, the holder of the Spanish IMC privilege is not eligible to take the IFP knowledge test or be issued a KSA instrument rating.

C. Restricted Notation. Belgium issues some PPLs with the notation “RESTRICTED.” This limitation restricts the person to Belgian airspace only. This pilot license is similar to a recreational pilot certificate (i.e., the person has not met the cross-country aeronautical experience and training requirements of ICAO). Do not issue a GACAR § 61.55 private pilot certificate to a person who holds a Belgian PPL with the notation “RESTRICTED.”

D. Night Restriction. Some foreign pilot licenses contain a restriction that prohibits the person from operating an aircraft at night. As an example, some foreign CAAs require their citizens to hold an instrument rating and/or a night flying privilege to operate an aircraft at night. That person must also comply with that night operating restriction of his foreign pilot license when exercising the privileges of the GACAR § 61.55 KSA pilot certificate (see GACAR § 61.55(c)(3)).

E. Make and Model or No Passenger Limit. Some foreign CAAs (e.g., New Zealand and Australia) issue PPLs that limit the pilot to a specific make and model of aircraft or limit the pilot from carrying any passengers. Those persons must also comply with the make and model aircraft and passenger carrying restriction of their foreign pilot licenses when exercising the privileges of a KSA pilot certificate (see GACAR § 61.55(c)(3)).

F. Grade of Pilot License Unidentified. Some foreign CAAs have issued pilot licenses that do not identify the grade of pilot license. In those instances, do not issue a KSA pilot certificate. The holder of that kind of foreign pilot license does not meet ICAO standards for pilot certification.

G. Second in Command (SIC) Privileges Only. Some foreign CAAs have issued pilot licenses that limit the person to SIC privileges only. Do *not* issue a KSA pilot certificate on the basis of that kind of foreign pilot license. The holder of that license does not meet ICAO standards for pilot certification.

H. Micro-Light Aircraft Pilot Licenses. Some foreign CAAs issue micro-light aircraft pilot licenses. A micro-light aircraft pilot license does *not* meet ICAO standards for pilot certification of a private pilot certificate. Do not issue a private pilot certificate to a person who holds a micro-light aircraft pilot license.

I. Type Rating for Each Series of Aircraft Make and Model. Mexico issues a type rating for each series of make and model of an aircraft. For example, it does not issue a DC-9 type rating that covers all the various series of DC-9. Mexico issues a specific rating, such as DC-9-15 or a Boeing 737-400. Therefore, when an Inspector places a type rating on a KSA pilot certificate on the basis of a Mexican pilot license, he needs to specify the series as it appears on the Mexican license.

9.2.10.19. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the pilot certification requirements contained in GACAR Part 61 and GACA policies and qualification as an Inspector (Operations).

B. Coordination. None.

9.2.10.21. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- GACAR Part 1, 61 and 91

B. Forms: GAR.

C. Job Aids: None.

9.2.10.23. PROCEDURES.

A. Review the completed application.

B. Verify the applicant has the following documents.

1) The applicant’s foreign pilot license. A legible English transcription of a foreign pilot license not in English is acceptable.

2) Permanent home of record of the person.

3) Superseded KSA pilot certificate, if applicable.

4) Foreign medical endorsement/foreign medical license, as appropriate, or a GACAR Part 67 medical certificate.

5) Knowledge test results, if applicable.

6) Verifiable and positive identification of the person, (e.g., driver's license, passport, or other acceptable means of identification with a photograph and physical description).

7) Receipt of security clearance from aviation security sector (Passport No. & Border number) for foreign applicants.

C. Determine ICAO Member State Status.

1) If in doubt about whether a country is an ICAO member state, check the listing of current ICAO Member States on the ICAO Web site at: http://www.icao.int/icao/en/m_about.html

2) If the country is not an ICAO member state, inform the applicant that the KSA pilot certificate cannot be issued and return all submitted documents to the applicant and close the GAR.

3) If the country is an ICAO member state, verify the applicant's identity.

D. Verify the Applicant's Identity.

1) Establish the person's identity with some form of government-issued photo identification (driver's license, passport, etc.).

2) Compare the identification with the information provided in the application.

3) If the person's identity cannot be verified because of lack of documentation or inadequate documentation, request that the person return with the appropriate identification.

4) If the person's identity appears to be falsified, do not proceed.

E. Establish the Applicant's Eligibility.

1) Review the applicant's foreign pilot license for the following:

2) Ensure the information on the foreign pilot license is the same as the information provided in the person's identification.

3) Ensure the applicant holds the ratings that he is applying for by comparing it to the ratings held on the foreign pilot license.

4) If the person is requesting an instrument rating on the basis of holding an instrument rating on their foreign pilot license, ensure that the applicant's foreign pilot license authorizes instrument

privileges for the same category and class of aircraft that the person is making application for the GACAR § 61.55 KSA pilot certificate. If the person is applying for the instrument rating, the person must have passed the IFP knowledge test. You should explain that they can only apply for an instrument rating once the IFP knowledge test is passed.

5) Verify that the applicant has passed the IFP knowledge test.

6) Review the person's medical endorsement/certificate to determine if it is valid.

7) If an applicant is not eligible for the KSA pilot certificate and/or rating sought, or if a discrepancy exists in any of the items indicated above, return any submitted documents to the person. Inform the person why he is not eligible and explain how to obtain the certificate and/or ratings sought. Close out the GAR.

F. Issue a KSA Pilot Certificate.

1) Issue the certificate.

G. Discuss Relevant Regulations with the Applicant. Advise the applicant about the rules and requirements contained in GACAR Part 61 and 91 (flight review requirements, recency of experience requirements, required logbook entries, etc.). As a point of emphasis, make clear to the applicant that a flight review (see GACAR § 61.21) must be administered by the holder of a GACA flight instructor certificate with the appropriate ratings before he may exercise the privileges of his KSA pilot certificate. The proficiency checks administered by a foreign flight instructor do not count as meeting the flight review requirements of GACAR § 61.21.

H. Complete the Certification File.

I. Close the GAR.

9.2.10.25. TASK OUTCOMES. Completion of this task could result in the issuance of:

- KSA Pilot Certificate
- Notice of Disapproval

9.2.10.27. FUTURE ACTIVITIES.

A. Issue. Issue the applicant another grade of certificate or additional category, class, or type ratings.

B. Process. Process an enforcement investigation if the application was falsified.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 11. Issue a Pilot Certificate Based on Military Competence

9.2.11.1. GACA ACTIVITY REPORT (GAR).

A. 1532 (OP)

9.2.11.3. OBJECTIVE. The objective of this task is to determine if an applicant is eligible for a pilot certificate and/or rating based on military competence. Completion of this task results in the issuance or denial of a pilot certificate and/or rating.

9.2.11.5. GENERAL.

A. General Process.

1) A pilot certificate may be issued on the basis of military competence to an applicant who is or has been a rated military pilot in the Kingdom of Saudi Arabia (KSA) Armed Forces.

2) Aircraft category, class, type, and instrument ratings may be added to new or existing pilot certificates issued under General Authority of Civil Aviation Regulation (GACAR) § 61.93.

3) A military pilot or former military pilot who has been removed from flying status because of lack of proficiency or disciplinary action involving aircraft operations is not eligible for a certificate or rating on the basis of military competence.

B. Commercial Pilot Certificate. In accordance with GACAR § 61.93, military pilot qualifications are issued at the commercial pilot certification level only.

C. Eligibility.

1) A military applicant for a commercial pilot certificate on the basis of military competence must pass the appropriate GACA knowledge and practical tests in that category and class of aircraft, as appropriate.

2) An applicant who meets the requirements of GACAR § 61.93 may be issued an aircraft rating on the basis of military competence.

3) Aircraft category and class ratings on the basis of military competence may be added to an airline transport pilot (ATP) certificate as commercial pilot privileges.

4) All type ratings shown on the superseded certificate are brought forward to the higher certificate level within that category and class of aircraft without further testing.

5) Official military documents are required as evidence of the applicant's pilot in command (PIC) experience. The applicant as PIC must have flown the PIC flight time. An applicant's flight time as a copilot or other flight crew member is not acceptable to establish qualifications as PIC. The applicant must present official KSA Armed Forces records that show compliance with one of the following requirements:

a) Before the date of the application, passed an official KSA Armed Forces pilot and instrument proficiency check in an Armed Forces aircraft of the kind of aircraft category, class, or type (if class or type of aircraft is applicable) for the ratings; or

b) Before the date of the application, logged 10 hours of pilot time as a pilot in a KSA Armed Forces aircraft of the kind of category, class, and type of aircraft (if a class rating or type rating is applicable) for the aircraft rating.

D. Acceptable Records.

1) If a pilot is a KSA citizen and wants to show that he is serving or has served as a KSA military pilot, the pilot must present the following evidence to the GACA:

• An official KSA Armed Forces aeronautical order of flight status as a rated military pilot;

• An official KSA Armed Forces form or logbook showing flight status as a rated military pilot;

• An official KSA Armed Forces aeronautical order showing graduation from a KSA Armed Forces undergraduate pilot training school and receipt of a rating qualification as a military pilot; or

• An official KSA Armed Forces record showing that the pilot passed a pilot proficiency check and instrument proficiency check in an aircraft as a military pilot in the KSA Armed Forces.

E. Instrument Rating Eligibility. A person who is qualified as a current or former KSA may apply for an instrument rating to be added to a pilot certificate if he:

1) Has passed an instrument proficiency check in the KSA Armed Forces in the aircraft category for the instrument rating sought; and

2) Has an official KSA Armed Forces record that shows the person is instrument-pilot qualified by the KSA Armed Forces to conduct instrument flying on Saudi Arabian airways in that aircraft category and class for the instrument rating sought.

F. Knowledge and Practical Tests. An applicant for issuance of an original commercial pilot certificate on the basis of military competence, who qualifies as a current or former KSA Armed Forces pilot may apply for a pilot certificate and ratings if the applicant:

1) Has passed the Armed Forces competency aeronautical knowledge test on the appropriate parts for commercial pilot privileges and limitations, air traffic and general operating rules, and accident reporting rules.

2) Presents official Armed Forces records that show compliance with one of the following requirements:

a) Before the date of the application, passing an official Armed Forces pilot and instrument proficiency check in an Armed Forces aircraft of the kind of aircraft category, class, and type (if class or type of aircraft is applicable) for the ratings sought; *or*

b) Before the date of the application, logging 10 hours of Armed Forces pilot time in an Armed Forces aircraft in the kind of aircraft category, class, and type (if a class rating or type rating is applicable) for the aircraft rating sought.

G. Multi-engine Aircraft Without V_{MC} Speed. If an applicant is qualified in a multi-engine aircraft that does not have a minimum control speed with the critical engine inoperative (V_{MC}) speed published by the manufacturer, the certificate issued must be limited to center thrust.

9.2.11.7. RESERVED.

9.2.11.9. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of GACAR Part 61 and GACA policies and qualification as an aviation safety inspector (Inspector)(Operations).

B. Coordination. None.

9.2.11.11. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61 and 91

B. Forms. GAR.

C. Job Aids. None.

9.2.11.13. PROCEDURES.

A. Application. The applicant must provide the following records for review and complete the application:

- Military flight records
- Military identification
- Military orders or discharge/release papers
- Superseded pilot certificate (if applicable)
- Knowledge test results (if applicable)

B. Review Airman's Application.

C. Verify Applicant's Identity.

1) Inspect the applicant's military identification (if applicable) or other acceptable forms of identification to establish the applicant's identity.

2) Compare the identification with the information provided during the application process.

a) If the applicant's identity cannot be verified for lack of documentation or inadequate documentation, request that the applicant return with the appropriate identification.

b) If the applicant's identity appears to be falsified, do not proceed.

D. Determine Applicant's Request. Verify that the applicant has completed the application correctly. If the process is not correct, have the applicant review and revise as necessary.

E. Establish Eligibility. Determine if the applicant has met the requirements of GACAR § 61.93.

F. Discrepancies or Ineligibility. If a discrepancy that cannot be immediately corrected exists in any of the documents, return all submitted documents to the applicant. Inform the applicant of the reasons why the certificate or rating cannot be issued, and explain how the applicant may correct the discrepancies. If the applicant is not eligible for the certificate or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the certificate or rating.

G. Applicant Meets Eligibility Requirements. If the applicant meets the eligibility requirements for issuance or upgrade of a certificate on the basis of military competence, the applicant must complete the KSA Armed Forces aeronautical knowledge test. If the applicant is eligible to add a rating to an existing certificate, issue a certificate with the appropriate rating. A knowledge test is not required for addition of a rating.

H. Issuance of Certificate. Issue a commercial certificate for the category, class, or type of aircraft. Aircraft category and class ratings are listed in GACAR § 61.7.

1) Issue the appropriate certificate and ratings.

2) Return all submitted documents, except the application and any superseded pilot certificate.

I. Additional Requirements. Advise the applicant of the following requirements.

1) GACAR Part 61 currency requirements must be met before exercising the privileges of the certificate.

2) An appropriate GACA medical certificate must be obtained before the privileges of the certificate can be exercised.

J. Complete Certification File.

1) Provide the following information, as applicable:

- Approved or Disapproved
- Certificate or Rating Based on
- Military Competence
- Certificate Issued or Certificate Denied
- Knowledge Test Report

2) Attach the applicable documents to the report.

K. GAR. Complete the GAR.

9.2.11.15. TASK OUTCOMES. Completion of this task results in the issuance or denial of a temporary airman certificate.

9.2.11.17. FUTURE ACTIVITIES.

A. Applicant may return for added class and/or category ratings.

B. Applicant may return for an added type rating.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 12. Ground Instructor Certificate and Added Ratings

9.2.12.1. GACA ACTIVITY REPORT (GAR).

A. 1530 (OP)

9.2.12.3. OBJECTIVE. The objective of this task is to determine if an applicant is eligible for a ground instructor certificate and ratings. Successful completion of this task results in the issuance or denial of a ground instructor certificate/rating.

9.2.12.5. GENERAL. To be eligible for a ground instructor certificate and rating(s), per Subpart I of General Authority of Civil Aviation Regulation (GACAR) Part 61 and the appropriate portions of GACAR Part 141 a person must:

A. Be at least 18 years of age.

B. Be able to read, write, speak, and understand English. If the applicant is unable to meet one of these requirements due to medical reasons, the President may place such operating limitations on that applicant’s ground instructor certificate as are necessary.

C. Pass a knowledge test on the aeronautical knowledge areas in:

- For a basic ground instructor rating, the areas contained in Section III of Appendix A to GACAR Part 141 and GACAR § 61.235(b)

- For an advanced ground instructor rating, the areas contained in Section III of Appendixes A, C, and D to GACAR Part 141 and GACAR § 61.235(b)

- For an instrument ground instructor rating, the areas contained in Section III of Appendix B to GACAR Part 141

D. The knowledge test is not required if the person:

- Holds a ground instructor certificate or flight instructor certificate issued under GACAR Part 61

• Holds a current teacher's certificate issued by the Ministry of Education that authorizes the person to teach at an educational level of the 7th grade or higher

• Is employed as a teacher at an accredited college or university

9.2.12.7. GROUND INSTRUCTOR RATINGS. Ground instructor certificate privileges and limitations for the basic, advanced, and instrument ratings are addressed in GACAR § 61.215.

A. A person who qualifies for the basic ground instructor (BGI) rating will receive the basic rating on his ground instructor certificate. A person who holds a ground instructor certificate with the basic rating is authorized to provide:

• Ground training in the aeronautical knowledge areas required for the issuance of a sport pilot certificate, private pilot certificate, or associated ratings under GACAR Part 61

• Ground training required for a sport pilot and private pilot flight review

• A recommendation for a knowledge test required for the issuance of a sport pilot certificate, or private pilot certificate under GACAR Part 61

B. A person who qualifies for the advanced ground instructor (AGI) rating will receive the advanced rating on his ground instructor certificate. A person who holds a ground instructor certificate with the advanced rating is authorized to provide:

• Ground training in the aeronautical knowledge areas required for the issuance of any certificate or rating under GACAR Part 61 (except for the aeronautical knowledge areas required for an instrument rating)

• Ground training required for any flight review except for the training required for an instrument rating

• A recommendation for a knowledge test required for the issuance of any certificate under GACAR Part 61 except for an instrument rating

C. A person who qualifies for the instrument ground instructor (IGI) rating will receive the instrument rating on his ground instructor certificate. A person who holds a ground instructor certificate with the instrument rating is authorized to provide:

• Ground training in the aeronautical knowledge areas required for the issuance of an instrument rating under Part 61

• Ground training required for an instrument proficiency check

• A recommendation for a knowledge test required for the issuance of an instrument rating under Part 61

9.2.12.9. ESTABLISHING ELIGIBILITY.

A. Verify the Applicant's Identity and Age .

B. English Language Requirements. Early in the process of issuing ground instructor certificate/ratings, it must be determined whether the applicant can read, speak, write, and understand English. If the applicant cannot read, speak, write, or understand English, then the ground instructor certificate/rating may not be issued unless the reason is because of a medical disability, meaning a hearing impairment or speech impairment that is medically substantiated by a certified physician. If the applicant cannot read, speak, write, and understand English because of a medical disability, then the ground instructor certificate/rating may be issued. There is no need to issue an operating limitation, because the ground instructor certificate/rating does not authorize any piloting privileges in an aircraft.

9.2.12.11. RECENCY OF EXPERIENCE. The holder of a ground instructor certificate may not perform the duties of a ground instructor unless, within the preceding 12 months, that ground instructor has complied with the requirements of GACAR § 61.217.

9.2.12.13. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of GACAR Part 61, Subpart I, GACAR Part 141, Appendix A through D and GACA policies and qualification as an aviation safety inspector (Inspector).

B. Coordination. This task may require coordination with the Inspector's supervisor.

9.2.12.15. REFERENCES, FORMS, AND JOB AIDS.

A. References.

• GACAR Part 1, 61, 91 and 141

B. Forms. GAR.

C. Job Aids. None.

9.2.12.17. PROCEDURES.

A. Schedule Appointment. Inform the applicant of the documentation to bring to the appointment:

• Knowledge test reports

• If applicable, superseded ground instructor certificate

• Other documents required to establish eligibility, e.g., documentation for substitution of credit for fundamentals of instructing (FOI) knowledge test

B. Applicant Arrives for Appointment.

1) Collect the documentation indicated above.

2) Open a GAR..

C. Verify Applicant's Identity and Age . Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided in the application.

1) If the applicant's identity can be verified, proceed with the task.

2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

3) If the applicant's identity appears to be different from the information supplied or it appears that an attempt at falsification has been made, do not continue with this task.

D. Determine Eligibility Based on Type of Knowledge Test. Inspect the applicant's knowledge test reports. Determine the ground instructor certificate rating for which the applicant is eligible.

E. Substitution of Credit. Check documentation to determine if FOI knowledge test is needed.

F. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the items above, return any documentation to the applicant and proceed as follows:

1) Explain why the applicant is not eligible.

2) Give an adequate explanation of how the applicant may correct the discrepancies.

3) Return the applicant's knowledge test reports.

a) Issue a Notice of Disapproval.

4) Forward a copy to Certification & Licensing Division.

G. Applicant Meets Requirements. If an applicant meets all the requirements for a ground instructor certificate, issue the certificate.

- For a BGI only, enter "Basic"
- For an IGI only, enter "Instrument"
- For an AGI only, enter "Advanced"
- For a ground instructor with BGI and IGI ratings, enter both "Basic" and "Instrument"
- For a ground instructor with BGI and AGI ratings, enter "Advanced" only

1) Forward the complete file to Certification & Licensing Division, including:

- Superseded ground instructor certificate, if applicable
- Airman Knowledge Test Report
- Any additional supporting documentation

H. Exchange of Old Ground Instructor Ratings.

1) Determine eligibility for exchange of old ratings for new ones.

2) Issue certificate with the new ratings.

I. GAR. Complete the GAR.

9.2.12.19. TASK OUTCOMES. Completion of this task results in either:

- Issuance of a ground instructor certificate or addition of a ground instructor rating
- Issuance of a Notice of Disapproval

9.2.12.21. FUTURE ACTIVITIES.

A. Applicant may return for an additional rating.

B. Applicant may return for an experience endorsement.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 13. Pilot Type Rating Certification

9.2.13.1. GACA ACTIVITY REPORT (GAR).

A. 1514 (OP) (Oral)

B. 1515 (OP) (Simulator)

C. 1516 (OP) (Aircraft)

9.2.13.3. OBJECTIVE. This section provides guidance and policy information to enable the aviation safety inspector (Inspector) to determine if an applicant is eligible to receive an initial or additional type rating for a private, commercial, or airline transport pilot (ATP) certificate under General Authority of Civil Aviation Regulation (GACAR) Part 61. Successful completion of this task results in the issuance of a type rating, Notice of Disapproval or a discontinuance.

9.2.13.5. GENERAL. An aircraft type rating may be added to a private pilot, commercial pilot, or airline transport pilot (ATP) certificate. However, type rating practical tests are conducted to a single standard for all certificate levels. Regardless of the grade of certificate held, an applicant must meet the standards for a type rating in the ATP and/or type rating practical test standards (PTS). All type ratings within category and class held on a superseded certificate are carried forward to the new certificate level without further testing. For military pilots applying under the provisions of GACAR § 61.93, a type rating may be upgraded to the ATP level. Type ratings limited to visual flight rules (VFR) also may be upgraded to the ATP level without further testing. A type rating for a single-place (single pilot station) airplane may not be upgraded to the ATP level.

> **NOTE**: The guidance found in this section will be addressing the issuance of a t ype rating added onto a private or commercial pilot's certificate. If conducting a type rating in conjunction with an ATP certification, see Volume 9, Chapter 3, Airline Transport Pilot (ATP) Certification Under Part 61.

A. Flight Instructor Recommendation. For an applicant applying for a type rating to be placed on a private or commercial pilot certificate, the airman must have an endorsement in the airman’s logbook or training records, from an authorized instructor, certifying satisfactory completion of the training required by GACAR § 61.83.

B. Medical Certificate. The requirements for a medical certificate for a practical test are addressed in GACAR § 61.9. An applicant is not required to hold a medical certificate if the practical test is given in a Flight Simulation Training Device (FSTD).

C. Amphibian Aircraft. An amphibian type rating must bear the limitation “LIMITED TO LAND” or “LIMITED TO SEA” as appropriate, unless the applicant demonstrates proficiency in both land and sea operations

9.2.13.7. PILOT TYPE RATING THAT MAY BE PERFORMED AS EITHER A SINGLE PILOT OR WITH A SECOND IN COMMAND (SIC). Practical tests for pilot type ratings may be performed as either a single pilot or with an SIC in accordance with GACAR § 61.27.

A. General. This guidance describes how to record whether the pilot type rating practical test was performed as a single pilot or by using an SIC crew member.

1) The following are some makes and models of airplanes where applicants may perform the pilot type rating practical test as either a single pilot or with an SIC. In the future, this list of airplanes may expand when more small turbojet airplanes (that are commonly referred to as very light jets) receive certification with both single-pilot and two-pilot crew compliments.

- Cessna 501
- Cessna 525
- Cessna 551
- Raytheon 390
- Beech 300 airplanes that were certificated under SFAR 41
- Beech 1900 and Beech 1900C airplanes that were certificated under SFAR 41
- Empresa Brasileira de Aeronautica EMB 110 airplanes that were certificated under SFAR 41
- Beech 2000
- Swearingen Fairchild Aircraft Corporation SA-227-CC and SA-227-DC airplanes, certificated in the commuter category
- Certain large airplanes that were certificated under SFAR 41, if the airplane’s type certificate

authorizes single-pilot operations

• Certain turbojet airplanes, if the airplane's type certificate authorizes single-pilot operations.

• Certain commuter category airplanes if the airplane's type certificate authorizes single-pilot operations

2) When the airplane's type certificate data sheet (TCDS) or AFM specifically requires the crew composition to be a single pilot, an applicant for that pilot type rating must perform the practical test as a single pilot. The applicant must be tested on all of the applicable Practical Test Standard (PTS) areas of operation and tasks as a single pilot. This requires the pilot to demonstrate, without assistance, the required PTS areas of operation and tasks as a single pilot.

3) Where the General Authority of Civil Aviation (GACA) has provided for a crew composition with either a single-pilot crew or an SIC, the applicant may elect to perform the practical test as a single pilot or with an SIC. If a training center is approved by GACA to offer single pilot type ratings an Inspector must make an entry to show whether the practical test was performed as a single pilot or with an SIC. This provision is provided for in accordance with GACAR § 61.27(b)(2)(ii).

B. Recording Procedures for Authorizing Single Pilot Operations or Requiring the SIC Limitation on the Applicant's Pilot Certificate and Logbook.

1) For an applicant who satisfactorily accomplishes the practical test as a single pilot, the aviation safety inspector (Inspector) (Operations) will issue the applicant the appropriate pilot type rating on the temporary airman certificate, and will record the results of the practical test in the applicant's logbook as: "[*DATE*] I certify that [*Name of applicant, certificate level and number*] satisfactorily accomplished the [*the pilot type rating*] practical test as a single pilot in a [*make and model of aircraft*]."

2) For an applicant who satisfactorily accomplishes the practical test with an SIC crew member, the Inspector will issue the applicant the appropriate pilot type rating on the pilot's temporary airman certificate with the limitation "[make and model of aircraft] Second in Command Required" and will record the results of the practical test in the applicant's logbook as: "[DATE] I certify that [Name of applicant, certificate level and number] satisfactorily accomplished the [the pilot type rating] practical test in a [make and model of aircraft] with an SIC pilot crew member."

C. Removal of the "Second-in-Command Required" Limitation from a Pilot Type Rating on the Pilot Certificate. To remove the limitation, it is not necessary to complete the entire practical test as a

single pilot.

1) All areas of operations/tasks approved for a flight simulator may be accomplished in that flight simulator for the purpose of removing the “Second-in-Command Required” limitation. However, this does not change any flight simulator requirements for the original issuance of the pilot type rating.

2) Satisfactory completion of an approved single-pilot training program and an end-of-course test of that program meet the requirements for removal of the “Second in Command Required” limitation.

3) Areas of operation include the following:

- Preflight preparation tasks: none
- Preflight procedures tasks: all
- Takeoff and departure phase tasks: all
- In-flight maneuvers tasks: c, e, f
- Instrument procedures tasks: all
- Landings and approaches to landing tasks: all
- Normal and abnormal procedures
- Emergency procedures
- Postflight procedures tasks: all

4) Additional areas include:

- Collision avoidance
- Communication management
- Instrument flight rules (IFR) cross-country flight plan avionics loading

9.2.13.9. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the GACAR Part 61, GACA policies and qualification as an Inspector (Operations). In addition, the Inspector should have completed the appropriate initial pilot type rating course. The Inspector should have completed an initial or recurrent pilot type rating course within the previous 12 months.

B. Coordination. None.

9.2.13.11. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- GACAR Part 1, 61, 91, 141 and 142
- Airline Transport Pilot and Type Rating Practical Test Standards
- Commercial Pilot Practical Test Standards, if applicable
- Private Pilot Practical Test Standards, if applicable

B. Forms: GAR.

C. Job Aids. None.

9.2.13.13. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

- A private, commercial, or ATP certificate
- An appropriate class of medical certificate Statement of Demonstrated Ability (SODA), if applicable
- A knowledge test report, if applicable
- A GACA-approved pilot school graduation certificate, if applicable
- Personal logbook or other records substantiating the flight experience
- The aircraft maintenance records
- The aircraft airworthiness certificate

• The aircraft registration

• An acceptable form of photo identification

B. Applicant Arrives for Appointment.

1) Collect and review the documents listed above.

2) Open the GAR.

C. Review Application. Verify that the information submitted on the application is presented accurately and completely.

1) Ensure that applicant has requested “Additional Aircraft Rating” and “Private,” or “Commercial,” as appropriate.

2) Ensure that the remainder of the application process has been completed according to instructions.

3) Ensure the flight instructor has signed an endorsement no more than 60 days before the application date.

4) As part of the application process the applicant must provide a Record of Pilot Time. The applicant must list at least the aeronautical experience required for the airman certificate and rating sought. Graduates of GACAR Part 141 pilot schools or GACAR Part 142 training centers must provide their aeronautical experience even though the graduation certificate is evidence of having completed the course of training. If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to provide this information. However, all applicants are encouraged to provide the information since the information will remain on file with the GACA and can be used to substantiate past aeronautical experience if a person were to ever lose his logbook.

D. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity. Compare the identification with the personal information provided during the application process.

1) If the applicant’s identity can be verified, proceed with the practical test.

2) If the applicant’s identity appears to be different from the information supplied in the application process, or it appears that an attempt at falsification has been made, do not continue

this task.

E. Establish Eligibility. Determine if the applicant meets the type rating requirements of GACAR § 61.83(d)(1) through (6), as appropriate.

1) If the applicant is upgrading a pilot certificate, ensure that the applicant meets the general eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for the grade of certificate sought.

2) Verify that the applicant holds a medical certificate appropriate to certificate and/or rating sought.

3) Inspect the medical certificate to ensure that it does not bear any limitation that would make a special medical flight test necessary.

4) Check the record of flight time to determine if the applicant has the minimum flight experience required for the type rating/grade of pilot certificate sought.

5) If the applicant is applying for a test based on graduation from an approved pilot school, inspect the applicant’s graduation certificate to verify that the applicant meets the requirements..

6) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and the required instructor endorsements for ground and flight training are recorded.

7) If the applicant is upgrading a certificate or concurrently obtaining an instrument rating, examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

F. Aircraft Requirements. Review, or arrange for an Inspector (Airworthiness) to review, the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. Ensure that a type rating exists for the aircraft and determine if the aircraft is certificated for single-pilot operation. After review, return the documents to the applicant.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

H. Conduct Practical Test. After determining the applicant is eligible and meets all prerequisites for

the type rating/certificate sought, conduct the practical test. A preflight briefing must be conducted before the practical test.

1) Use the procedures and maneuvers outlined in the ATP and/or Type Rating PTS for the category of aircraft for which a type rating is sought.

2) The Inspector may give an applicant who is retesting credit for those areas of operation successfully completed on the previous practical test, provided the test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant must be tested in all areas.

3) When conducting type rating practical tests in turbojet airplanes for which a single-pilot is authorized, ensure that the single pilot applicant satisfactorily performs all pilot duties without assistance.

I. Discontinuance. If the practical test is not completed for reasons other than unsatisfactory performance, issue the applicant discontinuance.

1) Return all other submitted documents to the applicant.

2) Close the GAR.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

1) Issuance of Notices of Disapproval.

a) Record all areas of operation that were unsatisfactory or not completed. If specific procedures and flight maneuvers need to be repeated, record them.

b) Indicate the number of the applicant’s practical test failures for this certificate or rating.

2) Give the applicant a copy of the Notice of Disapproval and retain the original for the certification file.

3) Return all other submitted documents to the applicant.

K. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the type rating/certificate sought, issue the type rating.

1) For type ratings issued for commuter category aircraft when single-pilot competency is not demonstrated, enter the limitation "[*insert aircraft type*] SECOND-IN-COMMAND REQUIRED."

2) Verify all information is correct.

3) Retain the original for the file and give the applicant the copy of the certificate.

L. Complete the Certification File. Complete the certification file and return to the applicant all submitted documents not forwarded to the Certification & Licensing Division.

M. GAR. Complete the GAR.

9.2.13.15. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

- Type rating issued
- Notice of Disapproval
- Discontinuance

9.2.13.17. FUTURE ACTIVITIES.

A. Applicant may return for another type rating.

B. Applicant may return for an upgraded certificate.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 14. Pilot in Command Proficiency Checks Required by GACAR § 61.17

9.2.14.1. GACA ACTIVITY REPORT (GAR).

A. 1538 (OP)

9.2.14.3. OBJECTIVE. The objective of this task is to evaluate an applicant's performance during a pilot in command (PIC) proficiency check conducted in accordance with General Authority of Civil Aviation Regulation (GACAR) § 61.17. Successful completion of this task results in the completion of General Authority of Civil Aviation (GACA) Airman Proficiency/Qualification Check, with an indication of either satisfactory or unsatisfactory results.

9.2.14.5. GENERAL.

A. Regulatory Requirement. GACAR § 61.17 requires the PIC of an aircraft requiring more than one pilot or turbojet powered, receive:

• Within the preceding 12 months, a PIC proficiency check in an aircraft that is type certificated for more than one required flight crew member or is turbojet powered and

• Within the preceding 24 months, a PIC proficiency check in the particular type of aircraft in which that person will serve as PIC, that is type certificated for more than one required flight crew member or is turbojet powered.

NOTE: This requirement does not apply to operations conducted under GACAR Part 121, 125, 133 or 135, though the PIC proficiency check given in Part 121, 125, 133 or 135 may be used to satisfy the requirements of GACAR § 61.17.

B. Grace Period. If the pilot takes this check in the month before or the month after it is due, the pilot is considered to have taken it in the month it is due.

C. Carrying Persons and Property. For the purpose of completing this check a person may act as PIC under day visual flight rules (VFR) or instrument flight rules (IFR) if no persons or property, other than is necessary for compliance, are carried.

D. Methods of Compliance. GACAR § 61.17(b)(4) lists the several methods of compliance.

E. Discontinuance. When the check is terminated for reasons other than proficiency and a discontinuance is issued, include all the required maneuvers the applicant completed successfully. The applicant may continue the test at a later date with same or different aviation safety inspector (Inspector). To receive credit for the successful maneuvers the test must be completed within the 60-day period.

F. Use of Full Flight Simulators (FFS). All or portions of the proficiency check can be accomplished in a FFS if it is conducted under GACAR Part 142 and the FFS is approved for the maneuvers and procedures necessary for the proficiency check (see GACAR § 61.17(b)(5)).

G. Unsatisfactory Performance. To cause the least inconvenience to an operator, the GACAR § 61.17 check may be continued after an item is deemed unsatisfactory. At the very least, the option of continuing should be offered to the applicant. If the check is continued, full credit is given for all successful maneuvers.

9.2.14.7. APPLICATION. The applicant for a check required by GACAR § 61.17 applies for the check using by contacting the GACA. For the purpose of this task, office scheduling procedures are used.

A. Scheduling Procedures. To schedule the GACAR § 61.17 check with an Inspector the applicant must complete the application process.

B. Prerequisites. The applicant must provide certain required documents. The following documents should be checked:

- Aircraft maintenance records
- Airworthiness certificate
- Aircraft registration

9.2.14.9. RETESTING. Retesting only applies when previous checks are discontinued because of reasons other than pilot proficiency. Retesting is not normally required for those maneuvers and procedures successfully completed on the previous proficiency check.

9.2.14.11. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of GACAR Part 61, GACA policies and qualification as an Inspector (Operations).

B. Coordination. This task may require coordination with the airworthiness unit.

9.2.14.13. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 91 and 142
- Appropriate practical test standards (PTS) and the references listed within

B. Forms

- GAR
- Airman Proficiency/Qualification Check Form

C. Job Aids. None.

9.2.14.15. PROCEDURES.

A. Schedule Appointment. Schedule the applicant for the requested proficiency check at a mutually agreed upon location. Advise the applicant to bring to the appointment the following documents:

- Pilot certificate
- Medical certificate
- Aircraft maintenance records
- Aircraft logbooks
- Airworthiness certificate
- Aircraft registration

B. Review Applicant Information.

1) Open GAR Record.

C. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided during the application

process.

1) If the applicant's identity can be verified, proceed with the check.

2) If the applicant's identity appears to be different from the information supplied in the application process, or it appears that an attempt at falsification has been made, do not continue this task.

D. Personal Requirements. Check the applicant's pilot certificate to determine if the applicant has a type rating in the specific aircraft for which the applicant is PIC. Ensure the applicant holds the applicable medical. If a practical test is administered in a Full flight simulator (FFS), a medical certificate is not required.

E. Aircraft Requirements. Review the pilot's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the check. After review, return documents to the applicant.

F. Discrepancies. If a discrepancy exists in any of the items above, return the application and any documentation to the applicant and proceed as follows:

1) Explain why the applicant is not eligible.

2) Give an adequate explanation of how the applicant may correct the discrepancies.

3) Close the GAR.

G. Eligibility Determined. Conduct the proficiency check after determining that all eligibility requirements are met.

1) Refer to the applicable PTS reference (based on the pilot's certificates and ratings held) to determine if the pilot meets the standards for each maneuver and procedure.

2) If reexamining applicant after a previous unsatisfactory check, test the pilot:

• On any maneuvers and procedures not successfully completed

• On any maneuver or procedure when there is reason to doubt the pilot's competency in areas for which credit has previously been given

• When more than 60 days has elapsed since the previous check, on all maneuvers and

procedures

3) If the practical test is not completed for reasons other than proficiency, issue a letter of discontinuance. Return any documentation to the applicant.

H. Complete Performance Report.

1) Using the Airman Proficiency/Qualification Check Form, grade each item Satisfactory (S), Unsatisfactory (U), or Waived (W). Indicate either “Approved” or “Disapproved.”

2) Give the original and one copy to the pilot. Instruct the pilot to give the copy to the employer, if applicable. Contact the employer to confirm receipt of the completed.

3) Airman Proficiency/Qualification Check Form File a copy of the completed Airman Proficiency/Qualification Check Form according to office procedures.

I. GAR. Complete the GAR.

9.2.14.17. TASK OUTCOMES. Completion of this task results in either:

- The issuance of a satisfactory or unsatisfactory Airman Proficiency/Qualification Check Form
- A letter of discontinuance

9.2.14.19. FUTURE ACTIVITIES. The applicant may return for another proficiency check.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 15. Temporary Flight Authorization (TFA)

9.2.15.1. TEMPORARY FLIGHT AUTHORIZATIONS.

A. General. General Authority of Civil Aviation Regulation (GACAR) § 61.57 provides requirements for the issuance of a temporary flight authorization (TFA) to meet the operational needs of Saudi Arabian operators. GACA may issue TFA's to a holder of a current foreign pilot license for the purpose of performing the following:

- Piloting a Saudi Arabian-registered aircraft; and, if required
- Carrying persons or property for compensation or hire on that aircraft

B. Application Procedures. Each person who applies for a TFA must submit an application in accordance with GACAR § 61.57 requirements. A hard copy pilot certificate is not issued under the provisions of GACAR § 61.57. A TFA will be issued by the aviation safety inspector (Inspector) for a 30 consecutive day period from the date the TFA was issued. Each sponsor/applicant must provide the following documentation:

1) *A Copy of the Current and Valid Foreign Pilot License Issued by an International Civil Aviation Organization (ICAO) Member State.* This will be used as the basis for issuing the TFA. The copy of the foreign pilot license must contain information stating the appropriate aircraft category, class, instrument rating, and, if appropriate, type rating. A legible English transcription of the foreign pilot license is required, if the license is not in English.

2) *A copy of current medical certificate of the appropriate class that was issued by the aeronautical authority of the ICAO Member State.*

3) A certification by the owner or operator of the aircraft that:

a) Stating that the applicant is employed by or otherwise affiliated with the owner or operator.

b) Specifying the aircraft type on which the applicant will perform pilot duties.

c) Specifying in detail the pilot duties to be performed, including operations to be conducted

and the flightdeck crew member position in which the applicant is to serve.

d) Stating that the applicant:

1. Has received ground and flight instruction that qualifies the applicant to perform the duties to be assigned on the aircraft.

2. Is familiar with the Kingdom of Saudi Arabia (KSA) Aeronautical Information Publication (AIP).

4) A statement that the applicant does not already hold a TFA; however, if the applicant already holds a TFA, then that TFA must be surrendered to the General Authority of Civil Aviation (GACA) prior to being issued another TFA.

5) Applicants must also provide evidence of payment of applicable fees of the Implementing Regulation of the Civil Aviation Tariff Act, provide a copy of passport and visa and provide any other items of identification necessary to confirm their identity.

C. Residence Requirements. A temporary mailing address for delivery of the TFA may be indicated on a separate statement attached to the TFA application. The temporary address may be that of the employer/operator or a personal temporary mailing address. The address required for official record purposes must represent the person’s actual permanent residential address. The information provided must include sufficient details to ensure identification of the geographic location of the person’s residence.

D. Processing Procedures.

1) The aviation safety inspector (Inspector) that receives the TFA application will examine it and all of the necessary documentation. If the Inspector determines that either the application or documentation is incorrect, incomplete, or inadequate, the Inspector will return the package to the sponsor/applicant. When satisfied that the applicant meets the eligibility requirements, the Inspector will process the request by completing the application.

2) The inspector will retain a file copy of the signed authorization, plus a copy of the completed application and all documentation.

E. Expiration Date. Each TFA expires when any of the following conditions occur:

1) Thirty consecutive days from the date it was issued, unless sooner suspended or revoked.

2) Whenever the person's foreign pilot license has been suspended, revoked, or is no longer valid.

3) When the person no longer meets the medical standards for issuance of the foreign pilot license.

F**. Surrender of a Temporary Flight Authorization**. GACAR§ 61.57(g) requires the holder of an authorization must surrender it to the President within 7 days after the date the authorizations terminates. In addition GACAR § 61.57(b)(4) requires that if an applicant for a TFA already holds a TFA, then that TFA must be surrendered to the President prior to being issued another TFA.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 2. CERTIFICATION OF PILOTS AND FLIGHT INSTRUCTORS UNDER PART 61

Section 16. Sport Pilot Certification, Including Additional Category/Class Endorsements

9.2.16.1. GACA ACTIVITY REPORT (GAR).

A. TBD (OP) (Original)

B. TBD (OP) (Additional endorsement)

9.2.16.3. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for certification as a sport pilot under General Authority of Civil Aviation Regulation (GACAR) Part 61, Subpart J. Completion of this task results in the issuance of a Sport Pilot Certificate, additional aircraft category/class endorsements or a Notice of Disapproval.

9.2.16.5. GENERAL.

A. Airworthiness Coordination. The aviation safety inspector (Inspector) conducting the practical test should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

B. Airworthiness Inspector Unavailable. If an Inspector (Airworthiness) is not available to review aircraft documents, the Inspector (Operations) conducting the practical test should review the documents for conformity.

9.2.16.7. ESTABLISHING ELIGIBILITY.

A. Reserved.

B. Aeronautical Knowledge. A knowledge test report or a test report from an approved school with knowledge test examining authority are the only acceptable forms of evidence that the applicant has passed the knowledge test for a sport pilot certificate.

1) The format of the knowledge test report must include an embossed seal.

C. Aeronautical Experience. The applicant must present a pilot logbook training record or other

reliable records as evidence of meeting the required aeronautical experience of GACAR § 61.235.

D. Medical Certification. The Inspector conducting the practical test should review the applicant's medical certificate to make sure the applicant's medical certificate is current, as applicable.

E. English Language. Early in the process of issuing a sport pilot certificate, the Inspector must confirm whether the applicant can read, speak, write, and understand the English language at Level 4 or above.

1) If the applicant cannot read, speak, write, or understand the English language, then the Inspector may not issue the sport pilot certificate unless the reason is because of a medical disability.

2) If the applicant is unable to read, speak, write, and understand the English language because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by an AME), the Inspector will place an operating limitation on the private pilot certificate. The operating limitation may require the person to be accompanied by another pilot who is qualified to act as a pilot in command (PIC) for the appropriate aircraft category, class, type (if class and type of aircraft is applicable), and operating privilege.

3) An Inspector is authorized to remove a limitation from a pilot certificate provided the limitation has been shown not to be needed.

9.2.16.9. LOGBOOK ENDORSEMENTS.

A. The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of flight training within the 60 days preceding the date of the application in preparation for the practical test.

B. The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must provide evidence of payment of the applicable fees and have submitted an application to the GACA using the prescribed application procedures.

C. If applicable, the applicant's logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

D. An applicant for a sport pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by GACAR § 61.239 that is

appropriate for the sport pilot endorsement(s) sought.

E. The applicant's student pilot certificate and logbook must contain solo flight endorsement(s).

F. The applicant's student pilot certificate and logbook must contain solo cross-country endorsement(s).

9.2.16.11. LIMITATIONS.

A. Limitations Resulting for Light-Sport Aircraft with a Single Pilot Station. When the practical test is conducted in an LSA with a single pilot station certain limitations may be necessary. See paragraph 9.2.16.21.I for additional information concerning the required limitations.

9.2.16.13. CATEGORIES AND CLASSES. Category and class ratings are not included on a sport pilot certificate. Instead, logbook endorsements are used to convey the additional privileges to operate other category and classes of light-sport aircraft along with certain other additional privileges. See GACAR §§ 61.243, 61.245 and 61.247 for additional details.

9.2.16.15. SPORT PILOT UPGRADES. A sport pilot who desires certification as a private pilot must meet all the prerequisite eligibility requirements appropriate to the category and class sought for the private pilot certificate. Since a sport pilot has limited privileges, the sport pilot's logbook must be endorsed by a flight instructor for each operation not authorized by the sport pilot certificate.

A. Knowledge Test. The applicant for an upgrade to a private pilot certificate must also pass the appropriate private pilot knowledge test.

B. Sport Pilot Certificate. The private pilot certificate supersedes the sport pilot certificate. If a different category of aircraft is used, the sport pilot privileges endorsed in the pilot's logbook are still valid at the sport pilot certification level and are not shown on the private pilot certificate.

9.2.16.17. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of GACAR Part 61, familiarity with the sport pilot practical test standards (PTS) or airman certification standards (ACS), and GACA policies and qualification as an Inspector (Operations).

B. Coordination. This task may require coordination with an Inspector (Airworthiness).

9.2.16.19. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61, 91, 141, and 142
- Sport Pilot PTS

B. Forms. GAR.

C. Job Aids. None.

9.2.16.21. PROCEDURES.

A. Schedule Appointment. Advise the applicant regarding all procedures prior to the appointment:

1) Evidence of payment of the applicable fees and have submitted an application to the GACA using the prescribed application procedures.

2) A student pilot certificate.

3) At least a Class 3 Medical Certificate.

4) A Statement of Demonstrated Ability (SODA), if applicable.

5) A knowledge test report (if applicable).

6) An English language proficiency assessment of at least Level 4.

7) Personal logbooks or acceptable records to substantiate flight experience on the application.

8) The aircraft maintenance records.

9) The aircraft airworthiness certificate.

10) The aircraft registration.

11) An acceptable photo identification.

B. Applicant Arrives for Appointment.

1) Collect and review the documents indicated above.

2) Open a GAR file.

C. Review Application. Verify that the information on the application.

1) Check the application for accuracy. Ensure that the applicant has checked “Sport Pilot”.

2) Ensure that the flight instructor has signed an endorsement no more than 60 days before the application process was completed.

D. Verify Applicant’s Identity. Inspect acceptable forms of identification to establish the applicant’s identity. Compare the identification with the personal information provided on the application.

1) When the applicant’s identity is verified, proceed with the task.

2) If the applicant’s identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, do not continue testing.

E. Establish Eligibility. Determine if the applicant meets the specific eligibility, knowledge, and experience requirements for certification as a sport pilot (GACAR §§ 61.233, 61.235 and 61.239).

1) Ensure that the applicant’s medical certificate is current.

2) Inspect the applicant’s medical certificate and SODA, if applicable, to ensure that it does not bear any limitation that would make a special medical flight test necessary.

3) Check the record of flight time submitted to determine if the applicant has the minimum flight experience required for the certificate and endorsement sought.

4) Examine the applicant’s logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements are recorded.

5) Examine the knowledge test report or test report from an approved school with knowledge test authority, as applicable.

F. Requirements for an Additional Category/Class Endorsement. Except for the knowledge test the requirements are the same as in paragraph E above.

G. Aircraft Requirements. The Inspector conducting the practical test, or an airworthiness Inspector, should review the applicant’s aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

I. Conduct Practical Test. After determining the applicant is eligible and meets all prerequisites for the certificate/rating sought, conduct the practical test.

1) Give an applicant who is retesting credit for the areas of operations successfully completed on the previous practical test. If the previous test was conducted more than 60 days before the retest, Inspectors should test the applicant in all applicable areas of operation.

2) If the practical test is not completed for reasons other than unsatisfactory performance, follow established procedures for issuing a discontinuance of the practical test. Return all submitted documents to the applicant.

SPECIAL CASE - LIGHT-SPORT AIRCRAFT WITH A SINGLE PILOT STATION.

1) In accordance with GACAR § 61.27(c)(6), a practical test may be conducted in a light-sport aircraft that has a single pilot station. The GACA believes that with certain limitations, it is appropriate to allow the practical test, at the sport pilot certificate level only, to be conducted from the ground by a Designated Pilot Examiner (DPE) or an ASI. The DPE or ASI must agree to conduct the practical test in a single-seat aircraft and must ensure that the practical test is conducted in accordance with the sport pilot PTS or Airman Certification Standards (ACS), as appropriate for single-seat aircraft. Knowledge of all tasks applicable to the category/class of aircraft will be evaluated orally. Single-seat sport pilots must demonstrate competency in those specific tasks identified in the ACS or PTS, as appropriate, and any other tasks selected by the examiner. The examiner must be in a position to observe the operation of the aircraft and evaluate the proficiency of the applicant from the ground.

2) The limitation “No passenger carriage and flight in a single-pilot station aircraft only” will be placed on the person’s pilot certificate, which limits a pilot to operations in a single-seat light-sport aircraft, and no passenger carriage will be authorized. Only a DPE or an ASI is authorized to remove this limitation. This can be accomplished when the sport pilot takes a practical test in a two-place light-sport aircraft and conducts the additional tasks identified in the ACS or PTS, as appropriate. This practical test may be conducted in the same or additional category of aircraft.

3) Upon successful completion of the practical test, the limitation will be removed and the sport pilot is authorized to act as pilot in command (PIC) in all categories of light-sport aircraft for which he has an endorsement. The limitation can also be removed if the sport pilot completes the

certification requirements in an aircraft with a minimum of two places, for a higher certificate or rating.

4) A sport pilot who is issued a certificate with a single-seat limitation must complete a flight review, as required by GACAR § 61.21. If the flight review is conducted in an aircraft, it must be in an aircraft with a minimum of two pilot stations, in which the pilot is rated, and with an authorized instructor who is current and qualified to act as PIC.

5) An instructor may perform a proficiency check for an additional category or privilege in accordance with GACAR § 61.243 to be added to a sport pilot certificate or higher using a single-seat light-sport aircraft, provided the instructor is also a DPE or an ASI.

6) The instructor or ASI must agree to conduct the practical test in a single-seat light-sport aircraft and must ensure that the proficiency check is conducted in accordance with the sport pilot PTS or ACS, as appropriate, for single-seat aircraft. Knowledge of all tasks applicable to the category or class of aircraft will be evaluated orally. Those pilots seeking sport pilot privileges in a single-seat light-sport aircraft must demonstrate competency in those specific tasks identified in the appropriate ACS or PTS and any other tasks selected by the instructor.

7) The instructor or ASI must have radio contact and be in a position to observe the operation of the light-sport aircraft and evaluate the proficiency of the applicant from the ground.

8) On successful completion of the proficiency check, the instructor or ASI will issue an endorsement with the following limitation: “No passenger carriage and flight in a single-pilot station aircraft only (add category/class)” limiting the pilot’s operations to a single-seat aircraft in this category and class. The instructor must sign this endorsement with his CFI and examiner number.

9) This limitation can be removed once the pilot has successfully completed a proficiency check involving the additional tasks identified in the appropriate ACS or PTS in a two-pilot station light-sport aircraft for the specific category and class rating sought and in accordance with GACAR § 61.243. The proficiency check must be conducted in the same category and class of light-sport aircraft. Upon successful completion of the proficiency check, the pilot will be issued an endorsement for the light-sport aircraft privilege sought.

J. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

1) Prepare the Notice of Disapproval.

2) List the areas of operation that were unsatisfactory.

K. Satisfactory Performance. Issue a certificate when the applicant has met all requirements for a sport pilot certificate.

L. GAR. Complete the GAR.

9.2.16.23. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

• Sport Pilot Certificate and/or category/class endorsements in the sport pilot's logbook

• Notice of Disapproval

9.2.16.25. FUTURE ACTIVITIES.

A. Applicant may return for an added category or class endorsement for his logbook.

B. Applicant may return for an upgraded certificate.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 3. AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION UNDER PART 61

Section 1. Application Phase - ATP Applicants

9.3.1.1. GACA ACTIVITY REPORT (GAR).

A. 1505 (OP) (Additional Category or Class Rating)

B. 1510 (OP) (Oral)

C. 1511 (OP) (Simulator)

D. 1512 (OP) (Aircraft)

9.3.1.3. ELEGIBILITY REQUIREMENTS (GACAR § 61.173). In addition to the requirements of General Authority of Civil Aviation (GACAR) Part 61, Subpart B, to be eligible for an airline transport pilot (ATP) certificate, a person must:

A. Be at least 23 years of age and no more than 65 years of age.

B. Be of good moral character.

NOTE: The aviation safety inspector (Inspector) shall ask an applicant if the applicant has been convicted of a criminal offense. If the applicant's answer is affirmative, the Inspector should make further inquiry about the nature and disposition of the offense. If an Inspector has reason to believe an applicant does not qualify for an ATP because of questionable moral character, the Inspector shall not process the application. Instead, the Inspector shall refer the matter to the Director, Certification and Licensing Division for resolution.

C. Meet at least one of the following requirements:

1) Hold a commercial pilot certificate with an instrument rating issued under GACAR Part 61.

2) Meet the Armed Forces experience requirements under GACAR § 61.93 to qualify for a commercial pilot certificate, and an instrument rating if the person is a current or former rated Armed Forces pilot.

3) Hold either a foreign ATP license with instrument privileges, or a foreign commercial pilot

license with an instrument rating, that:

a) Was issued by a contracting state to the Convention on International Civil Aviation, and

b) Contains no geographical limitations.

D. Have one of the following:

1) Received a certificate of graduation from an approved ATP certification course under Appendix D to GACAR Part 141 or under GACAR Part 142 applicable to the aircraft category and class rating sought.

2) Received a certificate of graduation from an approved ATP certification course at a training center under GACAR Part 142, applicable to the aircraft rating sought.

3) Completed an approved ATP certificate training program of an air operator conducting operations under GACAR Part 121.

4) Received and logged ground and flight training, from an appropriately certificated and rated instructor employed by a pilot school certificated under GACAR Part 141, on the applicable areas of operation for an ATP certificate that apply to the aircraft category and class rating sought, as prescribed in Appendix D to GACAR Part 141, and met the aeronautical experience requirements of Appendix D to GACAR Part 141.

E. Pass a knowledge test on the aeronautical knowledge areas of Appendix D to GACAR Part 141 that apply to the aircraft category and class rating sought.

F. Pass the practical test on the areas of operation listed in Appendix D to GACAR Part 141 that apply to the aircraft category and class rating sought. If the person seeks an ATP certificate with an airplane category rating, he must complete the practical test in a multi-engine airplane.

G. Comply with the sections of GACAR Part 61 that apply to the aircraft category and class rating sought.

H. Hold at least a Class 1 medical certificate, except persons undergoing the practical test for or exercising the privileges of an ATP certificate with a glider category rating or balloon class rating in a glider or a balloon, as appropriate.

9.3.1.5. ADDITIONAL AIRCRAFT CATEGORY AND CLASS RATINGS AT THE AIRLINE TRANSPORT PILOT CERTIFICATION LEVEL. ATP certificate holders who wish to add additional

aircraft category and class ratings to their certificate must:

A. Meet the eligibility requirements of GACAR § 61.173.

B. Pass a knowledge test on the aeronautical knowledge areas of Appendix D to GACAR Part 141.

C. Comply with the requirements of GACAR § 61.175.

D. Meet the applicable aeronautical experience requirements for the category and class.

E. Pass the practical test on the areas of operation of Appendix D to GACAR Part 141.

9.3.1.7. ELIGIBILITY FOR ATP WRITTEN (KNOWLEDGE) TESTS. Before an applicant may take the ATP knowledge test, an Inspector or representative from a GACAR Part 141 pilot school with examining authority must establish that the applicant is eligible for the requested certification in either the airplane or rotorcraft category. Except for age, applicants must meet all eligibility requirements before being authorized to take the ATP knowledge test. Each applicant must submit logbooks or other equivalent documents for inspection, to verify the flight experience. When an Inspector or representative has verified that the applicant meets the eligibility requirements, the applicant is entitled to take the knowledge test.

9.3.1.9. EXTENDING VALIDITY PERIODS OF ATP KNOWLEDGE TEST RESULTS (GACAR § 61.27(a)(2)). Except under the following conditions for extending an ATP knowledge test, the GACA does not accept expired knowledge test reports:

A. Pilots Employed Under GACAR Part 121, 125 or 135. Employed as a flight crew member by an operator under GACAR Part 121, 125, or 135 at the time of the practical test and has satisfactorily accomplished that operator's approved:

1) PIC aircraft qualification training program that is appropriate to the certificate and rating sought, *or*

2) Qualification training requirements appropriate to the certificate and rating sought.

B. Armed Forces Pilots. Employed by the Armed Forces as a flight crew member in Armed Forces air transport operations at the time of the practical test and has completed the PIC aircraft qualification training program that is appropriate to the airman certificate and rating sought under GACAR Part 61.

9.3.1.11. AERONAUTICAL EXPERIENCE REQUIREMENTS. An applicant's aeronautical flight experience requirements for all categories of aircraft may be found in GACAR Part 141, Appendix D.

9.3.1.13. AUTHORIZED INSTRUCTOR/CHECK PILOT WHO PROVIDES TRAINING FOR AN ATP APPLICANT THROUGH A PART 121 OR 135 OPERATOR'S APPROVED TRAINING PROGRAM (GACAR §§ 121.863, 121.867, 135.395 and 135.397).

A. An authorized instructor/check pilot in a GACAR Part 121 or 135 operator's approved training program must have completed the operator's instructor or check pilot training program, as appropriate, and been designated as an instructor or a check pilot, as appropriate, by that GACAR Part 121 or 135 operator.

B. An authorized instructor qualified under a GACAR Part 121 or 135 operator's training program may instruct only students enrolled in that training program, and who are employees of that GACAR Part 121 or 135 operator. An authorized instructor qualified under a GACAR Part 121 or 135 training program may recommend retesting of an ATP applicant who has been trained in that approved training program and is an employee of that GACAR Part 121 or 135 operator.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 3. AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION UNDER PART 61

Section 2. General Guidance for Practical Tests

9.3.2.1. APPLICABILITY. This section contains general direction and guidance for the conduct of all practical tests, regardless of whether a test is conducted in a Flight Simulation Training Device (FSTD) or an aircraft. The airline transport pilot (ATP) practical test is composed of an oral test and a flight test.

9.3.2.3. ORAL TEST EVENTS. A discussion of selected topics for pilot applicants follows:

A. Takeoff Data. Pilot applicants must be able to complete typical takeoff and landing data computations. These computations must include application of proper corrections (such as a contaminated runway, inoperative anti-skid and minimum equipment list (MEL) or configuration deviation list (CDL) penalties.

B. Performance Computations. An applicant must demonstrate the ability to extract aircraft performance data (such as maximum allowable altitude, cruise power settings, and drift-down performance from the aircraft performance charts).

C. Mass and Balance. An applicant must demonstrate the ability to compute or validate mass and balance using the operator’s procedures.

D. Aircraft Systems. An applicant must demonstrate knowledge of all systems onboard the aircraft.

9.3.2.5. WAIVER AUTHORITY. General Authority of Civil Aviation Regulation (GACAR) § 61.27(d) authorizes an aviation safety Inspector (Inspector) or examiner who conducts a practical test, to waive any task to the extent permitted by the applicable standard.

A. The use of waiver authority is not automatic. Inspectors and examiners are cautioned to exercise judgment when using this authority. When an applicant demonstrates a high level of performance, liberal use of the waiver authority may be used. When an applicant’s performance approaches minimum acceptable standards, however, none of the events of the flight test should be waived.

B. Cautioned should be used, as some waiver provisions apply to portions of a series of events rather than to the whole event (for example, the stall series). Other events have specific conditions that must be fully met before waiver authority may be exercised (for example, the second non-precision approach).

NOTE: When the term “Examiner” is used, it will signify either an examiner or a check pilot.

9.3.2.7. PREPARATION AND SURFACE OPERATIONS EVENTS. Applicants shall be observed performing interior, exterior, and emergency equipment inspections and performing engine start, taxi, and powerplant checks in accordance with the operator's aircraft operating manual.

A. Exterior Inspection. The exterior inspection is not an extension of the oral phase in which systems knowledge is examined, but rather a demonstration of an applicant's ability to perform appropriate safety checks. Inspectors and examiners shall limit questions to only those necessary for determining if an applicant can recognize when a component is in an unsafe condition. The exterior inspection may be conducted before or after the flight test at the Inspector's or examiner's discretion. Pilot applicants shall be required to complete those cockpits, interior, and emergency equipment inspections defined as the pilot in command's (PIC) responsibility. Inspectors and examiners shall determine whether an applicant inspects these items in accordance with the procedures in the operator's aircraft operating manual.

B. Cabin Inspection. An applicant shall be evaluated on the ability to perform a cabin inspection when this inspection is specified as a PIC responsibility by the operator's aircraft operating manual. Inspectors and examiners should occasionally sample an applicant's knowledge of the location and use of emergency equipment in the cabin, and the operation of cabin doors, even when the cabin inspection is not designated as a flight crewmember responsibility.

C. Cockpit Preflight Inspection. An applicant shall be required to complete the cockpit preflight checks using the procedures specified in the operator's aircraft operating manual and using the appropriate checklists. The proper challenges and responses to the checklist must be used. When the flight test is conducted in a flight simulator, it is appropriate for the Inspectors or examiners to present minor malfunctions to determine if the applicant is accurately performing the specified checks.

D. Engine Start Procedures. An applicant shall be required to perform an engine start using the correct procedures. When the flight test is conducted in a flight simulator, it is appropriate for Inspectors and examiners to present an abnormal condition such as a hot-start or malfunctioning air or start valve. The abnormal condition should be carried through to the expected conclusion in line operations, for the purpose of evaluating crew coordination and the applicant's proficiency.

E. Taxiing. Inspectors and examiners shall evaluate the applicant's ability to safely maneuver the aircraft on the surface and to manage outside vigilance while accomplishing cockpit procedures. The applicant must ensure that the taxi path is clear of obstructions, comply with local taxi rules and control tower instructions, properly use checklists, and maintain control of the crew and aircraft.

F. Powerplant Checks. Powerplant checks must be accomplished in accordance with the appropriate checklist and procedures before takeoff. In a flight simulator, Inspectors and examiners should present

appropriate instrument or system malfunctions to determine if the applicant is accurately performing these checks.

9.3.2.9. TAKEOFF EVENTS. An applicant shall be required to accomplish each of the following takeoff events. These events may be combined when convenient and practical.

A. Normal Takeoff. A normal takeoff is defined as a takeoff beginning from a standing or rolling start (not from a touch and go) with all engines operating normally during the takeoff and initial climb phase.

B. Instrument Takeoff. An instrument takeoff is defined as one in which instrument conditions are encountered or simulated at or before reaching an altitude of 100 feet above aerodrome elevation. In a flight simulator, the visibility value should be set to the minimum authorized by the operator's operations specifications. An applicant shall be evaluated on the ability to control the aircraft, including making the transition to instruments as visual cues deteriorate. An applicant must also be evaluated on the planning of the transition to an instrument navigation environment. This event may be conveniently combined with an area departure.

C. Engine Failure on Takeoff (For Multiengine Aircraft). An applicant must demonstrate the ability to maintain control of the aircraft and to continue a takeoff with the failure of the most critical powerplant. When the flight test is conducted in an aircraft, the failure shall be simulated. The takeoff configuration, airspeeds, and operational procedures must be in accordance with the operator's aircraft operating manual. When the flight test is conducted in two segments (simulator and aircraft), this event shall be conducted in the simulator segment of the flight test. This event should not be repeated in the aircraft portion of the flight test unless an unusual situation occurs.

1) When the flight test is being conducted in a transport category airplane, the engine failure shall be introduced at a speed after takeoff decision speed (V1) and before takeoff safety speed (V2), and appropriate to the airplane and the prevailing conditions. When either V1 and V2 or V1 and rotation speed (VR) are identical, the failure shall be introduced as soon as possible after V1 is passed.

2) When the flight test is conducted in an airplane which is not in the transport category, the engine failure shall be introduced at a speed and altitude that is appropriate for the airplane.

NOTE: Some non-transport multiengine airplanes cannot climb or maintain altitude with an engine out. When conducting a flight test in such an airplane, Inspectors and examiners should use their authority to modify this event. For example, an engine failure recognition problem and engine shutdown may be performed at a safe altitude.

D. Rejected Takeoff. A rejected takeoff is a potentially hazardous situation that flight crews must be trained to handle correctly. As a testing event it must be presented in a realistic and meaningful manner. The event is a test of an applicant's ability to correctly respond to a critical situation and to correctly manage the actions necessary for safeguarding the airplane and passengers once the airplane is brought to a stop.

1) When a flight test is conducted in a flight simulator, performance parameters should be adjusted to make the takeoff critical. For example, the temperature and airplane mass can be adjusted so that takeoff performance is runway-limited. Another technique is to lower the visibility and make the runway wet, presenting the applicant with a tracking problem. Inspectors and examiners should take care in selecting the malfunction used to induce the reject response. The malfunction should be one that clearly and unequivocally requires rejection of the takeoff. The malfunction should be introduced at a speed that is as close to V_1 as possible, yet still allowing the applicant enough time to perceive and respond to the problem before reaching V_1. It is appropriate for Inspectors and examiners to occasionally introduce a problem in a way that leads to an evacuation of the aircraft. This event shall not be waived in a flight simulator.

2) When a flight test is conducted in a transport category airplane, a rejected takeoff at approximately V_1 can be unsafe and can cause damage to the airplane. Inspectors and examiners are expected to use caution when inducing a rejected takeoff in an airplane for flight test purposes. For this event to be meaningful, it should be introduced at a speed close to V_1. Therefore, Inspectors and examiners are authorized to waive this event and should do so when the airplane mass, ambient temperature, and tire limits preclude the event from being conducted in a realistic manner. In other families of airplanes, the rejected takeoff shall be performed at a speed of less than 50 percent of minimum controllable airspeed with critical engine inoperative (V_{MC}).

3) An applicant must be able to recognize the need to initiate a rejected takeoff, perform the correct procedures in a timely manner, and to bring the airplane to a stop on the runway. Once the airplane or flight simulator is brought to a stop, appropriate procedures must be initiated. Consideration must be given to the possibility of overheated brakes and fire.

E. Crosswind Takeoffs. A crosswind takeoff from a standing or rolling start (not a touch and go) must be evaluated to the extent practical on all flight tests. When appropriate, a crosswind takeoff may be evaluated simultaneously with other types of takeoffs.

1) When the flight test is conducted in an airplane, Inspectors and examiners will usually have very little control over existing meteorological, aerodrome, and traffic conditions. Inspectors and examiners are expected to make a reasonable attempt to evaluate a takeoff on a runway not favorably aligned with the prevailing wind. It will frequently be necessary, however, to evaluate this event

with the crosswind component that exists on the active runway.

2) Flight simulators are capable of realistically duplicating crosswinds. Crosswind takeoffs shall be evaluated on all flight tests conducted in a flight simulator. The crosswind component entered in the simulator computer shall be between 10 and 15 knots. Occasionally, however, the crosswind components should be in excess of 15 knots, but must not exceed the crosswind component allowed by the operator's aircraft operating manual, or the maximum demonstrated value given in the approved aircraft flight manual (AFM). The purpose of testing at such higher crosswind components is to determine whether applicants are being trained throughout the range of the flight envelope.

9.3.2.11. CLIMB, EN ROUTE, AND DESCENT EVENTS.

A. Area Departures and Arrivals. The area departure and arrival events should include intercepting radials, tracking, and climbs or descents with restrictions. Whenever practical, a standard instrument departure or standard arrival should be used. Many of the standard procedures, however, are not suitable for the purpose of testing an applicant's abilities. For example, common radar departures are essentially initial climb instructions for a radar hand-off and provide little opportunity for testing an applicant's ability to set up and use the navigation equipment normally used on an area departure. If a suitable published procedure is not available and circumstances allow, the Inspector or examiner should give a clearance that presents the desired tests. Inspectors and examiners should allow applicants to use all installed equipment. The autopilot may or may not be used at the Inspector's or examiner's discretion. The applicant's use of navigation equipment, and other crew members, and the applicant's ability to adhere to air traffic control (ATC) clearances and restrictions shall be evaluated.

B. Holding. Inspectors and examiners should give holding clearances with adequate time available for the applicant to identify the holding fix, select the appropriate speed, and plan the entry. Applicants should be allowed to use all aids normally available in the cockpit (such as wind drift readouts). At least the initial entry and one complete turn in the holding pattern should be completed before another clearance is issued. The applicant's performance shall be evaluated on the basis of compliance with the holding procedures outlined in the operator's aircraft operating manual, compliance with instructions issued by ATC, and the published holding pattern criteria. Holding airspeed must be as specified by the operator's aircraft operating manual; however, it must not be allowed to exceed the regulatory limit. If the operator's manual requires a speed higher than that allowed by regulation, the applicant must resolve the conflict by requesting an amended ATC clearance or by selecting an aircraft configuration in which it is safe to comply with the regulatory speed. Inspectors and examiners should waive holding when an applicant's performance on other events has indicated a high degree of proficiency.

C. Steep Turns. This event consists of a level turn in each direction with a bank of 45 degrees,

continuing for at least 180 degrees, but not more than 360 degrees. Airspeed, altitude, and bank angle must be controlled within the tolerances specified on the job aids. Inspectors and examiners shall direct special attention to an applicant's smoothness, coordination, and orientation.

D. Approaches to Stalls. Inspectors and examiners shall evaluate the applicant's ability to recognize and recover from an approach to a stall in three separate airplane configurations. The three configurations are the clean configuration, the takeoff configuration, and the landing configuration. When the airplane uses only a zero-flap takeoff configuration, the takeoff configuration and the clean configuration stall are combined and only two stalls are required. At least one stall must be performed while in a turn with a bank angle between 15 and 30 degrees.

1) Approaches to stalls should be entered by increasing the angle of attack smoothly, so that the airspeed decreases at a uniform rate. The use of power during approach to and recovery from stalls should be as specified in the operator's aircraft operating manual.

2) When stalls are performed in an airplane, the operator's minimum entry and recovery altitudes must be observed. When stalls are performed in a FSTD, the operator's minimum entry and recovery altitudes do not have to be observed, and an altitude that is realistic from a performance standpoint and convenient (in terms of the sequence of events) may be used.

3) When the flight test is conducted in a FSTD, Inspectors and examiners shall occasionally require an applicant to recover from a high altitude stall. Evaluation of stalls in various flight regimes should be accomplished to determine whether the operator's training program has adequately prepared applicants for flight in those regimes.

4) An applicant must recognize the first indication of the approaching stall and immediately initiate recovery with a minimal loss of altitude. An actual stall should not be allowed to develop. Procedures used must be in accordance with the operator's aircraft operating manual.

E. Specific Flight Characteristics. This event consists of recovery from flight characteristics specific to the airplane type, such as a dutch-roll or a high rate of descent. These specific flight characteristics, when applicable, are specified in the Federal Aviation Administration (FAA) Flight Standardization Board (FSB) report for the particular airplane type. Inspectors and examiners shall evaluate an applicant on recognition and recovery from these specific flight characteristics, when applicable. The procedures used for recovery must be those specified in the operator's aircraft operating manual.

9.3.2.13. APPROACH EVENTS. The approaches described in this paragraph are required on all flight tests. They may be combined when appropriate.

A. Instrument Landing System (ILS) Approaches. Inspectors and examiners shall require applicants

to fly a minimum of one normal (all-engines operative) instrument landing system (ILS). In addition, when multiengine airplanes are used, one manually controlled ILS with a powerplant failure is also required. When the flight test is conducted as a two-segment flight test, a manually controlled, normal ILS must be flown in the airplane segment of the flight test.

1) When the operator's aircraft operating manual prohibits raw data approaches, the flight directors must be used during the manually controlled ILS approaches. In this case, a raw data approach is not required to complete the flight test.

2) If the operator's aircraft operating manual permits raw data ILS approaches to be conducted, the operator must provide training in the use of raw data for controlling an aircraft during ILS approaches. If the operator's aircraft are equipped with a flight director system, the flight director must be used on at least one manually controlled ILS approach. While a raw data approach is not required to complete a flight test, Inspectors and examiners should occasionally require a raw data approach to determine whether the operator's training program is adequately preparing applicants.

3) For all raw data and flight director ILS approaches flown in a FSTD, Inspectors and examiners shall require applicants to use a decision height (DH) of 200 feet above the touchdown zone. When raw data is used on ILS approaches in an aircraft, Inspectors and examiners shall require applicants to use a DH of 200 feet above the touchdown zone. When the flight director is used on ILS approaches in an aircraft, Inspectors and examiners shall require applicants to use a DH of 100 feet above the touchdown zone. However, if the applicant has accomplished an ILS using a 200 foot height above touchdown (HAT) in the simulator segment of the flight test, the published DH shall be used in the aircraft portion of the test. The DH shall be determined by barometric altimeter. Inspectors and examiners shall inform applicants that this DH is for flight test purposes only and does not correlate to any minimums used in actual operations. If the flight test is being conducted in actual weather conditions, the DH shall be the published decision height. The applicant must be able to track the localizer and glideslope smoothly and without significant excursion during the final approach segment. The localizer indication shall not exceed 1/4 scale deflection at DH. When the ILS indicator is calibrated with the first dot at the 1/2 scale deflection point and a second dot at the full-scale point, the deflection at DH must not exceed half the distance to the first dot. The glideslope shall not exceed 1/2 scale deviation (one dot) at decision height.

4) When the operator's aircraft are equipped with autopilot couplers, at least one coupled autopilot ILS approach must be flown. If the autopilot has the capability and the operator is authorized by operations specifications to conduct automatic landings, the coupled approach shall terminate in either an autolanding or a coupled missed approach. When an autoland is conducted, it shall not be credited as one of the three required manually controlled landings. When the flight test is conducted entirely in an aircraft or entirely in a flight simulator, the

autopilot coupled approach may be combined with the normal ILS (all-engines operative) approach. This combination is permitted because the applicant's ability to manually control an ILS approach is evaluated on the ILS with an engine out.

5) Qualification for Category (CAT) II and CAT III operations are not part of a type rating or ATP flight test. To satisfy the requirements for these types of operations, additional events that are not required for the ATP certificate or a type rating will normally be required. The qualification checks for these types of operations, however, may be conducted in conjunction with an ATP or type rating test as a convenience to the operator and the applicant. However, if one of these additional events is unsatisfactory, the entire flight test is unsatisfactory. Therefore, the choice of whether to combine these events with the certification flight test is up to the applicant. Inspectors and examiners shall ensure that applicants understand these ground rules before conducting these additional events in conjunction with a certification test.

6) Qualification check requirements for CAT II and CAT III operations, including the required number and types of approaches are established by the operator's approved training program. If an applicant is simultaneously qualifying for these authorizations during the certification flight test, the approaches discussed in subparagraphs 1–3 above may be credited toward these requirements when the approach requirements are compatible.

7) Inspectors and examiners shall use a crosswind component of 8 to 10 knots (not to exceed 10 knots) on at least one of the ILS approaches conducted in a flight simulator. The use of this crosswind is to evaluate the applicant's ability to track the localizer and not the applicant's ability to accomplish a crosswind landing.

8) When the flight test is conducted in a FSTD, the runway visual range (RVR) should be set to the minimum value specified for the approach. If the Inspector or examiner plans for the applicant to acquire the runway and to continue below DH, the ceiling should be set to a value of approximately 50 feet above HAT (the exact value depends on the characteristics of the specific simulator). When the flight test is conducted in an aircraft, the vision restriction device must remain in use until just before the aircraft arrives at the DH used for the flight test.

9) Flight crew procedures, aircraft configuration, and airspeeds must be as specified in the operator's aircraft operating manual. Turbojet airplanes must be stabilized before descending below 1,000 feet above the touchdown zone.

B. Non-precision Approaches. Inspectors and examiners shall require applicants to demonstrate two non-precision instrument approaches that are authorized in the operator's operations specifications. The second approach must be based on a different type of navigational aid (NAVAID) than the first

approach.

1) Inspectors and examiners shall allow the applicant to use any aid normally available in the cockpit, such as the flight director and drift and groundspeed readouts. Many operators train their pilots to perform non-precision approaches using the autopilot. At least one non-precision approach must be manually flown on the flight test, except when the operator's manual prohibits manually flown non-precision approaches.

2) When non-precision approaches are conducted in a flight simulator, a crosswind component of 10 to 15 knots shall be used on at least one of the non-precision approaches. The purpose of the crosswind component is to test an applicant's ability to track the approach course, not to evaluate crosswind landings. Crosswind landings, however, may be combined with a non-precision approach.

3) In an aircraft, the vision restriction device shall remain in use until the aircraft arrives at minimum descent altitude (MDA) and a distance from the runway approximating the required visibility for the approach. In a FSTD, Inspectors and examiners shall enter a ceiling of approximately 50 feet higher than the published MDA. A visibility value of approximately 400 m greater than the published minimums value shall be used, depending on the characteristics of the particular FSTD.

4) When tracking is accomplished by means of an automatic direction finder (ADF) bearing pointer, the tolerance is ±5 degrees of the final approach course. When tracking a localizer signal, the tolerance is a 1/4 scale deviation (1/2 dot). When tracking a very high frequency omnidirectional range station (VOR) signal, the tolerance is a 1/4 scale deviation of the course deviation indicator. The reason for these tolerances is terrain. Also, at the visual descent point or its equivalent, the aircraft must be in a position that it can be aligned with the runway without excessive maneuvering. Turbojet airplanes must be stabilized before descending below the MDA or 500 feet, whichever is lower.

C. Circling Approach Maneuver. Operators are not required to train flight crew members in circling approach maneuvers if the operator's manual prohibits such maneuvers with a ceiling below 1,000 feet and a visibility of less than 5 km. Inspectors and examiners shall waive this event if the operator does not train flight crew members for the maneuver. If the operator provides training on the circling maneuver, it may be waived when local conditions beyond the control of the Inspector or examiner, such as traffic or available approaches, prevent the maneuver from being conducted in a realistic manner.

1) For the purpose of flight testing, the visual maneuvering portion of a circling maneuver begins at the circling minimum descent altitude (MDA) of a non-precision approach and requires a change

in heading from the final approach course to the runway heading of at least 90 degrees. The Inspector or examiner, however, is authorized to modify this event. For example, when traffic conditions preclude a circling approach, if tower approval is attained, the visual portion of the event can be entered from a modified visual flight rules (VFR) traffic pattern at a point downwind and abeam the touchdown point.

2) The angle of bank for a circling maneuver should not exceed 30 degrees. Altitude and airspeed must not exceed the tolerances specified on the job aid. The aircraft must not descend below MDA until the runway environment is clearly visible to the applicant, and the aircraft is in a position for a normal descent to the touchdown point. Turbojet airplanes must be stabilized in the landing configuration before descending below the MDA or 500 feet above touchdown zone elevation, whichever is lower.

D. Maneuver To a Landing With 50 Percent of Powerplants Inoperative. Inspectors and examiners shall require an applicant to demonstrate an approach and landing with 50 percent of powerplants inoperative.

1) Inspectors and examiners should introduce this event in a realistic manner. Consideration should be given to the airplane mass, atmospheric conditions, and airplane position. The airplane position, when the engine failure is introduced (second engine in a three- or four-engine airplane) should provide enough room for the applicant to maneuver the aircraft. In the simulator, the mass should be adjusted to simulate realistic conditions but still allow the applicant enough time to exercise judgment. In a three-engine airplane, this event must be performed with the center and an outboard engine failed. In a four-engine airplane, both powerplant failures must be on the same side.

2) In two-engine airplanes, the engine-out ILS may be credited simultaneously with this event. In three- and four-engine aircraft, this event should be conducted in visual conditions. A visual pattern should be used rather than a vector to the final approach, so that the applicant’s judgment with respect to maneuvering the airplane can be evaluated. When this event is conducted in a flight simulator, the electronic glideslope or visual approach slope indicator (VASI) shall not be made available for the applicant’s use. In the airplane, it may not be possible to have the VASI’s turned off. In daylight conditions, however, Inspectors and examiners should request that the VASI be turned off. In an airplane at night, an electronic glideslope or VASI must be available and used.

NOTE: An approach with a simulated failure of the most critical powerplant must always be performed in the airplane segment of a two-segment flight test. That event is required in the airplane segment, even when a maneuver and landing with 50 percent of powerplants inoperative has already been previously accomplished in a flight simulator.

E. No-Flap or Partial-Flap Approach. Inspectors and examiners shall require an applicant to perform a no-flap approach in all airplanes except those airplanes that have alternate flap extension procedures and in which the FAA FSB has determined that no-flap approaches are not required. If a no-flap approach is not required, the FAA FSB may still require that a partial-flap approach be accomplished. In this case, Inspectors and examiners are only required to evaluate an applicant's demonstration of a partial-flap approach. However, Inspectors and examiners may evaluate applicants conducting partial-flap or no-flap approaches any time procedures for such approaches are published in the operator's aircraft operating manual.

1) For either a partial or no-flap approach, the limitations specified for the use of visual approach slope indicator (VASI) and electronic glideslope guidance in the 50-percent engine failure maneuver (see paragraph D2 above) apply. The approach shall be flown from a visual pattern from at least a downwind position, so that the applicant may be evaluated on planning for the approach. The approach should be presented in a realistic manner. In a full flight simulator (FFS), Inspectors and examiners shall adjust the landing mass to require an applicant to exercise judgment in matters such as approach speed and runway limitations.

2) When the flight test is conducted in a transport category airplane, a touchdown from a no-flap or partial-flap approach is not required and shall not be attempted. The approach must be flown to the point that the Inspector or examiner can determine whether the landing would or would not occur in the touchdown zone. In a FFS, the landing must be completed to a full stop so that the applicant's ability to control the airplane and to use correct procedures may be evaluated.

NOTE: The events required in paragraphs D and E above should be conducted in a FFS whenever practical. These events should not be repeated in the airplane segment of the flight test unless an unusual situation occurs.

F. Acceptable Performance for Approach Events. The airspeed and altitude on downwind and base leg or on an intercept to final approach must be as specified in the operator's flight manual. The airspeed on final approach must be adjusted for wind and gusts in accordance with the flight manual and must be positively and accurately maintained throughout the approach. The approach angle must be controlled and be appropriate to both the airplane and approach being flown. If a windshear or a ground proximity warning should occur, an applicant must respond in a prompt and positive manner. For turbojets, the approach must be stabilized, the airplane in the landing configuration, with a sink rate of less than 1,000 feet per minute (fpm), not later than the following heights:

1) For all straight-in instrument approaches, the approach must be stabilized before descending below 1,000 feet above the aerodrome or touchdown zone.

2) For visual approaches and landings, the approach shall be stabilized before descending below 500 feet above the aerodrome elevation.

3) For the final segment of a circling approach maneuver, the approach must be stabilized 500 feet above the aerodrome elevation or at the MDA, whichever is lower.

NOTE: Use of the stabilized concept is mandatory for all turbojet aircraft operations. It is recommended for all propeller-driven aircraft and rotorcraft when conducting operations in instrument flight rules (IFR) weather conditions.

9.3.2.15. LANDING EVENTS. A total of three manually controlled landings must be accomplished on all flight tests. When a two-segment, flight simulator and aircraft flight test is conducted, a minimum of three manually controlled landings must be performed in the aircraft. If the flight test is conducted in an amphibious airplane, one landing must be on water. The required events are as follows:

A. Normal Landings. A normal landing is defined as a manually controlled landing in the normal landing configuration (as specified in the operator's aircraft operating manual), with normal power available, and without reference to an electronic glideslope. A normal landing can be accomplished from either a visual pattern or from a non-precision approach.

B. Crosswind Landings. A manually controlled landing with a crosswind must be accomplished on all flight tests. The crosswind landing may be combined with any other landing event.

1) When the flight test is conducted in an airplane, Inspectors and examiners usually have little control over existing meteorological, aerodrome, and traffic conditions. As such, an Inspector or examiner is expected to make a reasonable attempt to evaluate a landing on a runway not favorably aligned with the prevailing wind. It will frequently be necessary, however, to evaluate this event with the crosswind component currently existing on the active runway.

2) Flight simulators are capable of realistically duplicating a crosswind for landing. Crosswind landings must be evaluated on all flight tests conducted in flight simulators. The crosswind component entered in the simulator computer shall be between 10 and 15 knots. Occasionally, however, the crosswind components should be in excess of 15 knots, but must not exceed the crosswind component allowed by the operator's aircraft operating manual (or the maximum demonstrated value given in the AFM). The purpose of testing at such higher crosswind components is to determine whether applicants are being trained throughout the range of the flight envelope. Crosswind landings should normally be performed from a VFR traffic pattern, but may be accomplished from a non-precision approach.

C. Landing in Sequence from an ILS Approach. On the landing from an ILS approach, the runway

environment should become visible to the applicant as close as possible to the DH being used for the flight test. The applicant must complete the landing without excessive maneuvering and within the touchdown zone. The approach angle must not be erratic, excessively steep, or shallow in the visual segment.

D. Accuracy Landings (Single-Engine Only). The accuracy landing event consists of three approaches and spot landings from an altitude of 1,000 feet or less, with the engine throttled and an approach requiring a 180 degree change of heading. ("Throttled" means that as power is reduced, it shall not again be increased above that point until after touchdown.) Touchdown must be in a normal landing attitude and configuration, beyond but within 200 feet of a designated point. One of the three landings must be from a forward slip. Although circular approaches are acceptable, two 90 degree turns with a straight base leg are preferred.

E. Rejected Landing. The rejected landing shall be initiated from a point approximately 50 feet above the runway. This event may be combined with an instrument missed approach.

F. Engine-Out Landing. One landing with the most critical powerplant inoperative must be evaluated. When a two-segment flight test is conducted, this event must be performed in the airplane. When conducted in an airplane, the engine failure shall be simulated.

G. Landing With 50 Percent of Powerplants Inoperative. A landing with 50 percent of powerplants inoperative must be evaluated. In a three-engine airplane, the event must be performed with the center and one outboard engine inoperative. In a four-engine airplane, both powerplant failures must be on the same side. When this event is conducted in an airplane, the engine failures shall be simulated.

H. No-Flap or Partial-Flap Landings. No-flap or partial-flap landings are not required to complete the flight test. When the flight test is conducted in a transport category airplane in actual flight, a touch-down from a no-flap or partial-flap approach is not required and shall not be attempted. The approach must be flown to the point that the Inspector or examiner can determine whether the landing would or would not occur in the touchdown zone. In a flight simulator, the landing should be completed to a full stop so that the applicant's abilities to control the aircraft and use correct procedures under abnormal circumstances may be evaluated. For example, the aircraft might have a pitch-up tendency with spoiler extension in the no-flap or partial-flap landing configuration.

I. Acceptable Performance for Landing Events. Landings must be in the touchdown zone, at the correct speed for the airplane, without excessive float, and on the runway center line. The rate of descent at touchdown must be controlled to an acceptable rate for the airplane involved. Side load on the landing gear must not be excessive, and positive directional control must be maintained through the rollout. Management of spoilers and thrust reversers must be in accordance with the operator's aircraft

operating manual.

9.3.2.17. MISSED APPROACH EVENTS. Missed approaches from two separate instrument approaches are required to complete the flight test. At least one missed approach must be flown through the entire missed approach procedure, unless traffic or ATC restrictions prevent completing the entire procedure. One missed approach is required from an ILS. When the flight test is conducted in a multiengine airplane that has a single-engine climb capability, one missed approach should be accomplished with the most critical powerplant inoperative. The engine-out and ILS missed approaches may be combined; however, to complete the flight test, at least two missed approaches are required. When the flight test is a two-segment flight test, the engine-out missed approach should be accomplished in the simulator segment.

A. When a flight test is conducted in an airplane that does not belong to the transport category, airplane performance may be critical. Inspectors and examiners should use their authority to modify the event. For example, a missed approach may be combined with a simulated powerplant failure at a safe altitude.

B. A missed approach from an approach with 50 percent of powerplants inoperative is not required to complete the flight test for three- and four-engine airplanes. However, when procedures for 50 percent of powerplant-inoperative missed approaches are published in the operator's aircraft operating manual, Inspectors and examiners may evaluate the event to determine if applicants are being trained to proficiency in the event. When this event is conducted in a three-engine airplane, the center and one outboard engine must be inoperative. When this event is conducted in a four-engine airplane, two engines on the same side must be inoperative. When the missed approach event is conducted in an airplane, the engine failures shall be simulated.

C. When a flight test is conducted in a FFS, Inspectors and examiners should make use of the "trouble buttons," as well as weather, to induce the missed approach decision. For example, many FFSs have provisions to offset the localizer so that the airplane is not in a position to continue the approach below DH.

D. Applicants must promptly execute the missed approach procedure if the runway environment is not acquired at DH on an ILS approach. If the runway environment is not in sight on a non-precision approach, or if the aircraft is not in a position to land at the missed approach point, the applicant must initiate a missed approach. Should conditions prevent continuation of any type of approach at any point, the applicant must initiate a missed approach. For example, a missed approach above DH might be required when an instrument failure flag appears. A missed approach is required if the aircraft is below DH or MDA and cannot be properly aligned with the runway or if the applicant loses sight of the runway environment. An applicant must adhere to the published missed approach or the instructions given by ATC and observe the procedures and limitations in the operator's aircraft

operating manual. An applicant must properly use the available aids and other crewmembers when making the transition back to the instrument navigation environment.

9.3.2.19. NORMAL AND ABNORMAL PROCEDURES. Inspectors and examiners shall require an applicant to demonstrate the proper use of as many of the aircraft's systems and devices as necessary to determine if the applicant has a practical knowledge of the use of these systems. Evaluation of normal and abnormal procedures can usually be accomplished in conjunction with other events and does not normally require a specific event to test the applicant's use of the airplane's systems and devices. An applicant's performance must be evaluated on the maintenance of aircraft control, the ability to recognize and analyze abnormal indications, and the ability to apply corrective procedures in a timely manner. Systems to be evaluated include, but are not limited to, the following:

- Anti-icing and deicing systems
- Autopilot systems
- Automatic or other approach system aids
- Stall warning devices, stall avoidance devices, and stability augmentation devices
- Airborne radar devices
- Any other available systems, devices, or aids, such as flight management systems (FMS)

9.3.2.21. EMERGENCY PROCEDURE EVENTS. An applicant must be able to competently operate all installed emergency equipment and to correctly apply the procedures specified in the operator's aircraft operating manual.

A. Powerplant Failures. Inspectors and examiners may introduce malfunctions requiring an engine shutdown at any time during the flight test. This provision is not intended as authority to require an unrealistic number of failures, but to permit such failures at times when they are most appropriate. Powerplant failures should be limited to those necessary for determining an applicant's proficiency. An applicant must promptly identify the inoperative engine and initiate correct action while maneuvering the airplane safely. If the airplane is not capable of maintaining altitude with an engine inoperative, the applicant is expected to maintain the best engine-out climb speed while descending. Smooth application of flight controls and proper trim are required.

B. Other Emergency Procedures. Inspectors and examiners should sample as many of the following events as necessary for determining whether an applicant is proficient in identifying and responding to emergency situations:

- Fire in flight
- Smoke control
- Rapid decompression
- Emergency descent (with and without structural damage)
- Hydraulic and electrical system failure or malfunctions (if safe and appropriate)
- Landing gear and flap systems failure or malfunctions
- Navigation or communications equipment failure
- Any other emergency procedures outlined in the operator's aircraft operating manual or training program

9.3.2.23. STANDARDS OF ACCEPTABLE PERFORMANCE. The ATP certificate is the highest grade of pilot certificate awarded. An applicant for this certificate must possess a degree of piloting skills beyond that required for lower grades of certificates. The applicant must be the master of the aircraft, the crew, and the situation throughout the aircraft's operational envelope. Inspectors and examiners shall sample an applicant's ability to safely and practically operate the aircraft throughout the range of the approved operational envelope. For example, an ATP applicant would be expected to be able to maintain 180 knots to the marker, configure the aircraft, and establish a stabilized approach before descending below 1,000 feet above ground level (AGL) while smoothly tracking the glide slope and localizer.

A. Manipulative Skills. The manipulative skill standards for the ATP certificate are the most rigorous of all pilot certificates issued. The skills requirement for the ATP certificate and for other certificates differs not in the tolerances allowed but in the degree of mastery required. The applicant for an ATP certificate must demonstrate the ability to operate the aircraft smoothly under a complex set of circumstances. The applicant's performance must be such that the Inspector or examiner is never seriously in doubt of the successful outcome of each event of the flight test. The determination of whether an applicant's performance is acceptable or not, is derived from the experience and judgment of the Inspector or examiner. It is imperative that Inspectors and examiners be fair and consistent when making their determinations. For example, weather, aircraft responsiveness, traffic, and other factors beyond an applicant's control may cause the applicant to deviate briefly during the accomplishment of a maneuver. In the case of turbulence, the applicant is expected to adhere to the procedures for adjusting the target speed as specified in the operator's aircraft operating manual. In such a situation, an applicant who makes a determined effort, is generally successful in maintaining close control, and who does not deviate to the extent safety is compromised, should be considered to have met the standard.

B. Flight Management Skills. The term “pilot in command (PIC)” implies that the pilot is the leader of a crew and bears the final responsibility for the safe conduct of the flight. This standard, more than any other, distinguishes the successful applicant for an ATP certificate from those holding other grades of certificates. The ATP flight test must not be limited to a simple demonstration of a series of events. An ATP applicant must demonstrate a mastery of complex problems, good judgment, situational awareness, cockpit management, and leadership skills.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 3. AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION UNDER PART 61

Section 3. Flight Tests Using Flight Simulation Training Devices (FSTD)

9.3.3.1. ACCEPTABLE METHODS FOR ACCOMPLISHING AN ATP PRACTICAL FLIGHT TEST. There are three acceptable methods for accomplishing the flight aspects of an airline transport pilot (ATP) aircraft practical test. Flight tests may always be conducted entirely in an aircraft. Under certain circumstances, flight tests may be conducted entirely in a flight simulation training device (FSTD). Flight tests may also be conducted in two segments in which certain specific events may be tested in a FSTD, while other events must be tested in an aircraft. The method used depends on the level of approval of the FSTD and on the status of the applicant.

> **NOTE**: See General Authority of Civil Aviation Regulation (GACAR) § 61.87, Use of a Flight Simulation Training Device for detailed guidance.
>
> **NOTE**: In addition, guidance for pilots employed by a GACAR Part 121 operator may be found in GACAR Part 121, Appendix D, Advanced Simulation.

9.3.3.3. SELECTION OF FLIGHT TEST JOB AIDS. Job aids have been prepared to assist aviation safety inspectors (Inspectors) and examiners in accomplishing the specific requirements of the three methods for conducting flight tests.

A. Single-Segment Flight Tests. When a flight test is conducted entirely in either an airplane or a full flight simulator (FFS), Inspectors and examiners should use the checklist titled ATP/Type Rating Single-Segment Flight Test Job Aid—Full Flight Simulator or Airplane (see Figure 9.3.3.1).

B. Two-Segment Flight Tests (FFS). When a flight test is conducted in two segments (the first segment in a FFS and the second segment in an aircraft), there is a standard set of events that must be evaluated on the airplane segment. All remaining events are usually evaluated in the FFS segment. If an event normally evaluated in the flight simulator segment is not accomplished in that segment, it must subsequently be evaluated in the airplane segment. The events are listed on the checklist titled ATP/Type Rating Two-Segment Flight Test Job Aid—Full Flight Simulator and Airplane (see Figure 9.3.3.2).

C. Type Rating Two-Segment Flight Tests (FTD). When a flight test for an airplane type rating is conducted in two segments, the first segment in a flight training device (FTD) and the second segment in an airplane, Inspectors and examiners should use the checklist titled ATP/ Type Rating Two-Segment Flight Test Job Aid—Flight Training Device and Airplane (see Figure 9.3.3.3).

9.3.3.5. PLANNING A FSTD FLIGHT TEST. The most important factor in conducting an efficient and effective flight test is proper planning. Principal operations inspectors (POIs) shall develop briefing guides for Inspectors and examiners to use in planning flight tests. The events that may be accomplished in each device should be specified in the briefing guide. Also specified should be the takeoff and landing minimums the operator is authorized to use and whether training has been conducted on circling approaches. If Category (CAT) II or CAT III operations are authorized, the additional approaches required for pilot qualification in those operations should be specified. The following recommended planning sequence is presented for guidance to Inspectors and examiners.

A. Determine the Method of the Flight Test. Whether a flight test may be conducted entirely in a FSTD depends on the level of the flight simulator to be used and the category of training that the applicant has completed. If the applicant or simulator does not qualify for the complete test to be conducted in a FSTD, the flight test must be conducted in two segments. The first segment must be conducted in a FSTD and the second in an aircraft (see paragraph 9.3.3.1 above).

B. Select the Appropriate Job Aid. A job aid has been prepared for each acceptable method of conducting a flight test (see paragraph 9.3.3.3 above).

C. Determine FSTD Capabilities. Inspectors and examiners should familiarize themselves with capabilities of the specific full flight simulator or flight training device to be used.

1) Inspectors and examiners should determine what aerodrome visual models the particular simulator is capable of generating.

2) Inspectors and examiners should review the approaches and departures that are available at these aerodromes. It may be necessary and desirable for Inspectors or examiners to conduct the flight test at multiple aerodromes.

3) The problems and malfunctions to be programmed into the flight simulator should be planned before beginning the flight test.

D. Review Operations Specifications Authorizations. Inspectors shall acquaint themselves with the operator’s operations specifications to determine the following:

- The types of authorized approaches
- The authorized minimums for takeoffs and landings
- Any authorized special operations

E. Determine CAT II or CAT III Approach Requirements. If CAT II or CAT III procedures are to be evaluated in conjunction with the certification, the Inspector or examiner must coordinate with the POI (if applicable) and determine the number and type of additional approaches that must be evaluated.

F. Review the Operator's Manual . The Inspector shall become acquainted with the operator's aircraft operating manual, particularly the sections on authorized minimums, flight maneuvers, crew coordination, and procedures.

G. Plan a Scenario. From the information learned in the previous steps, Inspectors or examiners should be able to plan a scenario that permits efficient use of time. The scenario should present test events in a realistic sequence. The environmental conditions in which the events are presented must be planned before the flight test. It is recommended that inspectors and examiners use the job aid when planning the flight test. For example, the sequence for which events will be presented may be numbered in the blocks provided. When planning flight tests, the events and the environmental conditions should be varied from one test to another test. This variety ensures that applicants are presented with new problems and that the testing includes a sampling of the operator's entire pilot training program over a period of time.

H. Determine Simulator Operation. Either the Inspector or an operator's employee may operate the simulator's control panel during the flight test. Before an Inspector operates a FSTD control panel, that Inspector must receive instruction and a clearance from an authorized representative of the operator. When an operator's employee operates the simulator control panel, that employee must be briefed on the sequence of events and signals to be used during the flight test. The Inspector shall not delegate the test planning function to an operator's employee but must plan the sequencing of events and the conditions under which events are to be conducted. The Inspector should act as the air traffic control (ATC) controller and issue all clearances.

9.3.3.7. APPLICANT BRIEFING. Before beginning the flight test, the Inspector or examiner shall brief an applicant on how the test is to be conducted and what is to be required of the applicant on the flight test. A briefing outline is included on applicable job aids. Inspectors and examiners are encouraged to develop their own expanded, individual supplements to the outline on the job aid.

9.3.3.9. SUPPORTING CREW MEMBERS. All crew positions required by the approved flight manual (AFM) must be occupied by qualified personnel during flight tests that are conducted in a FSTD. It is recommended that the supporting crew member not be an applicant for a certificate or rating. These individuals do not have to be current. The Inspector or examiner shall not occupy a crew position during a flight test conducted in a FSTD.

A. Inspectors and examiners shall brief supporting crewmembers that they are to perform their duties as

specified by the operator's aircraft operating manual. Supporting crewmembers must provide normal crew coordination support; however, they shall not be permitted to lead the applicant when the applicant is expected to take the initiative.

B. The applicant's ability to compute takeoff and approach data is evaluated on the oral test. Unless data computation is specifically the PIC's duty, it is not required during the flight test segment. Inspectors and examiners should coordinate with a supporting crewmember to provide the data required during the flight test.

9.3.3.11. CONDUCTING A FLIGHT TEST IN A FSTD. Conducting a flight test in a FSTD is a skill requiring study and practice. Inspectors and examiners must endeavor to conduct flight tests in a manner that reproduces actual flight conditions as accurately as possible. Prior planning is an essential element (see paragraph 9.3.3.5 above).

A. Inspectors and examiners should avoid asking unnecessary questions, making comments, and shall discourage conversations not specifically concerning the conduct of the flight test. Inspectors and examiners should take notes during the flight test for use during debriefing.

B. When possible, the Inspector or examiner should program the initial flight test parameters into the FSTD before an applicant arrives. When this is not possible, the Inspector or examiner should arrange to have someone else program the parameters into the FSTD. The Inspector's or examiner's attention should be focused on the actions of the applicant and crew during the cockpit preparation phase of the flight test.

C. Inspectors and examiners shall use correct ATC terminology. Clearances should be issued as they would be issued in actual flight.

D. Inspectors and examiners should usually avoid use of the repositioning and freeze features of the flight simulator (if applicable) during the flight test to ensure realism and to avoid disorienting the applicant.

E. The flight test must be paced so that the applicant is not rushed. Events should be presented in an orderly and efficient manner. Inspectors and examiners who regularly conduct flight tests usually require less time to conduct an adequate flight test than less experienced Inspectors and examiners. Experience has shown that proficient Inspectors and examiners can conduct a complete airline transport pilot (ATP) or type rating test in a multiengine, transport category airplane in approximately 2 hours. A flight test lasting more than 2-1/2 hours (assuming no FSTD malfunctions) may indicate poor performance on the part of the applicant or poor technique on the part of the Inspector or examiner.

1) Waiving events can reduce the time; however, events shall not be waived for the purpose of

completing a flight test within a time schedule. It is not an acceptable practice for an operator to place a maximum on the time allotted for a certification flight test.

2) Inspectors and examiners are required to evaluate those normal, abnormal, and emergency procedures that are published in the operator's aircraft operating manual but which are not explicitly specified as flight test events. It is not practical or necessary to evaluate the applicant in every event in which the applicant has received training. Two or three of these events is a reasonable number per flight test and should accomplish the purpose of ensuring that the applicant is proficient throughout the range of events in which training was conducted. The flight test is a test of proficiency and not of endurance. The Inspector or examiner should not extend a flight test when the applicant's proficiency is in question. If the Inspector or examiner is not convinced of the applicant's basic proficiency from observing the required events, the applicant's level of proficiency is usually not acceptable.

F. When a FSTD malfunctions, it may appear to the applicant to be a problem with an aircraft system. When this or any other problem occurs, the applicant should not assume that the problem is a FSTD malfunction, but should deal with it as though it has been encountered in an airplane. If a malfunction affects handling qualities, the flight test should be suspended until maintenance can be conducted. Inspectors and examiners must exercise judgment in such cases. It is undesirable to cause unnecessary delays, but it is unacceptable to conduct a flight test in a FSTD that does not accurately represent the airplane's handling qualities. When the FSTD's handling quality is in doubt, it is appropriate for the Inspector or examiner to fly the FSTD to assess the state of its handling qualities.

G. Occasionally, a flight test will be delayed or interrupted due to malfunctions or power failures. When such interruptions occur, the Inspector or examiner should be aware of the nervous and fatigue state of the applicant. In fairness to the applicant, it may become necessary for the Inspector or examiner to reschedule the remaining portion of the flight test segment.

9.3.3.13. DEBRIEFING. The Inspector or examiner shall inform the applicant of the results of the flight test segment during the debriefing.

Figure 9.3.3.1. ATP/Type Single-Segment Flight Test Job Aid—Full Flight Stimulator or Airplane

GROUND OPERATIONS	
Preflight Inspection	[ ]
Taxiing or Sailing	[ ]
Powerplant Checks	[ ]
TAKEOFFS	
Normal	[ ]
Instrument	[ ]
Crosswind	[ ]
With Powerplant Failure	[ ]
Rejected Takeoff	[ ]
INSTRUMENT PROCEDURES	
Area Departure	[ ]* 1, but not both,
Area Arrival	[ ]* may be waived
Holding	[ ]*
Normal Instrument Landing System (ILS) Approach	[ ] With F/D
Autopilot Coupled ILS	[ ] If equipped
Engine-Out ILS	[ ]
Nonprecision Approach	[ ]
Second Nonprecision Approach	[ ]* If done
Circling Approach (Not required if the operator does not train for the event.)	[ ] in training
Missed Approach from an ILS	[ ]
Engine-Out Missed Approach	[ ]
IN-FLIGHT MANEUVERS	
Steep Turns	[ ]*
Approaches to Stalls	[ ]* 2 may be waived
Specific Flight Characteristics	[ ]* If required
Powerplant Failure	[ ]
VISUAL APPROACHES	
No-Flap/Partial-Flap Approach	[ ] If required
With 50 % Powerplants Inoperative	[ ]
LANDINGS	
(Landings may be combined - minimum of 3 required)	
Normal Landing	[ ]
Landing from an ILS	[ ]
Crosswind Landing	[ ]
Landing with 50 % Powerplants Inoperative	[ ]
From Circling Approach	[ ] If required
Rejected Landing	[ ]
Accuracy Landings, single-engine only (3)	[ ] If no commercial

Events annotated with * may be waived, if appropriate conditions are met.

NORMAL, ABNORMAL, AND EMERGENCY PROCEDURES—SAMPLE

[ ] Anti-Icing and Deicing; Hydraulic, Electrical, Pneumatic, and Other Systems Failures; Gear, Flaps, Contr Systems; Navigation and Communications Equipment; Fire in Flight, Smoke Control; Decompression, Emergen Descent, Emergency Landing, and Evacuation.

NOTE: Inspectors should refer to the appropriate section of ''Airline Transport Pilot and Type Rating Practic Test Standards'' (FAA-S-8081-5), as amended, for maneuver tolerances.

BRIEFINGS

[ ] A. Brief Applicant:
1. Departure point, destination, route, weather,
2. Aircraft weight and fuel load
3. Role of inspector
4. Use of crewmembers and autopilot (Applicant is in command and must perform command duties succes fully.)
5. Review minimums to be used on test

[ ] B. Brief Supporting Crewmembers:
1. Crew will perform normal duties of their positions
2. Will act in support role and not initiate - may be asked to delete calls, altitude alerts, etc.
3. Duties of safety pilot

[ ] C. Safety Pilot Briefing:
1. Touch-and-go procedures
2. Use of hood
3. Transfer of controls
4. Simulated emergencies
5. Response to an actual emergency
6. V_1 cut
7. Other specific events

Figure 9.3.3.2. ATP/Type Two-Segment Flight Test Job Aid—Full Flight Simulator and Airplane

APPLICANT NAME: _____

	SIMULATOR	AIRPLANE
INSPECTOR OR EXAMINER NAME:	_____	_____
OFFICE:	_____	_____
DATE:	_____	_____

Events annotated with * may be waived, if appropriate conditions are met. Indicate those events not evaluated in the simulator with an "NE" in the [ ] for the event.

	SIMULATOR	AIRPLANE
GROUND OPERATIONS		
Preflight Inspection	[ ]<cockpit	[ ]*<exterior
Taxiing or Sailing		[ ]
Powerplant Checks	[ ]	
TAKEOFFS		
Normal		[ ]
Instrument	[ ]	
Crosswind	[ ]	[ ]
With Powerplant Failure	[ ]	
Rejected Takeoff	[ ]	
INSTRUMENT PROCEDURES		
Area Departure	[ ]* 1, but not both,	
Area Arrival	[ ]* may be waived	
Holding	[ ]*	
Normal Instrument Landing System (ILS) Approach	[ ] With F/D	
Autopilot Coupled ILS	[ ] If equipped	
Engine-Out ILS	[ ]	
Nonprecision Approach	[ ]	
Second Nonprecision Approach	[ ]* If done in training	
Circling Approach (Not required if the operator does not train for the event.)	[ ]	
Missed Approach from an ILS	[ ]	
Engine-Out Missed Approach	[ ]	
Missed Approach in Airplane		[ ]
IN-FLIGHT MANEUVERS		
Steep Turns	[ ]*	
Approaches to Stalls	[ ]* 2 may be waived	
Specific Flight Characteristics	[ ]* If required by FSB	
Powerplant Failure	[ ]	
VISUAL APPROACHES		
No-Flap	[ ] If required	
With 2 Engines Inoperative	[ ] 3- & 4-engine airplanes	

LANDINGS	SIMULATOR	AIRPLANE
Normal Landing		[ ]
Landing from an ILS	[ ]	
Crosswind Landing	[ ]	[ ]
Landing with 2 Engines Inoperative	[ ]3- & 4-engine airplanes	
Engine-Out Landing		[ ]
From Circling Approach	[ ]	[ ] If required
Rejected Landing	[ ]	
Accuracy Landings (3) Single Engine only		[ ] If no commercial

NOTE: Landings may be combined. A minimum of 3 must be accomplished in the airplane; however, if the landing from an ILS is completed in the simulator, only two landings need to be accomplished in the airplane.

NORMAL, ABNORMAL, AND EMERGENCY PROCEDURES—SAMPLE

[ ] Anti-Icing and Deicing; Hydraulic, Electrical, Pneumatic, and Other Systems Failures; Gear, Flaps, Control Systems; Navigation and Communications Equipment; Fire in Flight, Smoke Control; Decompression, Emergency Descent, Emergency Landing, and Evacuation.

NOTE: Inspectors should refer to the appropriate section of ''Airline Transport Pilot and Type Rating Practical Test Standards'' (FAA-S-8081-5), as amended, for maneuver tolerances.

BRIEFINGS

[ ] A. Brief Applicant:
1. Departure point, destination, route, weather
2. Aircraft weight and fuel load
3. Role of inspector
4. Use of crewmembers and autopilot (Applicant is in command and must perform command duties successfully.)
5. Review minimums to be used on test

[ ] B. Brief Supporting Crewmembers:
1. Crew will perform normal duties of their positions
2. Will act in support role and not initiate - may be asked to delete calls, altitude alerts, etc.
3. Duties of safety pilot

[ ] C. Safety Pilot Briefing:
1. Touch-and-go procedures
2. Use of hood
3. Transfer of controls
4. Simulated emergencies
5. Response to an actual emergency
6. V_1 cut
7. Other specific events

Figure 9.3.3.3. ATP/Type Two-Segment Flight Test Job Aid—Flight Training Device and Airplane

APPLICANT NAME: _____

	TRAINING DEVICE	AIRPLANE
INSPECTOR OR EXAMINER NAME:	_____	_____
OFFICE:	_____	_____
DATE:	_____	_____

Events annotated with * may be waived, if appropriate conditions are met. Indicate those events not evaluated in the simulator with an "NE" in the [ ] for the event.

	SIMULATOR	AIRPLANE
GROUND OPERATIONS		
Preflight Inspection	[ ]<cockpit	[ ]*<exterior
Taxiing or Sailing		[ ]
Powerplant Checks	[ ]	[ ]
TAKEOFFS		
Normal		[ ]
Instrument		[ ]
Crosswind		[ ]
With Powerplant Failure		[ ]
Rejected Takeoff		[ ]
INSTRUMENT PROCEDURES		
Area Departure	[ ]*	[ ]*One, but not both,
Area Arrival	[ ]*	[ ]*may be waived
Holding	[ ]*	[ ]*
Normal Instrument Landing System (ILS) Approach		[ ] With F/D
Autopilot Coupled ILS	[ ]	[ ] If equipped
Engine-Out ILS	[ ]	[ ]
Nonprecision Approach	[ ]	[ ]
Second Nonprecision Approach	[ ]*	[ ]* If done in training
Circling Approach (Not required if the operator does not train for the event.)	[ ]	
Missed Approach from an ILS	[ ]	[ ]
Engine-Out Missed Approach	[ ]	[ ]
Missed Approach in Airplane		[ ]
IN-FLIGHT MANEUVERS		
Steep Turns	[ ]*	[ ]*
Approaches to Stalls	[ ]*	[ ]* 2 may be waived
Specific Flight Characteristics	[ ]*	[ ]* If required by FSB
Powerplant Failure	[ ]	
VISUAL APPROACHES		
No-Flap		[ ] If required
With 2 Engines Inoperative		[ ] 3- & 4-engine airplanes

LANDINGS	AIRPLANE
Normal Landing	[ ]
Landing from an ILS	[ ]
Crosswind Landing	[ ]
Landing with 50% Powerplants Inoperative	[ ]
From Circling Approach	[ ] If required
Rejected Landing	[ ]
Accuracy Landings (3) Single Engine Only	[ ] If no commercial

NOTE: Landings may be combined; however, a minimum of 3 must be accomplished.

NORMAL, ABNORMAL, AND EMERGENCY PROCEDURES - SAMPLE

[ ] Anti-icing and Deicing; Hydraulic, Electrical, Pneumatic, and Other Systems Failures; Gear, Flap, Control Systems; Navigation and Communications equipment; Fire in Flight, Smoke Control; Decompression, Emergency Descent, Emergency Landing, and Evacuation.

NOTE: Inspectors should refer to the appropriate section of ''Airline Transport Pilot and Type Rating Practical Test Standards'' (FAA-S-8081-5), as amended, for maneuver tolerances.

BRIEFINGS

[ ] A. Brief Applicant:
1. Departure point, destination, route, weather
2. Aircraft weight and fuel load
3. Role of inspector
4. Use of crewmembers and autopilot (Applicant is in command and must perform command duties successfully.)
5. Review minimums to be used on test

[ ] B. Brief Supporting Crewmembers:
1. Crew will perform normal duties of their positions
2. Will act in support role and not initiate - may be asked to delete calls, altitude alerts, etc.
3. Duties of safety pilot

[ ] C. Safety Pilot Briefing:
1. Touch-and-go procedures
2. Use of hood
3. Transfer of controls
4. Simulated emergencies
5. Response to an actual emergency
6. V_1 cut
7. Other specific events

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 3. AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION UNDER PART 61

Section 4. Flight Tests in an Airplane

9.3.4.1. AIRPLANE TRAINING BEFORE AIRPLANE FLIGHT TESTS. Before conducting a flight test segment in an airplane, the aviation safety inspector (Inspector) or examiner must review the applicant's training records, a statement from a company official, pilot school or training center to ensure that the required training has been completed.

9.3.4.3. PLANNING THE FLIGHT. Planning is essential to the efficient and effective conduct of an airplane light test. When an instructor or a check airman acts as the safety pilot (and pilot in command (PIC)), the Inspector must coordinate closely with the instructor or check airman in the planning. Ideally, Inspectors and examiners should plan to conduct the flight test at a location that provides for visual meteorological flight conditions, an uncongested air traffic environment, a non-noise-sensitive environment, and an aerodrome with a number of navigational aids (NAVAID) and runways that provide flexibility. Since these ideal conditions are usually not available, the flight test may have to be conducted under less than ideal circumstances. Inspectors and examiners are encouraged to coordinate with the air traffic control (ATC) facility serving the location selected for the flight test to ensure that the test can be conducted in an acceptable manner. If the flight test cannot be conducted under acceptable conditions, the Inspector or examiner must reschedule the flight test at a time and location where more satisfactory conditions prevail.

9.3.4.5. EVENTS REQUIRED IN AN AIRPLANE FLIGHT TEST. Job aids have been prepared for conducting a flight test (see Figures 9.3.3.1, 9.3.3.2, and 9.3.3.3, in Section 3 above). For example, if the operator's aircraft operating manual does not allow circling approaches in less than visual flight rules (VFR) conditions, testing of the event is not required, and it may be marked off the job aid. Events not required for the class of airplane may also be marked off. For example, accuracy landings are not required in a multiengine airplane.

A. Entire Flight Test in an Airplane. When an operator does not have access to a flight simulation training device (FSTD), the flight test must be completed entirely in the airplane. All events required by General Authority of Civil Aviation Regulation (GACAR) Part 141, Appendix D, must be accomplished during the flight test. Figure 9.3.3.1, ATP/Type Rating Single-Segment Flight Test Job Aid— Full Flight Simulator or Airplane, contains the events that are required for all classes of airplanes.

B. Airplane Segment of a Two-Segment Airplane/Full Flight Simulator Flight Test. All events that

are required by GACAR Part 141, Appendix D, are specified in Figure 9.3.3.2, ATP/Type Rating Two-Segment Flight Test Job Aid—Full Flight Simulator and Airplane. The events are separated into full flight simulator and airplane segments, according to which specific events must be evaluated in the airplane segment.

C. Airplane Segment of a Two-Segment Airplane/Flight Training Device Flight Test. All events that are required by GACAR Part 141, Appendix D, are printed in Figure 9.3.4.3, ATP/Type Rating Two-Segment Flight Test Job Aid—Flight Training Device and Airplane. The events are separated into an FTD segment and an airplane segment. Any event in which the applicant is not tested in the training device segment must be tested in the airplane. The Inspector or examiner conducting the airplane segment of the flight test must determine the events in which the applicant was evaluated during the training device segment. The job aid may be used to transmit this information from the Inspector or examiner conducting the training device segment of the flight test to the Inspector or examiner who conducts the airplane segment of the flight test. The job aid must be signed and dated by the Inspector or examiner conducting the training device segment of the test, and the events in which the applicant was not tested must be clearly marked.

9.3.4.7. PREFLIGHT BRIEFING. The Inspector or examiner conducting the flight test shall ensure that everyone participating in the flight test is adequately briefed.

A. Supporting Crew Members. The individual conducting the flight test shall brief the safety pilot and, if applicable, the flight engineer (FE), on the conduct of the flight. If an operator’s instructor or check pilot is the safety pilot, that individual must conduct the flight in accordance with the instructions given by the Inspector. The safety pilot and, if applicable, the FE must provide normal crew coordination support, but must not be permitted to lead the applicant when the applicant is expected to take the initiative.

B. Applicant. Before beginning the flight test, the Inspector or examiner shall brief the applicant on the use of other crew members and aircraft equipment, including the autopilot. The applicant must perform the functions of the PIC. The applicant must be briefed to immediately relinquish control and assume second-in-command (SIC) duties if a hazardous condition arises and the safety pilot takes control of the aircraft.

C. Safety Pilot. The safety pilot shall conduct a briefing on procedures to be used. The safety pilot briefing must cover, but is not limited to, the following:

- Transfer of aircraft control
- Touch-and-go procedures

- Procedures for simulating an inoperative engine
- Simulated abnormal and emergency procedures
- Response to an actual emergency
- Use of vision restriction devices

9.3.4.9. CREW QUALIFICATIONS. The crew, with the exception of the applicant, must be qualified and current. The safety pilot must have completed the operator's approved instructor or check pilot training program and be familiar with the procedures for blocking the controls against incorrect applicant responses.

9.3.4.11. VISION RESTRICTION DEVICES. For instrument flight maneuvers, a vision restriction device acceptable to the Inspector must be provided by the operator or applicant. The device must not limit the vision of the safety pilot or other crewmembers, including the Inspector. An Inspector or examiner shall not accept pillows, charts taped to windows, or other vision restriction devices that could jeopardize flight safety.

9.3.4.13. CONDUCT OF THE FLIGHT TEST IN AN AIRPLANE. Standard procedures, as specified in the operator's aircraft operating manual, must be followed in the performance of all maneuvers. All emergencies and abnormalities conducted in an airplane shall be simulated. An engine may be shut down and restarted in flight, provided the minimum altitude specified in the operator's aircraft operating manual is observed. Before a problem is introduced, the safety pilot shall announce to the crew that a simulated problem is being introduced.

A. Procedures for introducing simulated, abnormal, and emergency problems must be in accordance with the operator's aircraft operating manual, training manual, and other appropriate operator directives. Safety pilots may introduce problems by sounding a warning horn, a fire bell, or by illuminating a warning light, provided the warning can be produced with a test switch that does not activate a system. Circuit breakers will not be opened to introduce problems. When the emergency or abnormal checklist required by a simulated problem specifies that a circuit breaker be opened, the circuit breaker will only be opened if the action cannot be simulated, and the effect of opening the circuit breaker is to enhance safety. For example, it is permissible to disable the ground proximity warning according to the checklist, on a no-flap approach, because the warning would continue to sound throughout the approach. It would not be permissible, however, to pull a circuit breaker on an electrically driven hydraulic pump that could be turned off by a switch. Deactivated systems shall be fully reactivated immediately after the need for deactivation has been met. For example, in some airplanes a hydraulic system must be depressurized before an alternate landing gear extension can be performed. In this case, the hydraulic system should be re-pressurized immediately after the landing gear is extended. It is appropriate to use streamers or other devices as reminders that systems have been

deactivated.

B. On flight tests conducted entirely in an airplane, Inspectors and examiners shall not limit the problems given to applicants to the required engine failures only. Problems should be realistic. The selection of such problems in an airplane is more limited than in a flight simulator, due to both safety and operational limitations. Certain problems, however, can be practically and safely conducted in an airplane. Examples include a simulated instrument failure that leads to the selection of alternate switching, a simulated hydraulic failure requiring a diversion to a takeoff alternate, or a simulated electrical fault requiring alternate landing gear or flap extension.

C. Should an actual malfunction occur while an emergency is being simulated, the flight test shall be immediately suspended, all systems restored to normal, and the problem resolved before the flight test is restarted. If a throttle has been retarded when an actual malfunction occurs, the safety pilot shall immediately restore engine thrust to normal on all engines.

9.3.4.15. SAFETY. Safety is the specific responsibility of the safety pilot. The safety pilot must ensure that a testing event is not allowed to deteriorate to the point where flying safety is compromised. The safety pilot must take early and positive measures to prevent hazardous situations from arising. If the safety pilot takes control of the airplane due to no fault of the applicant, or before it was clear whether the applicant could or could not have recovered successfully, the event shall be repeated. If, however, the safety pilot believes there is a need to instruct, give directions, or take control of the airplane due to the lack of proficiency of an applicant, the event and the entire flight test must be considered unsatisfactory.

9.3.4.17. MODIFICATION OF EVENTS. Inspectors and examiners may need to modify events when the performance characteristics of an airplane used for a flight test make an event unsafe or unpractical. For example, the airplane certification regulations for light twin-engine airplanes may not require that the airplane be capable of climbing with a failed engine. In such airplanes, an engine-out missed approach may not be possible, or may be unsafe. Inspectors and examiners may also modify events to accomplish a flight test when weather, ATC, or traffic requirements make accomplishing a specific event in the conventional manner impossible. For example, if traffic flow prevents flying the published missed approach procedure, the Inspector or examiner may (in visual conditions and with ATC concurrence) construct an alternate procedure. The authority to modify events does not extend to modifying aircraft operating procedures.

9.3.4.19. DEBRIEFING. The Inspector or examiner shall inform the applicant of the results of the flight test and conduct a debriefing.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 3. AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION UNDER PART 61

Section 5. Practical Test Events in Rotorcraft (Helicopters)

9.3.5.1. TRAINING REQUIRED BEFORE PRACTICAL TEST. The ATP practical test is composed of an oral test and a flight test. Before conducting the flight test in a helicopter, the Inspector or examiner must review the applicant's training records. When flight training is conducted immediately before a flight test on the same flight, it is acceptable for the instructor to make oral certification that the required training is complete and that the applicant is ready for the test. In such a case, however, the training records must be completed and the written recommendation made after the flight.

9.3.5.3. PLANNING THE FLIGHT TEST. Planning is essential to the efficient and effective conduct of a flight test. When an instructor or check pilot acts as the safety pilot (and pilot-in-command (PIC)), the aviation safety inspector (Inspector) must coordinate closely with him in the planning. Ideally, Inspectors and examiners should plan to conduct the flight test at a location that provides for visual meteorological flight conditions, an uncontested air traffic environment, a non-noise sensitive environment, and an aerodrome with a number of navigational aids and runways that provide flexibility. Since these ideal conditions are usually not available, the flight test may have to be conducted under less than ideal circumstances. Inspectors and examiners are encouraged to coordinate with air traffic control (ATC) at the location selected for the flight test to ensure the test can be conducted in an acceptable manner. If the flight test cannot be conducted under acceptable conditions, the Inspector or examiner must reschedule the light test at a time and location where more satisfactory conditions prevail.

9.3.5.5. EVENTS TO BE EVALUATED DURING A HELICOPTER PRACTICAL TEST. The ATP/Type Rating Oral Test--Helicopter and the ATP/Type Rating Flight Test--Helicopter job aid checklists have been prepared for Inspectors and examiners to use when conducting practical tests (see Figures 9.3.5.1 and 9.3.5.2). Inspectors and examiners are encouraged to use the appropriate job aid to plan the practical test. Events not required for the class of helicopter may be marked off the job aid. For example, autorotations are not required in a multiengine helicopter.

9.3.5.7. PREFLIGHT BRIEFING. The Inspector or examiner shall ensure everyone who participates in the flight is adequately briefed.

A. Safety Pilot. The Inspector or examiner shall brief the safety pilot, if applicable, on the conduct of the flight. If an operator's instructor or check airman is the safety pilot, he must conduct the flight in accordance with the instructions given him by the Inspector. The safety pilot must provide normal crew coordination support but must not be permitted to lead the applicant when the applicant is expected to

take the initiative.

B. Applicant. The Inspector or examiner shall brief the applicant on the use of the second in command (SIC) (safety pilot) and helicopter equipment, including the autopilot. The applicant must perform the functions of the PIC. The applicant must be briefed to immediately relinquish control and assume SIC duties if a hazardous condition arises and the safety pilot must take control of the helicopter.

C. Safety Briefing. The safety pilot shall conduct a briefing on the procedures to be used. The safety pilot briefing must cover, but is not limited to, the following:

- Transfer of aircraft control
- Procedures for simulating an inoperative engine
- Simulated abnormal and emergency procedures
- Response to an actual emergency
- Use of vision restriction devices

9.3.5.9. CREW QUALIFICATIONS. The safety pilot must be fully qualified and current. The safety pilot, if other than the Inspector, must have completed the operator's approved instructor or check airman training program and be familiar with procedures used for blocking the controls against incorrect applicant responses.

9.3.5.11. VISION RESTRICTION DEVICES. For instrument flight maneuvers, a vision restriction device acceptable to the Inspector must be provided by the operator or applicant. The device must not limit the vision of the safety pilot or other crewmembers, including the Inspector.

9.3.5.13. CONDUCT OF THE FLIGHT TEST. The standard procedures specified in the operator's aircraft operating manual must be followed in the performance of all maneuvers. All emergencies and abnormalities conducted shall be simulated. Before a problem is introduced, the safety pilot shall announce to the crew that a simulated problem is being introduced.

A. Procedures for introducing simulated, abnormal, and emergency problems must be in accordance with the operator's aircraft operating manual, training manual, and other appropriate operator directives. Safety pilots may introduce problems by sounding a warning horn, a fire bell, or by illuminating a warning light, provided the warning can be produced with a test switch which does not activate a system. Circuit breakers will not be opened to introduce problems. When the emergency or abnormal checklist procedure specifies that a circuit breaker be opened, the circuit breaker will only be

opened if the action cannot be simulated and if the effect of opening the circuit breaker enhances the safety of the operation.

B. The Inspector or examiner shall not limit the problems given to the applicant to only the required engine failures. Problems should be realistic. Problems such as a simulated instrument failure which leads to the selection of alternate switching, a simulated hydraulic failure leading to a diversion to a takeoff alternate, or a simulated electrical fault requiring an approach with the stability augmentation system inoperative, may all be practically and safely conducted on a flight test.

C. Should an actual malfunction occur while an emergency is being simulated, the flight test shall be immediately suspended, all systems restored to normal, and the problem resolved before the flight test is reconvened. If a throttle is retarded when an actual malfunction occurs, the safety pilot shall immediately restore engine thrust to normal on all engines.

9.3.5.15. SAFETY PILOT. Safety is the specific responsibility of the safety pilot. The safety pilot must ensure that a testing event is not allowed to deteriorate to the point where flying safety is compromised. The safety pilot must take early and positive measures to prevent hazardous situations from arising. If the safety pilot takes control of the helicopter due to no fault of the applicant or before it is clear whether the applicant could or could not have recovered successfully, the event shall be repeated. If, however, the safety pilot feels a need to instruct, give directions, or take control of the helicopter due to a lack of proficiency by the applicant, the event and the entire flight test must be considered unsatisfactory.

9.3.5.17. PREPARATION AND SURFACE OPERATION EVENTS. An applicant shall be observed performing the inspection of the helicopter interior, exterior, and emergency equipment while performing engine-start, taxi, and powerplant checks in accordance with the operator’s aircraft operating manual.

A. Exterior Inspection. The exterior inspection is not an extension of the oral phase in which systems knowledge is examined, but is a demonstration of an applicant’s ability to perform a safety check. Inspectors and examiners shall limit questions to those necessary for determining whether an applicant can recognize components that are in an unsafe condition. The Inspector or examiner shall determine whether the applicant inspects these items in accordance with the procedures in the operator’s aircraft operating manual.

B. Cockpit Preflight Inspection. An applicant shall be required to complete the cockpit preflight check following the procedures in the operator’s aircraft operating manual while using the appropriate checklist. An applicant should be asked to demonstrate the use of the minimum equipment list (MEL) and to conduct a passenger briefing. In helicopters requiring more than one pilot, the proper challenges and responses to the checklist must be used.

C. Engine-Start and Rotor Engagement. The applicant shall be required to perform an engine-start

and rotor engagement using the correct procedures. Simulated problems may be introduced and should be carried through to the expected conclusion in line operations for the purpose of evaluating crew coordination and the applicant's proficiency.

D. Taxiing or Surface Hover. The Inspector or examiner shall evaluate the applicant's ability to safely maneuver the helicopter in proximity to the surface while managing outside vigilance and accomplishing cockpit procedures. The applicant must ensure that the taxi path is clear of obstructions, comply with local taxi rules and control tower instructions, make proper use of checklists, and maintain control of the helicopter and crew.

E. Powerplant Checks. Powerplant checks must be accomplished before takeoff in accordance with the operator's aircraft operating manual.

9.3.5.19. TAKEOFF EVENTS. The applicant must accomplish each of the following takeoff events. These events may be combined when convenient and practical.

A. Normal Takeoff. A normal takeoff is defined as a takeoff beginning from a standing position on the surface or from a stabilized hover and not accompanied by an engine failure or malfunction during the takeoff or initial climb phase.

B. Instrument Takeoff. An instrument takeoff is defined as one in which instrument conditions are encountered or simulated at or before reaching an altitude of 100 feet above the aerodrome elevation. The applicant shall be evaluated on control of the helicopter including transition to instruments as visual cues deteriorate. The applicant must also be evaluated on planning for the transition to an instrument navigation environment. This event may be conveniently combined with an area departure.

C. Engine Failure on Takeoff. The applicant must demonstrate the ability to maintain control of the helicopter with the simulated failure of a powerplant.

1) In single-engine helicopters, this event shall consist of a simulated power loss at a point (no lower than 500 feet above ground level (AGL)) requiring a descent to a location other than the departure point. This event need only be continued to a point where the Inspector or examiner can make a determination of the applicant's proficiency. The event shall be terminated in a power recovery. This is a potentially hazardous event and shall be presented in a realistic manner that is consistent with safety. Inspectors shall exercise care when introducing the simulated engine failure at a reasonable airspeed and altitude, and give ample consideration to the helicopter's characteristics, length of landing area, surface conditions, wind direction and velocity, and any other pertinent factors that may adversely affect safety. Inspectors and examiners shall not introduce a simulated power failure in a single-engine helicopter in an area where an actual touchdown could not be completed safely, should it become necessary.

2) In multiengine helicopters, the applicant shall demonstrate the ability to safely continue a takeoff with simulated failure of a powerplant at an airspeed that permits continued climb in forward flight.

3) Helicopter configuration, airspeed, and operational procedures shall be as recommended in the operator's aircraft operating manual.

D. Rejected Takeoff. A rejected takeoff is a potentially hazardous event. It should be presented in a realistic manner; however, it must be consistent with safety.

1) In single-engine helicopters, Inspectors and examiners shall introduce a simulated problem so that a quick stop is required. Inspectors and examiners shall not introduce a simulated powerplant failure when testing this event in a single-engine helicopter. Instead, this event might be introduced by requesting the applicant to climb over a simulated obstacle on takeoff. Once the takeoff is in progress, the Inspector or examiner can then inform the applicant that the climb will not clear the simulated obstacle.

2) In multiengine helicopters, Inspectors and examiners shall introduce a problem requiring an abort before the helicopter reaches a speed at which the helicopter is committed to takeoff.

3) Inspectors and examiners shall take precautions to introduce the simulated failure at a reasonable airspeed and altitude, giving due consideration to the helicopter's characteristics, length of landing area, surface conditions, wind direction and velocity, and any other pertinent factors that may adversely affect safety.

NOTE: The performance characteristics of some non-transport helicopters may make the introduction of a simulated engine failure on takeoff a potentially hazardous situation. When conducting a flight test in such helicopters, Inspectors and examiners should use their authority to waive or modify this event.

E. Crosswind Takeoff. A crosswind takeoff from a standing position on the surface or a stabilized hover must be evaluated on all flight tests. When appropriate, a crosswind takeoff may be evaluated simultaneously with other types of takeoffs.

9.3.5.21. CLIMB, EN ROUTE, AND DESCENT EVENTS.

A. Area Departures and Arrivals. The area departure and arrival events include intercepting radials, tracking, and climbs or descents with restrictions. When practical, a standard instrument departure or standard arrival should be used; however, many published procedures are not suitable for testing an

applicant's abilities. For example, common radar departures are essentially initial climb instructions for a radar hand-off. If a suitable published procedure is not available and circumstances permit, the Inspector or examiner shall give a clearance that presents the desired tasks. Inspectors and examiners should allow applicants full use of all installed equipment. The applicant's use of navigation equipment, use of other crewmembers, and adherence to air traffic control (ATC) clearances and restrictions shall be evaluated.

B. Holding. Inspectors and examiners should give holding clearances with adequate time available for the applicant to identify the holding fix, select the appropriate speed, and plan the entry. Applicants should be allowed the use of all aids normally available in the cockpit (such as wind drift readouts). At least the initial entry and one complete turn in the holding pattern should be completed before another clearance is issued. The applicant's performance shall be evaluated on the basis of compliance with the holding procedures outlined in the operator's aircraft operating manual, compliance with instructions issued by ATC, and the published holding criteria. Holding airspeed must be as specified by the operator's aircraft operating manual.

C. Steep Turns. This event consists of a level turn in each direction with a bank of 30 degrees, continuing for at least 180 degrees, but not more than 360 degrees. Airspeed, altitude, and bank angle must be controlled within the tolerances specified in the Airline Transport Pilot and Type Rating Practical Test Standards. Inspectors and examiners shall direct special attention to an applicant's smoothness, coordination, and orientation.

D. Unusual Attitude Recovery. An unusual attitude recovery shall be given at an altitude consistent with a safe recovery by the safety pilot, if the applicant is unable to make a proper recovery. The applicant must recognize the helicopter's attitude and respond correctly. Inspectors and examiners shall observe the minimum altitudes specified for this event in the operator's aircraft operating manual.

E. Settling with Power. The applicant must recognize and initiate immediate recovery from a critical rapid descent with power. For purposes of this maneuver, settling is reached when a perceptible buffet is felt or an indication of immediate settling is detected. If this event is prohibited in the operator's aircraft operating manual, it shall not be conducted in flight, but shall be tested orally.

F. Specific Flight Characteristics. This event consists of recovery from flight characteristics that are specific to the helicopter type. These specific flight characteristics, when applicable, are specified in the Federal Aviation Administration (FAA) Flight Standardization Board (FSB) report for the particular helicopter type. The Inspector or examiner shall evaluate the applicant on recognition and recovery from the specific flight characteristic, when applicable. The procedures used for recovery must be those specified in the operator's aircraft operating manual.

9.3.5.23. APPROACHES TO LANDINGS. The approaches described below are required on all flight tests but may be combined, when appropriate.

A. Instrument Landing System (ILS) Approaches. Inspectors and examiners shall require applicants to fly a minimum of one normal, all engines operative, ILS. In addition, when multiengine helicopters are used, one manually controlled ILS with an accompanying powerplant failure is also required.

1) When the operator's aircraft operating manual requires the use of a flight director, the flight director must be used during the manually controlled ILS approaches. If the manually controlled ILS approach is flown using a flight director, a raw data approach is not required to complete the flight test. When the flight director is used on an instrument landing system (ILS) approach, the applicant shall be required to use a decision height (DH) of 100 feet above the touchdown zone (TDZ). The DH shall be determined by the barometric altimeter. Inspectors and examiners shall ensure that the applicant is aware that this DH is for flight test purposes only and does not correlate to any minimums used in actual operations.

2) If the operator's aircraft operating manual permits the conduct of raw data ILS approaches, the operator must train applicants on the use of raw data for controlling the aircraft during the approach. In this case, the flight director must be used on at least one manually controlled ILS approach. While a raw data approach is not required to complete the flight test, Inspectors and examiners should occasionally require a raw data approach to determine whether the operator's training program is adequately preparing applicants. For raw data ILS approaches, the Inspector or examiner shall require the applicant to use a DH of 200 feet above the TDZ. The Inspector or examiner shall ensure that the applicant is aware that this DH is for flight test purposes only and does not correlate to any minimums used in actual operations.

3) When the operator's helicopters are equipped with autopilot couplers, at least one coupled autopilot ILS approach shall be flown. If the autopilot has the capability and the operator is authorized by operations specifications to conduct automatic landings, the coupled approach shall terminate in either an autolanding or a coupled-missed approach. When the flight test is conducted in a multiengine helicopter, the autopilot-coupled approach may be combined with the normal ILS (all engines operative) approach. This combination is permitted because the applicant's ability to manually control an ILS approach is evaluated on the ILS with an engine out.

4) The vision restriction device must remain in use until just before the helicopter arrives at the DH used for the flight test.

5) Flight crew procedures, helicopter configuration, and airspeeds must be as specified by the

operator's aircraft operating manual. During each phase of the approach, the airspeed must not deviate from the target speed by more than the tolerances specified in the practical test standards (PTS). The Inspector or examiner shall ensure that the applicant is aware that this DH is for flight test purposes only and does not correlate to any minimums used in actual operations. If the flight test is being conducted in actual weather conditions, the DH shall be the published DH.

B. Non-Precision Approaches. The Inspector or examiner shall require the applicant to demonstrate two different types of manually-controlled non-precision instrument approaches authorized by the operator's operations specifications.

1) The Inspector or examiner shall allow the applicant to use any aid usually available in the cockpit, such as flight director, drift, and ground speed readouts. Some operators train their pilots to perform non-precision approaches using the autopilot. While this training should be encouraged, at least one non-precision approach must be manually flown on the flight test.

2) The vision restriction device shall remain in place until the helicopter arrives at minimum descent altitude (MDA) and a distance from the runway approximating the required visibility for the approach.

3) Applicants must remain within the tolerance established for terrain clearance. Also, at the visual descent point or its equivalent, the aircraft must be in a position that it can be aligned with the runway without excessive maneuvering.

C. Circling Approach Maneuver. To qualify as a circling approach for flight test purposes, the procedure to be flown must require a change in heading from the final approach course to the runway heading of at least 90 degrees. This event may be waived if local conditions, beyond the control of the applicant (traffic or available approaches), prevent it from being conducted in a realistic manner.

1) The Inspector or examiner may modify the event. For example, with the tower's approval, the visual maneuver portion of the event could be entered from a modified visual flight rules (VFR) traffic pattern at a point downwind and abeam the touchdown point.

2) The angle of bank for a circling maneuver should not exceed 30 degrees. Altitude and airspeed must not exceed the tolerances specified in the PTS. The helicopter shall not descend below MDA until the runway environment is clearly visible to the applicant, and the helicopter is in a position for a normal descent to the touchdown point.

9.3.5.25. LANDING EVENTS. The following landings are required but may be combined when appropriate:

A. Normal Landing. A normal landing is defined as an approach to a stabilized hover or a touchdown, with normal power available. A normal landing can be accomplished from either a visual pattern or from a non-precision approach.

B. Landing in Sequence from an ILS Approach. On the landing from an ILS approach, the runway environment should become visible to the applicant as close as possible to the DH being used for flight test purposes. An applicant must complete the approach to a landing or stabilized hover without excessive maneuvering and within the runway TDZ. The approach angle must not be erratic, excessively steep, or shallow in the visual segment.

C. Crosswind Landing. Crosswind landings will normally be performed from a VFR traffic pattern, but may be combined from a non-precision approach.

D. Maneuver and Landing with a Powerplant Inoperative—Multiengine Helicopters Inspectors and examiners should introduce this event in a realistic manner. Consideration should be given to the helicopter mass, atmospheric conditions, and helicopter position. The helicopter position at the onset of the engine failure should allow enough room for the applicant to maneuver the helicopter and to exercise judgment.

E. Autorotation (Single-Engine Only). An autorotation is required for single-engine helicopters. Inspectors are cautioned to ensure that the landing area is appropriate for such operations. All autorotation approaches to off aerodrome sites will be terminated in power recoveries.

9.3.5.27. MISSED APPROACH EVENTS. Missed approaches from two separate instrument approaches are required to complete the flight test. At least one missed approach shall be flown through the entire missed approach procedure, unless traffic or ATC restrictions prevent completing the entire procedure. One missed approach is required from an ILS. When the flight test is conducted in a multiengine helicopter, one missed approach is required with the most critical powerplant inoperative. The engine-out and ILS missed approaches may be combined; however, to complete the flight test a minimum of two missed approaches are still required.

A. Inspectors and examiners must exercise good judgment concerning the performance characteristics of the helicopter involved when performing a missed approach with the critical powerplant inoperative. When helicopter performance is critical, Inspectors and examiners should use their authority to modify the event. For example, a go-around may be combined with a simulated powerplant failure at a safe altitude.

B. The applicant must promptly execute the missed approach procedure if the runway environment is not acquired at DH on an ILS approach. If the runway environment is not in sight on a non-precision approach, or if the aircraft is not in a position to land at the missed approach point, the applicant must

initiate a missed approach. If conditions on any type of approach prevent continuation of the approach, the applicant must initiate a missed approach. For example, a missed approach above DH might be required when an instrument failure flag appears. A missed approach is required if the helicopter is below DH or MDA and cannot be properly aligned with the runway, or if the applicant loses sight of the runway environment. The applicant must adhere to the published missed approach or the instructions given by ATC and observe the procedures and limitations in the operator's aircraft operating manual. An applicant must properly use the available aids and other crewmembers when making the transition back to the instrument navigation environment.

9.3.5.29. NORMAL AND ABNORMAL PROCEDURE EVENTS. The Inspector or examiner shall require the applicant to demonstrate the proper use of as many of the helicopter's systems and devices as necessary to determine if the applicant has a practical knowledge of the use of such systems. Evaluation of normal and abnormal procedures can usually be accomplished in conjunction with other required events and does not normally require a specific event to test the applicant's use of these systems and devices. The applicant's performance must be evaluated on the maintenance of helicopter control, the ability to recognize and analyze abnormal indications, and the ability to apply corrective procedures in a timely manner. Systems to be evaluated include, but are not limited to, the following:

- Anti-icing and deicing systems
- Autopilot and stability augmentation systems
- Navigation and airborne radar systems
- Any other available systems, devices, or aids available (such as flight management systems)

9.3.5.31. EMERGENCY PROCEDURE EVENTS. The applicant must be able to competently operate all installed emergency equipment and to correctly apply the procedures specified in the operator's aircraft operating manual.

A. Powerplant Failures. Inspectors and examiners may introduce malfunctions requiring an engine shutdown during the flight test. This provision is not intended as authority to require an unrealistic number of failures, but to permit such failures at times when they are most appropriate. Powerplant failures should be limited to those necessary for determining an applicant's proficiency. If a multiengine helicopter is not capable of maintaining altitude with an engine inoperative, applicants are expected to maintain the best engine-out climb speed while descending. The applicant must promptly identify the inoperative engine and initiate correct action while maneuvering the helicopter safely. Smooth application of flight controls and proper trim is required.

B. Other Emergency Procedures. Inspectors and examiners should sample as many of the following

events as necessary for determining whether an applicant is proficient in identifying and responding to emergency situations:

- Fire in flight
- Smoke control
- Hydraulic and electrical system failure or malfunctions (if safe and appropriate)
- Navigation or communications equipment failure
- Any other emergency procedures outlined in the operator's aircraft operating manual or training program

9.3.5.33. STANDARDS OF ACCEPTABLE PERFORMANCE. An applicant for the airline transport pilot (ATP) certificate must possess the highest degree of piloting skills and be the master of the helicopter, the crew, and the situation throughout the aircraft's operational envelope. In addition to the guidance on standards of performance for the oral test phase discussed in Volume 9, Chapter 1, Section 3, the following guidance applies to the ATP certificate.

A. Manipulative Skills. The manipulative skill standards for the ATP certificate are the most rigorous of all pilot certificates issued. The skills requirement for the ATP certificate and for other certificates differs not in the tolerances allowed but in the degree of mastery required. The applicant for an ATP certificate must demonstrate the ability to operate the aircraft smoothly under a complex set of circumstances. The applicant's performance must be such that the Inspector or examiner is never seriously in doubt of the successful outcome of each event of the flight test. The determination of whether an applicant's performance is acceptable or not is derived from the experience and judgment of the Inspector or examiner. It is imperative that Inspectors and examiners be fair and consistent when making their determinations. For example, weather, helicopter responsiveness, traffic, and other factors beyond an applicant's control may cause the applicant to deviate briefly during the accomplishment of a maneuver. In the case of turbulence, the applicant is expected to adhere to the procedures for adjusting the target speed as specified in the operator's helicopter operating manual. In such a situation, an applicant who makes a determined effort, who is generally successful in maintaining close control, and who does not deviate to the extent safety is compromised, should be considered to have met the standard.

B. Flight Management Skills. The term "pilot in command" (PIC) implies that the pilot is the leader of a crew and bears the final responsibility for the safe conduct of the flight. This standard, more than any other, distinguishes the successful applicant for an ATP certificate from those holding other grades of certificates. The ATP flight test must not be limited to a simple demonstration of a series of events. An

ATP applicant must demonstrate a mastery of complex problems, good judgment, situational awareness, cockpit management, and leadership skills.

9.3.5.35. DEBRIEFING. Inspectors and examiners shall inform the applicant of the results of the practical test and conduct a debriefing.

9.3.5.1. ATP/Type Rating Oral Test Job Aid—Helicopter

I. APPLICATION PHASE. The applicant must present:

[ ] FAA Form 8410-2 (application) completed and signed
[ ] Current medical certificate:

1. For original ATP: First class
2. For additional class or type rating: Third class

[ ] Pilot Certificate:

1. For original ATP: Commercial or equivalent
2. For additional class or type rating: ATP

[ ] Current or validated AC Form 8080-2, "Airman Written Test Report," for ATP or additional class rating. If validity date of oral extended, add the following comment to AC Form 8080-2: "The period of validity of this form has been extended in accordance with the applicable provisions of FAR § 61.39(b)," and date, and sign.
[ ] FAA Form 8060-5, "Notice of Disapproval of Application" (if applicable)
[ ] Training records showing applicant has successfully completed all ground training events including integration training

II. THE ORAL TEST

[ ] A. Knowledge of Aircraft Systems

[ ] Hydraulic
[ ] Pneumatic
[ ] Flight instruments
[ ] Landing gear, wheel
[ ] FMS, EFIS
[ ] Fuel
[ ] Electrical
[ ] Powerplants
[ ] Flight controls
[ ] Autopilot, F/D
[ ] Navigation systems
[ ] Rotor system

[ ] B. Knowledge of and ability to compute performance data, takeoff, landing, and cruise performance
[ ] C. Weight and balance
[ ] D. Ability to perform or state "Immediate Action" items
[ ] E. Knowledge of and ability to state operating limitations
[ ] F. Knowledge of related items (such as MEL)

9.3.5.2. ATP/Type Rating Flight Test Job Aid—Helicopter

GROUND OPERATIONS		
Preflight Inspection	[ ]	
Taxiing and Ground Hover	[ ]	
Powerplant Checks, Rotor Engagement	[ ]	
TAKEOFFS		
Normal	[ ]	
Instrument	[ ]	
Crosswind	[ ]	
With Powerplant Failure	[ ]	
Rejected Takeoff	[ ]	
INSTRUMENT PROCEDURES		
Area Departure	[ ]	
Area Arrival	[ ]	
Holding	[ ]	
Normal ILS Approach	[ ]	With F/D
Autopilot-Coupled ILS	[ ]	If equipped
Engine-Out ILS	[ ]	
Nonprecision Approach	[ ]	
Second Nonprecision Approach	[ ]	
Circling Approach	[ ]	
Missed Approach from an ILS	[ ]	
Engine-Out Missed Approach	[ ]	
IN-FLIGHT MANEUVERS		
Steep Turns	[ ]	
Settling with Power	[ ]	
Specific Flight Characteristics	[ ]	
Powerplant Failure	[ ]	
LANDINGS		
Normal Landing	[ ]	
Landing from an ILS	[ ]	
Crosswind Landing	[ ]	
Autorotation (Single-Engine)	[ ]	
From Circling Approach	[ ]	

NORMAL, ABNORMAL, AND EMERGENCY PROCEDURES—SAMPLE

[ ] Anti-Icing and Deicing; Hydraulic, Electrical, Pneumatic, and Other System Failures; Gear, Flaps, Control Systems; Navigation and Communications Equipment; Fire in Flight, Smoke Control; Decompression, Emergency Descent, Emergency Landing, and Evacuation

NOTE: Inspectors should refer to the appropriate section of ''Airline Transport Pilot and Type Rating Practical Test Standards'' (FAA-S-8081-5), as amended, for maneuver tolerances.

BRIEFINGS

[ ] A. Brief Applicant:
1. Departure point, destination, route, weather
2. Aircraft weight and fuel load
3. Role of inspector
4. Use of crewmembers and autopilot (Applicant is in command and must perform command duties successfully.)
5. Review minimums to be used on test

[ ] B. Brief Supporting Crewmembers:
1. Crew will perform normal duties of their positions
2. Will act in support role and not initiate. May be asked to delete calls, altitude alerts, etc.
3. Duties of safety pilot

[ ] C. Safety Pilot Briefing:
1. Use of hood
2. Transfer of controls
3. Simulated emergencies
4. Response to an actual emergency
5. Autorotations
6. Other specific events

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 3. AIRLINE TRANSPORT PILOT (ATP) CERTIFICATION UNDER PART 61

Section 6. Documentation Phase - ATP Applicants

9.3.6.1. PROCEDURES. The following procedures should be followed for all phases of an airline transport pilot (ATP) application:

A. Schedule Appointment. Inform the applicant to make application using the established application procedures and bring acceptable identification to the appointment (see Volume 5, Chapter 1, Section 3).

B. Applicant Arrives for Appointment. The applicant must bring the following documents to the appointment:

- Evidence of fee payment
- An airman certificate, if appropriate
- A current medical certificate
- A knowledge test report, if applicable
- A General Authority of Civil Aviation (GACA)-approved pilot school graduation certificate, if applicable
- A personal logbook or other records substantiating the flight experience required for the certificate

1) Determine if the applicant is an ATP certificate or seeking an ATP certificate with an additional type rating.

2) Verify the applicant’s identification.

3) Open the GACA Activity Report (GAR).

C. Review Application. Verify that the application is filled out accurately.

D. Establish Eligibility.

1) Determine if the applicant for meets the requirements regarding age, language and medical

qualifications (see General Authority of Civil Aviation Regulation (GACAR) §§ 61.53 and 61.173).

2) Determine that the applicant meets one of the following requirements:

• Holds at least a commercial pilot certificate with an instrument rating

• Holds a foreign ATP or commercial license without limitations, issued by an International Civil Aviation Organization (ICAO) member state; *or*

• Is a pilot in the Armed Forces of the Kingdom of Saudi Arabia whose military experience qualifies that pilot for a commercial pilot certificate under GACAR § 61.153

3) Determine if an applicant for an additional rating holds the required ATP certificate.

4) If the applicant's medical certificate and Statement of Demonstrated Ability (SODA), if any, state any limitation that would make a special medical flight test necessary, refer to Volume 9, Chapter 11.

5) Inspect the applicant's graduation certificate to verify that the applicant meets the applicable requirements.

6) Review the applicant's logbook or other records to determine if an ICAO limitation will be necessary at the satisfactory completion of the practical test. Ensure that the record of flight time in the application reflects the appropriate flight times.

7) Check the application to determine if the applicant has failed the ATP practical test. If the oral, simulator, and/or flight portions of the test were separate tests, the test completion dates should not exceed a 60-day time period.

8) Examine the applicant's knowledge test report or the test report from an approved school with knowledge test examining authority, if applicable.

9) If the applicant does not meet the requirements of GACAR §§ 61.53 and/or 61.173, prepare Notice of Disapproval (see Volume 9, Chapter 1, Section 6).

a) Inform the applicant of the reasons for denial.

b) Give an adequate explanation of how the applicant may correct the discrepancies.

9.3.6.3. SUCCESSFUL APPLICANTS OF ORAL TESTS AND FIRST SEGMENTS OF TWO-SEGMENT FLIGHT TESTS. Aviation safety inspectors (Inspectors) and examiners shall complete the following actions when an applicant's performance during an oral test or first segment of a two-segment flight test has been satisfactory:

A. Oral Test.

1) Inspectors and examiners should verify that the application is filled out correctly.

2) Inspectors and examiners shall complete a GACA Activity Report (GAR).

B. First Segment of a Two-Segment Flight Test.

1) Inspectors and examiners should fill out the appropriate spaces on the application.

2) Inspectors and examiners shall clearly indicate on the job aid those events that were not evaluated during the first segment by marking an "NE" (not evaluated) in the space provided. The job aid shall be dated, signed, and given to the applicant. The applicant should be instructed to give the job aid to the Inspector or examiner conducting the airplane segment of the test. See paragraph 9.3.6.9 below for guidance on documentation requirements for incomplete tests.

3) Inspectors and examiners shall complete the application.

9.3.6.5. DOCUMENTATION OF SUCCESSFULLY COMPLETED PRACTICAL TESTS. Applicants who have completed all requirements, including reaching the 23-year age requirement, are entitled to an airline transport pilot certificate.

A. Fully Qualified Applicants.

1) Inspectors and examiners shall complete the application.

2) Applicants shall be given the duplicate copy of the temporary certificate.

3) The job aid should be filed at the GACA office.

4) Inspectors and examiners shall complete the GAR.

5) Inspectors and examiners shall transmit the following documents to the GACA Certification & Licensing Division:

• Original of the Temporary Airman Certificate

• Superseded pilot certificate

• Airman Written Test Report (required on initial airline transport pilot (ATP) certification and new category ratings)

• Notice of Disapproval (if applicable)

B. Applicants Less Than 23 Years Old. Applicants who are less than 23 years old are issued letters of competency. Once an applicant presents proof of being 23 years old and a current Class I medical certificate, the letter of competency may be exchanged for an airline transport pilot certificate. When an applicant less than 23 years old successfully completes all test requirements, Inspectors and examiners shall complete the following:

1) Inspectors and examiners shall prepare and sign the letter of aeronautical competency in duplicate. The original of this letter is given to the applicant.

2) Inspectors and examiners shall complete the GAR.

3) Inspectors and examiners shall transmit the following documents to the Certification & Licensing Division:

• Duplicate copy of the letter of aeronautical competency

• Airman Written Test Report

• Notice of Disapproval (if applicable)

9.3.6.7. DOCUMENTATION OF FAILED PRACTICAL TEST. If an applicant fails the oral or flight aspects of the practical test, Inspectors and examiners shall accomplish the following:

A. Complete the Notice of Disapproval

B. Give the duplicate copy of the notice of disapproval to the applicant.

C. Instruct the applicant to retain the Airman Written Test Report.

D. Complete the applicable sections of the application. The ATP written qualifications job aid should be returned to the applicant.

E. Complete the GAR.

F. Forward the certification paperwork to the Certification & Licensing Division.

9.3.6.9. INCOMPLETE TESTS. The following guidance applies when tests cannot be completed for reasons other than failure of an applicant.

A. Oral Tests. When the oral test is incomplete, it must be completed by the same Inspector or examiner within 5 days. If the test cannot be completed by the same Inspector within 5 days, it shall be repeated in its entirety.

B. Flight Tests. When a flight test is incomplete, Inspectors and examiners shall mark the events that were not evaluated on the job aid. The job aid shall be dated, signed, and given to the applicant. The applicant should be instructed to give the job aid to the Inspector or examiner who completes the flight test. If the flight test cannot be completed within 30 days, it shall be repeated in its entirety. When a designated examiner is not an aircrew program designee (APD), that examiner must complete the flight test within 30 days or the flight test must be repeated in its entirety.

C. GAR. Complete the GAR.

9.3.6.11. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

- Airline transport pilot certificate
- Notice of Disapproval of application
- Letter of discontinuance

9.3.6.13. FUTURE ACTIVITIES. The applicant may return for an added category, class, or type rating.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 4. CERTIFICATION OF FLIGHT ENGINEERS UNDER PART 61

Section 1. Application Phase - Flight Engineer

9.4.1.1. APPLICABILITY. This section provides direction, guidance and procedures for the application phase of flight engineer (FE) certifications and/or the addition of class ratings to FE certificates. Aviation Safety Inspectors (Inspectors) and examiners should refer to the guidance found in Volume 9, Chapter 1, for general airmen certification information.

9.4.1.3. BASIC ELIGIBILITY FOR A FLIGHT ENGINEER CERTIFICATE. Per General Authority of Civil Aviation Regulation (GACAR) §§ 61.51, 61.53 and 61.293, the basic eligibility requirements for a Flight Engineer certificate are:

- Successfully complete academic level Grade 10 or an equivalent as deemed by the President
- Demonstrate an ability to read, speak, write, and understand the English language equivalent to/or greater than Operational Level (Level 4) of the Language Proficiency Rating Scale in Appendix A of GACAR Part 61
- Undergo recurrent evaluation of his English language proficiency at intervals specified in Appendix A to GACAR Part 61
- Be at least 21 years of age
- Hold at least a Class 2 medical certificate, or other evidence of medical qualification accepted for the issue of a flight engineer certificate
- Have either:
    - o A certificate of graduation from an approved flight engineer training program under GACAR Part 143 applicable to the aircraft category and class rating sought
    - o Completed an approved flight engineer training program of an air operator conducting operations under GACAR Part 121
- Pass the required practical test on the areas of operation listed in Appendix C of GACAR Part 143 that apply to the aircraft category and class rating sought

9.4.1.5. KNOWLEDGE TEST. Each applicant for an initial FE certificate must pass the basic knowledge test and a class rating knowledge test on the aeronautical knowledge areas listed in GACAR Part 143 or Part 121.887 (as applicable).

A. The following three class ratings are on the FE certificate:

- Reciprocating
- Turbopropeller
- Turbojet

B. Applicant may take the combined basic and turbojet class rating tests.

C. An applicant for an additional class rating to be added to an FE certificate only needs to take the appropriate class rating knowledge test.

NOTE: Applicants must meet all of the eligibility requirements except for age and flight training before being authorized to take a FE knowledge test or being issued an Airman's Authorization for Written Test.

D. When the applicant meets the requirements, the applicant is entitled to take the knowledge test. If the applicant plans to take the knowledge test at a different location or at a later date, the aviation safety inspector (Inspector) shall give the applicant the completed Airman's Authorization for Written Test with instructions to present it to the person conducting the test. The expiration date on the form will be 6 calendar-months from the date the form is completed. If appropriate, the inspector should remind the applicant that proof of age will be required for issuance of the certificate.

9.4.1.7. ELIGIBILITY FOR THE ORAL TEST. Before beginning the oral test, Inspectors or examiners should accept an applicant's Airman Written Test Report, with a passing score on the basic or class rating tests as proof that the applicant has met one of the general experience requirements.

A. The applicant must present a current Class 2 medical certificate or higher.

B. The applicant must complete the applicable portions of an Airman Certificate and/or Rating Application and present it to the Inspector or examiner.

C. An applicant who has failed a test segment must provide a copy of the Notice of Disapproval. An applicant who is unable to produce this Notice of Disapproval must repeat the entire test segment.

9.4.1.9. REQUIREMENTS TO EXTEND THE VALIDITY DATE OF AIRMAN KNOWLEDGE TESTS. An applicant may be eligible for an extension of the validity date of the knowledge test if they meet the eligibility requirements of GACAR Part 143, Appendix A.

9.4.1.11. ELIGIBILITY FOR THE FLIGHT TEST. An applicant must present evidence that they have graduated from either a GACAR Part 121 or Part 143 approved FE training course.

9.4.1.13. ENDORSEMENT OF FLIGHT ENGINEER APPLICANTS RETESTING AFTER FAILURE.

A. Applicant Additional Practice or Instruction. GACAR § 61.31(a) states that an applicant who fails a knowledge or practical test for that certificate may apply for retesting only after the applicant has received necessary additional training from an authorized instructor who has determined that the applicant is proficient to pass the test; and an endorsement from an authorized instructor who certifies that he has given the applicant additional instruction in each of the subjects failed and that he considers the applicant ready for retesting.

B. Endorser Eligibility. The following lists contain those persons (other than Inspectors), eligible to provide the appropriate endorsement for an FE applicant to retake either the knowledge test or practical test within 30 days of failure.

1) For the knowledge test:

- A certificated FE with an appropriate class rating
- A Kingdom of Saudi Arabia (KSA) Armed Forces FE instructor or standardization/evaluation FE for that airplane class
- An instructor employed by a training facility approved under GACAR Part 143

2) For the practical test:

- A certificated FE with an appropriate type rating who is current and qualified in accordance with GACAR § 121.781(a) or 125.337.
- A KSA Armed Forces FE instructor or standardization/evaluation FE who is current and qualified in the appropriate airplane type

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 4. CERTIFICATION OF FLIGHT ENGINEERS UNDER PART 61

Section 2. Oral and Flight Tests - Flight Engineer

9.4.2.1. APPLICABILITY. This section provides direction, guidance and procedures for the oral and flight test phase of flight engineer (FE) certifications and/or the addition of class ratings to FE certificates. Aviation Safety Inspectors (Inspectors) and examiners should refer to the guidance found in Volume 9, Chapter 1, for general airmen certification information.

9.4.2.3. ORAL TEST EVENTS. The events that should be evaluated on the oral test are specified in Figure 9.4.2.1, Flight Engineer Oral Test Job Aid.

9.4.2.5. ORAL TEST STANDARDS. In addition to the standards discussed in Volume 9, Chapter 1, applicants must be able to complete a typical takeoff data card. Applicants must also be able to apply corrections to the takeoff data computations, such as contaminated runway corrections, anti-skid inoperative corrections, and minimum equipment list (MEL)/configuration deviation list (CDL) penalties. Applicants must demonstrate the ability to extract aircraft performance data, such as maximum allowable altitude, cruise exhaust pressure ratio (EPR), anti-ice corrections, and landing data from the operator's aircraft operating manual.

9.4.2.7. CONDUCT OF A FLIGHT ENGINEER (FE) FLIGHT TEST. In addition to the specific guidance provided in this paragraph, Inspectors and examiners should refer to the guidance in Volume 9, Chapter 1, concerning the conduct of flight tests. Figure 9.4.2.2, Flight Engineer Flight Test Job Aid, will aid Inspectors and examiners in the planning and conduct of flight tests.

> **NOTE**: Per General Authority of Civil Aviation Regulation (GACAR) 61.27(c)(7), relief may be given for the use of advanced pictorials means instead of an aircraft to satisfy the airplane preflight inspection portion of the practical test *and* the performing of the normal procedures portion of the practical test using a Flight Simulation Training Device (FSTD) instead of an airplane.

A. Normal Procedures Phase. In the normal procedures phase of the flight test, the applicant must be able to perform the normal duties of an FE while interacting with a full crew during preflight, start, taxi, takeoff, climb, cruise, descent, landing, and securing the airplane. This demonstration must include airplane performance computations, cruise control, and the normal paperwork required by the operator. As a minimum, the flight profile must provide for a climb to a typical cruise altitude, a cruise portion long enough for the inspector or examiner to evaluate the applicant's proficiency in cruise flight, a descent into the terminal area, and an instrument approach.

B. Abnormal and Emergency Procedures Phase. The applicant must be able to perform the duties of an FE in abnormal and emergency conditions while interacting with a full crew. The abnormal and emergency procedures phase may be accomplished in a flight simulator.

1) The Inspector or examiner must evaluate the applicant performing as many procedures as necessary to determine the applicant's competence and proficiency. These procedures shall be selected from the operator's aircraft operating manual.

2) When possible, Inspectors and examiners should conduct the abnormal and emergency procedures phase of the flight test on the same flight simulator or airplane flight as the normal procedures phase. Abnormal procedures may be integrated into the normal procedures phase when practical and convenient. Emergency procedures may be evaluated on the same flight as the normal procedures phase, but must be conducted as a separate phase.

3) The Inspector or examiner should sequence events into a realistic scenario that tests the applicant's ability to interpret and analyze cockpit indications, operate the controls at the FE station, and coordinate with the other crewmembers while resolving these problems.

C. Flight Test Conditions. The following guidance applies to conditions under which FE flight tests must be conducted:

1) No flight tests or portions of flight tests may be conducted in airplanes on revenue flights.

2) On airplane flights, all crew positions except the FE's position must be occupied by qualified crewmembers. If the flight test is conducted in a flight simulator, all crewmembers do not need to be qualified and current, but they must be proficient in the duties of the positions they occupy. The operator must provide a means for ensuring that individuals who are not qualified and current to conduct line operations remain proficient. One way (but not the only way) the operator may satisfy this requirement is to conduct an annual proficiency check using the same standards as required for a pilot in command (PIC).

3) The Inspector or examiner conducting the flight test shall not occupy a crew position during the flight test.

4) Inspectors and examiners should avoid asking unnecessary questions, making comments, and shall discourage any conversation not specifically concerning the conduct of the flight test. Inspectors and examiners should take notes during the flight test for use during debriefing.

5) Inspectors and examiners should require that the preflight and postflight paperwork duplicates that used by the operator during line operations. This ensures that the test is realistic and allows

adequate evaluation of the applicant's performance.

9.4.2.9. FLIGHT TEST EVENTS. The following conditions and techniques for presenting selected maneuvers and procedures are provided to increase the standardization, reliability, and validity of the flight testing process. The inspector or examiner should vary the events as well as the sequence and conditions of those events presented. By varying the conduct of the flight test, the inspector or examiner can evaluate the adequacy of the operator's training program and the preparation of the applicant. Both the flight simulator and the airplane have unique advantages for flight tests. Inspectors and examiners should plan flight tests to use the advantages offered by either the flight simulator or the airplane.

A. Preflight Inspection. The applicant shall be observed performing the inspection of the aircraft interior, exterior, and emergency equipment in accordance with the operator's aircraft operating manual. These inspections should not be an extension of the oral test phase in which system knowledge is examined, but a demonstration of the applicant's ability to perform the appropriate safety checks. The Inspector or examiner shall limit questions to only those necessary for determining if applicants can recognize when a component is in an unsafe condition. The applicant shall be evaluated while performing inspections of those items specified in the operator's aircraft operating manual.

1) The Inspector should ask specific questions about what is to be examined and what is an acceptable or unacceptable state. For testing purposes, the exterior inspection may be conducted before or after the actual flight at the Inspector's or examiner's discretion.

2) The applicant shall be required to complete the FE's portion of the interior and cockpit preflight check using the procedures in the operator's aircraft operating manual. The proper challenges and responses to the checklist must be used. When the flight test is conducted in a flight simulator, it is appropriate for the Inspector or examiner to present minor malfunctions or to place switches out of position to determine if the applicant is accurately performing the specified checks. It is appropriate to include problems that require reference to the Minimum Equipment List (MEL).

B. Fuel Load. The applicant must demonstrate proficiency in the operator's procedures for checking and verifying the fuel load and management of the fuel panel. It is appropriate to present such problems as inoperative tank and totalizer gages or stuck fuel valves.

C. Engine Start Procedures. The applicant shall be required to perform the engineer duties during engine start, using the procedures specified by the operator's aircraft operating manual. When the flight test is conducted in a flight simulator, it is appropriate for the Inspector or examiner to present one or more abnormal conditions such as a hot start or malfunctioning air or start valve. The problem should be carried through to the conclusion that would be expected in line operations for the evaluation of

crew coordination and applicant proficiency.

D. Taxi. Inspectors and examiners shall evaluate the applicant's ability to perform the applicable checklists, to compute data, and to remain aware of clearances, restrictions, and radio calls.

E. Powerplant Checks. Powerplant checks should be accomplished before takeoff in accordance with the checklist. In a flight simulator, it is appropriate for an inspector or an examiner to present minor malfunctions to determine if the applicant is accurately performing these checks.

F. Takeoff and Climb. The applicant should be able to compute takeoff and climb performance. The applicant shall be required to demonstrate an ability to perform assigned duties in accordance with the operator's aircraft operating manual while remaining aware of the progress of the flight during takeoff and climb. The applicant should also be aware of traffic in the terminal area.

G. Cruise and Fuel Management. It is not necessary for the flight to remain in cruise flight for more than several minutes. The applicant shall be required, however, to establish cruise flight, compute required performance data, and complete the required paperwork. The applicant must be able to manage the fuel panel in accordance with the operator's aircraft operating manual. In the flight simulation training device (FSTD), the Inspector or examiner may accelerate the fuel burn to accomplish this evaluation in an expeditious manner. Inspectors and examiners should induce problems such as stuck fuel valves or fuel imbalance. The applicant may be required to re-compute range and fuel reserves for a diversion to an alternate aerodrome.

H. Descent and Approach. The applicant must demonstrate an ability to perform assigned duties in accordance with the operator's aircraft operating manual in the descent and approach phases. The applicant must remain aware of the progress of the flight and traffic in the terminal area. The applicant should be able to monitor an instrument approach and support the pilots with required crew coordination and "call outs" on the approach.

I. Abnormal and Emergency Procedures. These events are tests of the applicant's ability and proficiency in perceiving indications, analyzing conditions, and acting in accordance with the procedures prescribed by the operator's aircraft operating manual. Inspectors and examiners shall induce problems and observe the applicant's performance. These events are not to be conducted as an extension of the oral test.

9.4.2.11. STANDARDS OF PERFORMANCE. In addition to the guidance on the flight test phase in Volume 9, Chapter 1, Inspectors and examiners are provided the following specific guidance for judging an applicant's performance on an FE flight test:

A. Systems Operator Skills. The applicant must be proficient in interpreting cockpit indications, be

able to analyze the state of aircraft systems from these indications, and be proficient in operating the controls on the FE panel. The applicant must be sufficiently familiar with the operator's aircraft operating manual and systems operations to be able to select the correct procedure to apply in case of a malfunction.

B. Coordination Skills. The applicant must be able to establish priorities and accomplish required duties in a timely and accurate manner. An FE is more than a systems operator and must be able to act as a team member and maintain an awareness of the aircraft's position and current situation. An FE must be able to "keep the checklist moving" and anticipate the need for performance data and power settings. The FE must keep the pilots informed of the aircraft's systems status. The FE must also support the pilots on radio transmissions while scanning for other terminal area traffic and monitoring the approach procedure.

9.4.2.13. PLANNING A FSTD FLIGHT TEST SEGMENT. The most important factor in conducting an efficient flight test is proper planning. The following sequence is recommended:

A. Determine Flight Simulator/Training Device Capabilities. Inspectors and examiners should familiarize themselves with the capabilities of the specific FSTD to be used. The problems and malfunctions to be presented must be planned and the FSTD must be appropriately programmed.

B. Review the Operator's Manual . Inspectors shall acquaint themselves with the operator's aircraft operating manual, especially the sections on systems, crew coordination, and procedures.

C. Plan a Scenario. From the information learned in the previous steps, Inspectors or examiners should be able to construct scenarios that will permit the efficient use of time and which will present the testing events in a realistic sequence. The sequence of events and the environmental conditions in which the events are presented must be planned before the flight test. When planning subsequent flight tests, the events and the environmental conditions should be varied. This variety ensures that applicants are presented with new problems and that the flight testing includes a sampling of the operator's entire FE training program over a period of time.

D. Determine FSTD Operation. Either the Inspector or an operator's employee may operate the FSTD control panel during the flight test. Before an inspector operates the control panel, that Inspector must receive instruction and clearance from an authorized representative of the operator. When an operator's employee operates the control panel, that employee must be briefed on the sequence of events and signals to be used during the flight test. Inspectors shall not delegate the flight test planning function to an operator's employees. Inspectors must plan the sequencing of events and the conditions under which events are conducted.

9.4.2.15. APPLICANT BRIEFING. Before beginning the flight test, Inspectors or examiners shall brief

applicants on how the flight test is to be conducted and what is to be required of the applicant on the flight test. A briefing outline is included in applicable job aids. Inspectors and examiners are encouraged to develop their own expanded, individual supplements to the applicable job aid.

9.4.2.17. SUPPORTING CREW MEMBERS. All crew positions required by the approved aircraft flight manual (AFM) must be occupied by personnel qualified in accordance with this handbook during the flight test. Under no conditions will Inspectors or examiners conduct a flight test with a second applicant filling a crew position.

A. Inspectors and examiners shall brief supporting crew members that they are to perform their duties as specified in the operator's aircraft operating manual. The crew member acting as PIC must perform PIC functions realistically. Supporting crew members must provide normal crew coordination support; however, they shall not be permitted to lead the applicant when the applicant is expected to take the initiative.

B. The applicant's ability to compute takeoff and approach data is evaluated on the oral test. Unless data computation is specifically the FE's duty, it is not required during the flight test segment. Inspectors and examiners should coordinate with a supporting crew member to provide the data that will be required during the flight test.

9.4.2.19. CONDUCTING A FLIGHT TEST IN A FSTD. Conducting a flight test in a FSTD is a skill requiring study and practice. Inspectors and examiners must endeavor to conduct flight tests in a manner that reproduces actual flight conditions as accurately as possible.

A. When possible, the initial flight test parameters should be programmed into the FSTD before the applicant arrives, or this should be accomplished by someone other than the Inspector or examiner. The Inspector's or examiner's attention needs to be focused on the actions of the applicant and crew during the cockpit preparation phase of the flight test.

B. The flight test must be paced so that applicants are not rushed, but events proceed in an orderly and efficient manner. Experience has shown that a proficient inspector or examiner can conduct a complete initial FE certification or added class rating simulator flight test in approximately 1-1/2 hours. A flight test that extends beyond 2 hours may indicate poor performance on the part of the applicant or poor technique on the Inspector's or examiner's part.

C. The FSTD should not be frozen in position. During the cruise phase, the FSTD may be moved along the flight plan route to facilitate entry into the descent and approach phase. The fuel burn may be accelerated or adjusted to accommodate moving the flight simulator ahead. Inspectors and examiners shall ensure that the aircraft's ground speed and fuel burn, however, are not accelerated until the applicant has demonstrated proficiency in fuel management.

D. Inspectors and examiners are required to evaluate the normal, abnormal, and emergency procedures that are published in the operator's aircraft operating manual. Two or three of these events is a reasonable number per flight test and should accomplish the purpose of ensuring that the applicant is proficient throughout the range of events in which training was conducted. The flight test is a test of proficiency and not of endurance. Inspectors and examiners are cautioned to exercise judgment and not to unnecessarily extend a flight test.

E. When a FSTD malfunctions, it may appear to the applicant to be a problem with an aircraft system. When this or any other problem occurs, the applicant should not assume that the problem is a FSTD malfunction, but should deal with it as though the problem has been encountered in an airplane.

F. Occasionally, a flight test will be delayed or interrupted due to malfunctions or power failures. When such interruptions occur, Inspectors or examiners should be aware of the applicant's nervousness or fatigue. In fairness to the applicant, it may become necessary for the Inspector or examiner to reschedule the remaining portion of the test segment.

9.4.2.21. CONDUCTING A FLIGHT TEST IN AN AIRPLANE. Previous planning is essential for the efficient conduct of a flight test in an airplane. The Inspector or examiner must coordinate closely with the PIC in planning. Standard procedures as specified in the operator's aircraft operating manual must be followed in the performance of all events. All emergencies and abnormalities conducted in an airplane shall be simulated. An engine may be shut down and restarted in flight, provided the minimum altitude specified in the operator's aircraft operating manual is observed. Before a problem is introduced, the Inspector, examiner, or PIC, as appropriate, shall announce to the crew that a simulated problem is being introduced.

A. Procedures for introducing simulated abnormal and emergency problems must in accordance with the operator's aircraft operating manual, training manual, or other directives. Inspectors and examiners may introduce problems by sounding a warning horn, a fire bell, or by illuminating a warning light, provided the warning can be produced with a test switch that does not activate a system. Circuit breakers will not be opened to introduce problems. When an emergency or abnormal checklist procedure requires a circuit breaker to be opened, the circuit breaker will only be opened if the action cannot be simulated and the effect of opening the circuit breaker enhances the safety of the operations. For example, it is permissible to disable the ground proximity warning according to the checklist, on a no-flap approach, because the warning would continue to sound throughout the approach. It would not be permissible, however, to open a circuit breaker on an electrically driven hydraulic pump that could be turned off by a switch. Deactivated systems shall be fully reactivated immediately after the need for deactivation is over. For example, in some airplanes a hydraulic system must be depressurized before an alternate landing gear extension can be performed. In this case, the hydraulic system should be re-pressurized immediately after the landing gear is extended. It is appropriate to use streamers or other devices as reminders that systems have been deactivated.

B. On flight tests conducted entirely in an airplane, Inspectors and examiners shall not limit the problems given to applicants to the required engine failures only. Problems should be realistic. The selection of such problems in an airplane is more limited than in a FSTD because of both safety and operational limitations. Certain problems, however, can be practically and safely conducted in an airplane. Examples include simulated instrument failures that lead to the selection of alternate switching, demonstration of manual operation of the pressurization system, or simulated electrical faults requiring alternate landing gear or flap extension.

C. Should an actual malfunction occur while an emergency is being simulated, the flight test shall be immediately suspended, all systems restored to normal, and the problem resolved before the flight test is restarted. If a throttle has been retarded when an actual malfunction occurs, the safety pilot shall immediately restore engine thrust to normal on all engines.

9.4.2.23. DEBRIEFING. The Inspector or examiner shall inform the applicant of the result of the flight test segment during the debriefing.

Figure 9.4.2.1. Flight Engineer Oral Test Job Aid

I. APPLICATION PHASE

[ ] Completed the Application for Airman Certificate and/or Rating
[ ] Instructor's recommendation (signed)
[ ] Current Class Two medical certificate
[ ] Current or validated Airman Written Test Report, for applicable class rating
[ ] Notice of Disapproval, (if applicable)
[ ] Flight Engineer Certificate (if additional class rating)
[ ] Training Records

II. THE ORAL TEST

[ ] A. KNOWLEDGE OF AIRCRAFT SYSTEMS

[ ] Hydraulic	[ ] Electrical
[ ] Pneumatic	[ ] Powerplants
[ ] Flight instruments	[ ] Flight controls
[ ] Landing gear, wheel	[ ] Fuel
[ ] Propellers, if applicable	[ ] Pressurization
[ ] Air conditioning	

[ ] B. Knowledge of and ability to compute performance data, takeoff, landing, and cruise performance

[ ] C. Mass and balance

[ ] D. Ability to perform or state "Immediate Action" items

[ ] E. Knowledge of and ability to state operating limitations

[ ] F. Knowledge of MEL

Figure 9.4.2.2. Flight Engineer Flight Test Job Aid

APPLICANT NAME: _____

I. APPLICATION PHASE

[ ] Completed the Application for Airman Certificate and/or Rating
[ ] Instructor's recommendation (signed)
[ ] Current Class Two medical certificate
[ ] Current or validated Airman Written Test Report, for applicable class rating
[ ] Notice of Disapproval, (if applicable)
[ ] Flight Engineer Certificate (if additional class rating)
[ ] Training Records

II. FLIGHT CHECK PHASE

[ ] Oral test completed within last 60 days

CONDUCT BRIEFINGS

[ ] Brief applicant:
1. Evaluation will be on situational understanding, alertness, crew coordination, and the ability to perform the required procedures
2. Assume all malfunctions are real, not a simulator problem
3. Departure point, destination, aircraft mass, fuel, and weather

[ ] Brief supporting crewmembers:
1. Are to perform normal duties
2. Coordinate who is to operate simulator controls

CONDUCT OF NORMAL PROCEDURES SEGMENT

[ ] Exterior Preflight
[ ] Interior Preflight
[ ] Panel Set-Up
[ ] Fuel Load
[ ] Engine Start Procedures
[ ] Taxi and Before Takeoff Procedures
[ ] Takeoff and Climb
[ ] Pressurization
[ ] Cruise and Fuel Management
[ ] Descent and Approach
[ ] After Landing and Securing

[ ] Crew Coordination
[ ] Situational Awareness, Traffic Scan, etc.
[ ] Performance Computations
[ ] Anti-ice, Deice

CONDUCT ABNORMAL AND EMERGENCY PROCEDURES SEGMENT

Conduct as many abnormal and emergency procedures as required to evaluate applicant on the following:
[ ] Troubleshooting
[ ] Knowledge of the Checklist
[ ] Ability to Perform Procedures
[ ] Crew Coordination

III. DOCUMENTATION PHASE

[ ] Debrief applicant on performance

SUCCESSFUL APPLICANTS OF FINAL SEGMENT OF FLIGHT TEST:

Applicants more than 21 years old:

[ ] Receive from applicant:
1. Superseded certificate (if additional class rating)
2. Airman Written Test Report
3. Notice of Disapproval, (if applicable)

[ ] Complete Temporary Airman Certificate, in duplicate
[ ] Issue Temporary Airman Certificate to the applicant
[ ] Mark, date, and sign, Application for Airman Certificate and/or Rating
[ ] Complete the GAR
[ ] Attach items 1-3, the original temporary certificate, and the GAR to the application and forward to the Certification and Licensing Division

Applicants less than 21 years old:

[ ] Mark, date, and sign the Application for Airman Certificate and Rating
[ ] Prepare letter or aeronautical competency duplicate
[ ] Give original letter of aeronautical competency to applicant
[ ] Complete the GAR

[ ] Attach the following to the application and forward the paperwork to the Certification and Licensing Division:

- [ ] Airman Written Test Report
- [ ] Notice of Disapproval of Application, (if applicable)
- [ ] Duplicate letter of Aeronautical Competency
- [ ] GAR

UNSUCCESSFUL APPLICANT

[ ] Mark, date, and sign the application
[ ] Complete Notice of Disapproval, in duplicate, indicating items to be accomplished on the rest, and the oral and simulator test dates, as applicable
[ ] Issue copy of Notice of Disapproval to applicant
[ ] Complete the GAR

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 4. CERTIFICATION OF FLIGHT ENGINEERS UNDER PART 61

Section 3. Documentation Phase - Flight Engineer

9.4.3.1. APPLICABILITY. This section provides direction, guidance and procedures for the documentation phase of flight engineer (FE) certifications and/or the addition of class ratings to FE certificates. Aviation safety inspectors (Inspectors) and examiners should refer to the guidance found in Volume 9, Chapter 1, for general airmen certification information.

9.4.3.3. SUCCESSFUL APPLICANTS OF ORAL TESTS AND FIRST SEGMENTS OF TWO-SEGMENT FLIGHT TESTS. This paragraph applies to oral tests and the first segment of two-segment flight tests. If the applicant has completed the entire flight test in either a flight simulation training device (FSTD) or an airplane, refer to paragraph 9.4.4.5 below. Inspectors and examiners shall complete the following actions when an applicant's performance on the oral test or simulator segment of a two-segment flight test has been satisfactory:

A. Complete the applicable portions of the Application for an Airman Certificate and/or Rating Form. Return it to the applicant with instructions to present it to the Inspector or examiner conducting the next segment of the flight test.

B. Enter on the job aid those events that were not evaluated by marking an "NE" (not evaluated) in the space provided. Date, sign, and give the job aid to the applicant. Instruct the applicant to give the job aid to the Inspector or examiner who completes the flight test.

C. Complete a GACA Activity Report (GAR), and place it in the General Authority of Civil Aviation (GACA) office file.

9.4.3.5. SUCCESSFUL COMPLETION OF THE ENTIRE FLIGHT TEST.

A. An applicant who is less than 21 years old shall be issued a letter of aeronautical competency stating that the applicant has met all the requirements for a flight engineer (FE) certificate except for age. See Figure 9.4.3.1 at the end of this section for a sample letter of aeronautical competency. When an applicant presents proof of reaching age 21 and a current Class 2 medical certificate, the letter of aeronautical competency may be exchanged for a temporary airman certificate. For applicants less than 21 years of age, Inspectors and examiners shall complete the following:

1) Complete the letter of aeronautical competency in duplicate and give the original copy of this letter to the applicant.

2) Attach the following documents to the application form and transmit the certification paperwork to the Certification & Licensing Division:

• Duplicate copy of the letter of aeronautical competency

• Airman Written Test Report

• Notice of Disapproval, if applicable

• GACA Activity Report (GAR)

B. Applicants who have completed all requirements, including reaching 21 years of age, are entitled to a temporary airman certificate. Inspectors and examiners shall complete the following:

1) Prepare a Temporary Airman Certificate, in duplicate for all fully qualified applicants.

2) When the normal procedures phase of the flight test has been conducted in a FSTD without an approved Line-Oriented Flight Training (LOFT) scenario place a restriction on the airman's certificate that reads, "This certificate is subject to the provisions of GACAR § 61.27(c)(7)(iv), as amended".

3) Give the applicant the duplicate copy of the temporary airman certificate.

4) Complete the GAR.

5) Attach the following documents to the application and forward the certification paperwork to the Certification & Licensing Division:

• Original copy of the Temporary Airman Certificate

• The superseded Flight Engineer Certificate, if the test was conducted for an additional class rating

• Airman Written Test Report

• Notice of Disapproval, if applicable

• GACA Activity Report (GAR)

9.4.3.7. DOCUMENTATION OF FAILED ORAL TESTS OR FLIGHT TESTS. If an oral test or flight test

is terminated due to unsatisfactory results, Inspectors and examiners shall accomplish the following:

A. Complete the Notice of Disapproval in duplicate, and give the duplicate copy to the applicant. See Volume 9, Chapter 1.

B. Instruct the applicant to retain the Airman Written Test Report.

C. Complete the application and the job aid.

D. Complete the GACA Activity Report (GAR).

E. Attach the original Notice of Disapproval and the GAR to the application and forward the certification paperwork to the Certification & Licensing Division.

9.4.3.9. INCOMPLETE TESTS. The following directions apply when tests cannot be completed for reasons other than failure of an applicant:

A. Oral Tests. When an oral test is incomplete, it must be completed by the same Inspector or examiner within 5 days. If the oral test cannot be completed by the same Inspector or examiner within 5 days, the test shall be repeated in its entirety.

B. Flight Tests. When a flight test is incomplete, Inspectors and examiners shall indicate, on the job aid, the events that were not evaluated by marking an “NE” (not evaluated) in the space provided. The job aid shall be dated, signed, and given to the applicant. The applicant should be instructed to give the job aid to the Inspector or examiner who completes the flight test. The application form shall be returned to the applicant. If the flight test cannot be completed within 30 days, it shall be repeated in its entirety.

C. GAR. The GAR shall be completed by the Inspector or examiner and forwarded to the Certification & Licensing Division.

Figure 9.4.3.1. Sample Letter of Competency - Flight Engineer

GACA Letterhead

This memorandum is evidence that [Insert Name] has successfully completed the written, oral and flight test for a Flight Engineer Certificate with a [Insert Class] rating.

The applicant may obtain a temporary airmen certificate from the GACA upon presenting the following:

• Proof of having reached 21 years of age

• Current Class 2 medical certificate

• Current application form

_____

Inspector Signature

_____

Inspector Name

_____

Date

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 4. CERTIFICATION OF FLIGHT ENGINEERS UNDER PART 61

Section 4. Flight Engineer Proficiency Check

9.4.4.1. GACA ACTIVITY REPORT (GAR).

A. 1356 (OP)

9.4.4.3. OBJECTIVE. The objective of this task is to determine an applicant's qualification to act as a flight engineer in General Authority of Civil Aviation Regulations (GACAR) Part 121 and 125 operations. Successful completion of this task results in an indication of satisfactory or unsatisfactory performance on General Authority of Civil Aviation (GACA) Airman Competency/Proficiency Check Form.

9.4.4.5. GENERAL. Some aircraft are type certificated for three flight crewmembers (e.g., B-727, DC-10), and operators using such aircraft must employ flight engineers. An existing operator wishing to use a flight engineer crew member who does not meet the recency of experience requirements will request a proficiency check from the GACA if the operator has no flight engineer check pilot. An applicant for a GACAR Part 125 operating certificate will have prospective flight engineers evaluated as part of the demonstration and inspection phase during certification. If the prospective flight engineer does not meet the recency of experience requirements, the proficiency flight check must be conducted.

A. Existing Operators. The principal operations inspector (POI) is responsible for ensuring that flight engineer flight checks are accomplished when they are requested by an operator. The POI may conduct the check or may assign a qualified Inspector (Operations) to do so.

9.4.4.7. FLIGHT ENGINEER QUALIFICATIONS. For GACAR Part 121 and 125 operations, a person may serve as a required flight engineer, if that person has:

A. Flight Time Requirements. Within the preceding 6 calendar-months, at least 50 hours of flight time as a flight engineer on the type of airplane involved, or the President has checked that person on that type airplane and determined that person is familiar and competent with all essential current information and operating procedures.

NOTE: For GACAR Part 121 operations: Within the preceding 12 months, satisfactorily completed recurrent ground and flight training for that aircraft and crew member position and a flight check (Per GACAR § 121.835 (c)(1)(i)).

B. Medical Certificate Requirements. The flight engineer must also hold at least a Class 2 medical

certificate issued under GACAR Part 67 within the preceding 12 months.

C. Flight Engineer Class Ratings. The flight engineer must have at least one of the following aircraft class ratings on the flight engineer certificate as appropriate:

- Reciprocating engine powered
- Turbopropeller powered
- Turbojet powered

9.4.4.9. USE OF FLIGHT SIMULATORS FOR FLIGHT ENGINEER CHECKS. Flight simulation training devices (FSTDs) approved by the President in accordance with GACAR Part 60 may be used for checking required by the GACARs.

9.9.9.11. KNOWLEDGE PORTION OF THE FLIGHT ENGINEER FLIGHT CHECK. In addition to the topics covered in paragraph 9.4.4.21 D and E below, the Inspector must determine that the applicant is familiar and competent with all essential current information and operating procedures used by the operator. The oral or written test must be designed for the make and model airplane to be used for the test. If a FSTD is used, the oral or written test must reflect the make and model airplane the flight engineer will be flying.

9.4.4.13. FLIGHT CHECK JOB AIDS. Figure 9.4.2.2, Flight Engineer Flight Check Job Aid, may be used to assure that all appropriate areas are covered during the check.

9.4.4.15. EVALUATING FLIGHT ENGINEERS.

A. Unsatisfactory Items. Any item found unsatisfactory results in a failure of the entire flight check.

B. Evaluation Criteria. In addition to the objective standards provided in paragraph 9.4.4.21, the Inspector bases the decision on the following:

- The flight engineer’s timeliness and accuracy in execution of duties
- The flight engineer’s comfort at panel
- How well the flight engineer coordinated with the other crew members

9.4.4.17. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of regulatory requirements in GACAR Part 121 and 125, GACA policies, flight engineer flight check procedures, task background, and qualification as an

Inspector (Operations).

B. Coordination. This task requires coordination with the principal operations inspector (POI).

9.4.4.19. REFERENCES, FORMS, AND JOB AIDS.

A. References:

• GACAR Part 61, 121 and 125

B. Forms.

• GACA Activity Report (GAR)

• Airman Competency/Proficiency Check Form

C. Job Aids. Figure 9.4.2.2, Flight Engineer Flight Check Job Aid

9.4.4.21. PROCEDURES.

A. GACA Receives Request for Flight Engineer Check. Requests for flight engineer checks come from Part 121 and 125 operators who do not have the services of a flight engineer check pilot.

B. Schedule Flight Check. Based on Inspector workload and office requirements, schedule a date, place, and time for the check.

C. Verify Applicant's Identity and Certificates .

1) Determine if the person holds a flight engineer certificate appropriate for the airplane used in the check.

2) Determine if the person holds at least a valid Class 2 medical certificate.

D. Conduct the Knowledge Portion of the Flight Engineer Check. The knowledge portion of the check consists of an oral or written test covering the following subjects:

• The GACAR parts that apply to flight engineers

• The theory of flight and aerodynamics

• Basic meteorology with respect to engine operations

• Center of gravity computations

• Preflight of the airplane to be used in the check

• Calculation of aircraft performance data

• Airplane equipment

• Airplane systems, including specifications, construction features, flight controls, hydraulic systems, pneumatic systems, electrical systems, anti-icing and de-icing systems, pressurization and air-conditioning systems, vacuum systems, pitot-static systems, instrument systems, and fuel and oil systems

• Engines, including construction features, lubrication, ignition, carburetion and induction, supercharging and fuel control systems, accessories, propellers, and instrumentation

• Airplane loading

• Airplane procedures and engineer operations with respect to limitations

• Normal operating procedures (ground and flight), including, as appropriate, servicing methods and procedures; operation of all airplane systems; operation of all engine systems; aircraft loading and center of gravity computation; cruise control (normal, long range, maximum endurance); power and fuel computation; and meteorology as applicable to engine operation

• Emergency procedures and emergency equipment as appropriate to:

  o Landing gear, brakes, flaps, speed brakes, and leading edge devices

  o Pressurization and air-conditioning

  o Portable fire extinguishers

  o Fuselage fire and smoke control

  o Loss of electrical power

  o Engine fire control

  o Engine shut-down and restart

o Oxygen

o Hydraulic system

o Fuel system

• Mathematical computation of engine operations and fuel consumption.

NOTE: If the flight engineer fails the knowledge portion of the test, determine whether or not to continue with the skill or flight portion of the test.

E. Conduct the Skill Portion of the Flight Engineer Check.

1) Observe the flight engineer conduct a walk-around inspection.

• The inspection must be in accordance with the GACA-approved aircraft flight manual or the company manual

• The inspection must include the procedures outlined in the Flight Engineer Flight Check Job Aid (Figure 9.4.2.2)

2) Observe the flight engineer's performance during servicing. The flight engineer must adhere to the safe operating procedures outlined in the company policies and procedures manual and the approved aircraft flight manual.

3) Observe the flight engineer's performance during engine start, power checks, pre-takeoff procedures, post landing procedures, and shutdown procedures. The flight engineer must follow the procedures in the company policies and procedures manual and the approved aircraft flight manual.

4) Observe inflight performance of assigned duties during taxi, run-up, takeoff, climb, cruise, descent, approach, and landing. The flight engineer must follow safe operating practices and procedures in the company policies and procedures manual and the approved aircraft flight manual.

5) Observe normal duties and procedures relating to the airplane, airplane engines, propellers (if appropriate), other systems and appliances, including power control, temperature control, engine operations analysis, operation of all systems, fuel management, logbook entries, pressurization, and air conditioning. The flight engineer must follow safe operating practices and procedures in the company policies and procedures manual and the approved aircraft flight manual.

6) Observe the flight engineer performing emergency duties and procedures. The flight engineer must recognize and take appropriate action for malfunctions of the airplane, engines, propellers (if appropriate), systems and appliances, including:

- Analysis of abnormal engine operation
- Analysis of abnormal operation of all systems and corrective actions
- Engine fire control
- Fuselage fire control
- Smoke control
- Loss of power or pressure in each system
- Engine overspeed
- Fuel dumping
- Landing gear, spoilers, speed brakes, and flap extension and retraction
- Engine shut-down and restart
- Use of oxygen

F. Evaluate the Flight Engineer's Performance .

1) If the flight engineer failed the check:

- Debrief the flight engineer on the reasons for failure
- Complete the Notice of Disapproval
- Give one copy of the completed Notice of Disapproval to the flight engineer and one copy to the GACA office file.
- Make the appropriate GAR entry

2) If the flight engineer passed the check:

• Debrief the flight engineer, emphasizing good points and indicating areas that were satisfactory but marginal

• Complete Airman Competency/Proficiency Check Form

• Give one copy of the completed Airman Competency/Proficiency Check Form to the flight engineer and place one copy in the GACA office files

• Make the appropriate GAR entry

9.4.4.23. TASK OUTCOMES. Completion of this task results in either:

• A completed Airman Competency/Proficiency Check Form indicating approval, or

• A completed Notice of Disapproval, indicating failure

9.4.4.25. FUTURE ACTIVITIES. The records of any flight engineer checked will be reviewed as part of future surveillance.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 1. General Information

9.5.1.1. OBJECTIVE. This chapter provides guidance for certificating mechanics and repairmen under General Authority of Civil Aviation Regulation (GACAR) Part 66. Section 1 addresses the generic certification process, common to all applicants. Section 2 addresses the issuance of Airframe, Powerplant and Avionics ratings for mechanics. Section 3 addresses repairman certificates and added privileges. Section 4 addresses the certification of light-sport aircraft (LSA) repairmen. Sections 5 and 6 address the issuance and renewal of an Inspection Authorization (IA).

9.5.1.3. APPLICATION. Application for a certificate, rating or authorization under GACAR Part 66 must be made on a Mechanics Certificate and/or Rating Application. Each person who applies for a certificate, rating, or authorization must show evidence that the fee prescribed in the Implementation Regulation of the Civil Aviation Tariff Act has been paid.

9.5.1.5. DURATION OF CERTIFICATE. A certificate, rating, or authorization issued under GACAR Part 66 is effective until:

- The validity date on the certificate, rating, or authorization is expired or
- The certificate, rating, or authorization is surrendered, suspended, or revoked

NOTE: See GACAR § 66.81 for the specific duration of an IA.

9.5.1.7. RENEWAL AND REINSTATEMENT OF CERTIFICATE.

A. Non-Expired Certificate. A certificate holder may apply for renewal of that certificate any time within 3 months before the expiration date indicated on the certificate. The application for renewal must be submitted to the General Authority of Civil Aviation (GACA) at least 30 working days in advance of expiration to permit processing of the application and issuance of the new certificate. The application for renewal must be accompanied by proof that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act.

B. Expired Certificate. If the certificate holder fails to renew that certificate before the expiration date indicated on the certificate, he may apply for reinstatement of the expired certificate at any point within 2 years of the expiration date. But, if the certificate holder fails to apply for reinstatement of that certificate within 2 years after the date of expiration, he may not apply for reinstatement of that

certificate, and must satisfy the applicable requirements of GACAR Part 66 for original issuance of the certificate and any associated ratings.

9.5.1.9. DISPLAY OF CERTIFICATE. Each certificate or authorization holder must keep it within the immediate area where he normally exercises the privileges of the certificate and must present it for inspection upon the request of the President or an authorized representative of the Aviation Investigation Bureau (AIB), or other appropriate government authority.

9.5.1.11. AMENDMENTS TO CERTIFICATES. An amendment to an airman's certificate is necessary whenever a change in name, address, change in citizenship/nationality, error in birth date and for the replacement of a lost certificate. When amending airman certificates for name and address changes, aviation safety inspectors (Inspectors) should use the guidance found in Volume 9, Chapter 1, Section 7, Amendment or Replacement of Airmen Certificate.

A. Change of Citizenship/Nationality. Make an application for a change of nationality on a certificate in person at the GACA office.

1) Make an application by completing a new Mechanics Certificate and/or Rating Application. The application package should include the name and location of the court, the date of naturalization, and the docket number. Under no circumstances should one copy the naturalization papers. In the case of a new rating, a new application is necessary.

2) The applicant's current certificate should accompany the application. The applicant will be issued a temporary certificate to use while awaiting the changes.

B. Error in Date of Birth. Make an application for a change of birth in person at the GACA office.

1) Make an application by completing a new Mechanics Certificate and/or Rating Application. The application package should include appropriate documents verifying the change, such as a birth certificate or other legal document that verifies the date of birth change.

2) The applicant's current certificate should accompany the application. Issue the applicant a temporary certificate to use while awaiting the changes.

C. Replacement of Certificate. Guidance for the replacement of a lost certificate can be found in Volume 9, Chapter 1, Section 7, Amendment or Replacement of Airmen Certificate.

9.5.1.13. FALSIFICATION, FRAUDULENT REPRODUCTION, OR ALTERATION OF DOCUMENTS. Persons who falsify, fraudulently reproduce, or alter certificates or other documents required to support the issuance of a certificate are subject to suspension or revocation of any airman

certificate held by that person.

9.5.1.15. INELIGIBLE APPLICANTS.

A. Suspended Certificate Holders. An airman with a suspended or revoked mechanic certificate may not apply for another rating during the period of suspension/revocation. The Inspector must review the suspension/revocation order, which will specify any unique terms regarding its duration. An airman with a revoked mechanic certificate may not reapply for that certificate for a period of up to one year after the date of revocation. The Inspector must review the revocation order if that applicant attempts to apply before one year has expired.

B. Denial of Applications. Per GACAR § 66.3, a conviction for the violation of any law relating to psychoactive substances is grounds for:

- Denial of an application for any certificate or rating issued under GACAR Part 66 for a period of up to 1 year after the date of final conviction or
- Suspension or revocation of any certificate or rating issued under GACAR Part 66

9.5.1.17. COMPETENCY EXAMINATIONS/ REEXAMINATIONS.

A. Questionable Competency. An airman demonstrating questionable competency while exercising the privileges of the certificate and ratings may be reexamined. Inspectors must consider airman competency as a factor in the following:

- Complaint investigations
- Surveillance
- Un-airworthy aircraft notice issuance
- Incident investigations
- Accident investigations
- Enforcement investigations
- Questions of airman competency may arise from any source.

B. Re-Examination Results. Based on the results of a reexamination, the Inspector must approve, amend, suspend, or revoke the airman’s certificate.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 2. Airframe and/or Powerplant and/or Avionics Rating for Mechanic/Added Rating

9.5.2.1. GACA ACTIVITY REPORT (GAR).

A. 3501(AW) (Original)

B. 3508 (AW) (Reissue)

9.5.2.3. OBJECTIVE. This section provides guidance for certificating applicants for mechanic certificates and ratings.

9.5.2.5. ELIGIBILITY REQUIREMENTS. Applicants for a mechanic certificate must meet the requirements of General Authority of Civil Aviation Regulation (GACAR) Part 66 Subparts A, B and C.

A. Age Restrictions. An applicant under 18 years of age may take the tests, but may not be issued a mechanic certificate until their 18th birthday.

B. Language Requirements. All applicants must be able to read, write, speak, and understand the English language. For mechanics the applicant needs to read a section of a technical manual, and then write and explain their interpretation of the reading. (An appropriate technical manual in this sense means an airplane flight manual, maintenance manual, or other publication as appropriate for the certificate or rating sought.)

C. Education. Reserved.

D. Knowledge Test. Pass a knowledge test on the subject areas listed in Appendix B to GACAR Part 147.

E. Practical Test. Pass oral and practical tests on the subject areas listed in Appendix B to GACAR Part 147.

F. Experience. Meet the experience and training requirements for the rating(s) sought.

9.5.2.7. RATINGS. Airframe, powerplant and avionics ratings are issued under GACAR Part 66. To be eligible for any of these ratings an applicant must:

• Have met the requirements of GACAR § 66.63

• Pass a knowledge test on the subject areas listed in the following Appendices to GACAR Part 147;

o Appendix C for the Airframe rating

o Appendix D for the Powerplant rating

o Appendix E for the Avionics rating

• Pass oral and practical tests on the subject areas listed in the following Appendices to GACAR Part 147;

o Appendix C for the Airframe rating

o Appendix D for the Powerplant rating

o Appendix E for the Avionics rating

• Meet the experience and training requirement of GACAR § 66.67

9.5.2.9. EXPERIENCE AND TRAINING REQUIREMENTS.

A. Per GACAR § 66.67, the applicant is required to have had the following experience in the inspection, servicing and maintenance of an aircraft or its components:

• At least 24 months of practical experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, repairing, or altering airframes, powerplants, or avionics appropriate to the rating sought or

• At least 48 months of practical experience concurrently performing the duties appropriate to both the airframe and powerplant ratings

NOTE: The practical experience requirements may be reduced for applicants who hold a graduation certificate from a certificated GACAR Part 147 aviation maintenance technician school (AMTS).

B. Powerplant Tests. Powerplant tests will include questions and projects on propellers that the applicant must successfully complete regardless of his experience.

C. Training Programs without Approval. Applicants who have not graduated from a GACAR Part

147 AMTS must present documents from an employer, co-worker, or other sources to establish the required record of time and experience.

1) Applicants will document a proportionate amount of experience directly applicable to the certificate and ratings sought. The applicant must have verifiable experience in 50 percent of the subject areas listed for the rating sought, in order to be eligible.

2) The aviation safety inspector (Inspector) must evaluate the documents submitted to determine the applicants' eligibility for a test authorization.

3) There is no expiration for this eligibility.

D. Applications Based on Military Experience. Applicants who have not graduated from a GACAR Part 147 AMTS and are applying based on military experience must prove that their military aviation experience, gained in 50 percent of subject areas, meets the requirements of GACAR Part 147.

1) To help speed the review process, the applicant may supply the following documentation to the Inspector:

a) A valid and positive form of picture identification.

b) A properly completed military form showing separation dates from the military and the form must also list the total time in service and the appropriate job task codes assigned to the applicant.

c) A letter from the applicant's executive officer, maintenance officer, or classification officer that certifies the applicant's length of military service, the amount of time the applicant worked in each job task, the make and model of aircraft and/or engine on which the applicant acquired the practical experience, and where the applicant obtained the experience.

d) Training records showing the type of aviation schools the applicant attended and/or a record of on-the-job training (OJT).

2) The military experience must be directly applicable to the certificate and ratings sought.

3) There is no expiration for this eligibility.

9.5.2.11. ORAL AND PRACTICAL SKILL TEST ADMINISTRATION.

A. Standardized Test Procedures. This handbook provides standardized procedures for conducting

and processing mechanic oral and practical tests. Inspectors and examiners conducting the tests must use this handbook to ensure a satisfactory standard of competency by applicants for mechanic certificates.

B. Mechanics Certificate and/or Rating Application. The only acceptable evidence of having passed a required oral or practical test is the Mechanics Certificate and/or Rating Application. The form must indicate either that the applicant has passed, with an expiration date, or that the applicant has failed, listing the questions and/or projects failed.

C. Retest Applicants. An applicant for a retest must present a valid airman test report, a newly completed Mechanics Certificate and/or Rating Application, and the failed application. If less than 30 days have passed since the last test, the applicant must present a letter from an appropriate source indicating additional instruction received in each subject previously failed. The letter of additional instruction should mention the minimum requirements for the person providing the training. That person must hold an airman certificate with at least the rating the applicant is testing for. The retest must cover all subject areas in the failed, incomplete, or expired section. However, applicants who apply for retest within 60 days to the same Inspector or examiner who gave the failed test may, at the option of the Inspector or examiner, be tested only in the subject areas failed, not completed, or that have expired.

D. Additional Ratings. Applicants for additional rating(s) who have passed the General section of the test need not retake the General section. Proof of passing the General section may be in the form of a current mechanic certificate or Mechanics Certificate and/or Rating Application indicating the previous passage of the section.

9.5.2.13. ISSUANCE OF A MECHANIC CERTIFICATE BASED ON A FOREIGN CERTIFICATE (See also Chapter 7 and 8 of this volume for related information).

A. Conversion of a Foreign-Issued Mechanic Certificate. A person holding a current and valid mechanic certificate issued by a contracting State to the Convention on International Civil Aviation may apply for conversion of the certificate to a GACAR Part 66 Mechanic Certificate. The applicant must:

- Apply in a form and manner approved by the President
- Be able to read, write, speak, and understand the English language
- Meet the knowledge, experience and skill requirements appropriate to the certificate and rating(s) sought

B. Validation of a Foreign-Issued Mechanic Certificate. A person holding a current and valid mechanic certificate issued by a contracting State to the Convention on International Civil Aviation may apply for validation of the certificate. The President may render as valid a foreign-issued mechanic certificate as an alternative to issuing a mechanic certificate under GACAR Part 66. A certificate when rendered as valid has a validity period of 1 year. The applicant must:

- Apply in a form and manner approved by the President
- Be able to read, write, speak, and understand the English language
- Be employed by an operator certificated under GACAR Part 119 or a repair station certificated under GACAR Part 145
- Present a minimum of 4 years of documented work experience and currency under the certificate and rating(s) sought
- Demonstrate to the satisfaction of the President knowledge of the applicable GACAR for the certificate and rating(s) sought

C. Record of Time and Experience. The following are types of documents that will be acceptable to establish the required record of time and experience:

- A detailed original statement from a foreign airworthiness authority of the country in which the applicant gained the experience.
- A detailed statement from an advisor of the International Civil Aviation Organization (ICAO) that will validate the applicant’s experience.
- If the foreign Civil Aviation Authority (CAA) refuses to provide this information, the Inspector will take appropriate action to determine that the experience is valid.

NOTE: Appropriate action is whatever the Inspector deems appropriate to determine that the experience is valid (i.e., review supporting documentation presented to satisfy authorization) without expending an excessive amount of time or resources on behalf of the applicant.

- Foreign military experience is acceptable experience towards authorization to take the knowledge test based on the context of GACAR § 66.67. The applicant must present verifiable documentation from the foreign military or government substantiating the military work experience.

D. Foreign Applicants Located Outside the Kingdom of Saudi Arabia (KSA). When foreign nationals are physically located outside the KSA at the time of the examination, determine that the mechanic certificate is needed for the continued airworthiness (maintenance) of Saudi Arabian-registered civil aircraft and that the applicant is neither a KSA citizen nor a resident alien.

1) Ensure that a positive identification has been established (review passport prior to issuance).

2) Require applicant to provide a signed and detailed statement (original document) from their employer substantiating specific types of maintenance performed and the duration of each.

3) Applicants must provide a letter obtained from the foreign airworthiness authority of the country in which the experience was gained. Experience information submitted must be verified or rejected. All documents must be signed, dated originals, and traceable to the initiator.

4) If the foreign civil authority will not provide the statement listed above, the Inspector may determine eligibility through whatever means he deems appropriate.

5) Foreign military experience is considered acceptable experience towards authorization to take the written mechanic test based on the context of GACAR § 65.67. The applicant must present acceptable documentation from the foreign military or government substantiating the military work experience.

9.5.2.15. REFERENCES, FORMS, AND JOB AIDS.

A. References:

• GACAR Part 66 and 147

B. Forms:

• Mechanics Certificate and/or Rating Application

• Temporary Airman Certificate

• Airman Written Test Report

• GACA Activity Report (GAR)

C. Job Aids: None.

9.5.2.17. PROCEDURES.

A. Review Application. The Inspector will check available records to determine the status of any existing certificates and to determine if the applicant has made previous attempts to obtain authorization for testing. If the records indicate that the applicant may have been previously denied due to lack of qualification or knowledge, then further research should be performed prior to issuing an authorization.

1) If the applicant has previously held or currently holds an airman's certificate, check the available records to obtain a copy of any suspension/revocation order for review.

2) If the applicant is eligible, proceed with the certification.

B. Ensure that the Applicant Meets Requirements for Certificate/Rating.

• Ensure that the applicant has met the experience requirements. If the applicant is eligible for only one rating, ensure that the Mechanics Certificate and/or Rating Application form has a line through the rating for which the applicant is not eligible

• Determine if the applicant can read, write, speak, and understand English

• Verify that the applicant is at least 18 years old. If the applicant is under 18 years of age, explain they will not receive a certificate until the applicant's 18th birthday

• Successfully complete academic level Grade 10 or equivalent as deemed by President

C. Proof of Completion. Ensure that the application for oral and practical tests includes proof of successful completion of applicable knowledge tests.

D. Administering and Passing Tests. Ensure the administration and passing of oral and practical tests.

E. Review Oral and Practical Test Results. Verify the successful completion of all applicable sections.

9.5.2.19. TASK OUTCOMES.

A. Satisfactory Completion. Upon satisfactory completion of the practical examination:

1) Complete the Mechanics Certificate and/or Rating Application.

2) Issue a Temporary Airman Certificate.

3) Complete the GAR.

4) Forward all applicable paperwork to the Aviation License Department.

B. Deny a Certificate/Added Rating. When the applicant fails any required section of the oral or practical test or does not complete the test, accomplish the following:

• Complete the applicable portions of the Mechanics Certificate and/or Rating Application

• Return a duplicate copy to the applicant as a record of the sections passed or failed

• Issue a Notice of Disapproval, indicating the deficient areas

• Return other documents to the applicant, as appropriate

1) Complete the GAR.

2) Forward all applicable paperwork to the Certification and Licensing Division.

C. Retest After Failure.

1) Conduct knowledge retests.

2) Conduct oral and practical retest.

3) Upon satisfactory completion, follow the guidance in “A”, above.

9.5.2.21. FUTURE ACTIVITIES. Conduct routine surveillance.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 3. Repairman/Added Privileges

9.5.3.1. GACA ACTIVITY REPORT (GAR).

A. 3510 (AW)

9.5.4.3. OBJECTIVE. This section provides guidance and describes procedures for certificating applications for repairman certificates and added privileges in accordance with General Authority of Civil Aviation Regulation (GACAR) Part 66.

9.5.3.5. GENERAL.

A. Eligibility. To be eligible for a repairman certificate a person must:

- Be at least 18 years of age
- Be able to read, write, speak, and understand the English language
- Be specially qualified and able to perform maintenance on aircraft or components thereof, appropriate to the job for which he is employed
- Be employed by a repair station certificated under GACAR Part 145, or by a certificated air operator using a Continuous Airworthiness Maintenance Program (CAMP), for a specific job requiring special qualifications according to its Maintenance Manual
- Be recommended for certification by his employer

B. Personnel Requirements. According to GACAR §§ 121.1545(a)(3) and 145.63, an operator/certificate holder may choose to use repairmen to meet the applicable personnel requirements within the air operator or repair station. This use is limited to the specific job for which the air operator or repair station has employed the person to perform or supervise.

1) Repairman certificates are not required for repair stations located outside the Kingdom of Saudi Arabia (KSA).

2) An air operator or repair station may assign an applicant employee to a position requiring at

least one of the following:

• Responsibility for the work of a shop or department that performs maintenance

• Authorization to sign the Airworthiness Release, Maintenance Record Entry according to the air carrier's Maintenance Manual, or authorization for return to service for the repair station in accordance with the Repair Station Manual

• Performance of inspections required by the air operator's Maintenance Manual, if applicable

3) A repairman employed by an air operator that also holds a repair station certificate may apply for one certificate if the duties are the same in both operations. The General Authority of Civil Aviation (GACA) will issue one certificate with the same privileges listing each operation in the limitations section. If a repairman is employed at either the operator or the repair station and subsequently wishes to be added to the other, certification will be handled as an added privilege.

4) A repairman employed and certificated by more than one repair station or by more than one operator, where the employers are distinctly different business entities, will need a separate airman certificate for each repair station or operator.

C. Experience or Training Requirements. An applicant for a repairman certificate must have either:

• At least 24 months of practical experience in the procedures, practices, inspection methods, materials, tools, machine tools, and equipment generally used in the maintenance duties of the specific job for which the person is to be employed and certificated *or*

• Completed formal training acceptable to the President and specifically designed to qualify the applicant for the job on which the applicant is to be employed

D. Required Documentation. With each request for a certificate/rating, an applicant should submit the following:

• A Mechanic Certificate and/or Rating Application.

• A positive form of picture identification presented in person at the time of application and temporary certificate issue. The provided identification must include the applicant's signature and permanent address.

• A letter of recommendation from the applicant's employer clearly stating that the applicant meets the requirements of GACAR § 66.103. The letter should describe the specialized jobs the

applicant will perform or supervise as a repairman.

E. Ratings. Ratings for an applicant employed by an air operator or repair station should coincide with ratings issued at the repair station limited to the specific job for which the person is employed to perform or supervise.

1) In no instance should anyone issue a repairman certificate with an airframe and/or powerplant and/or avionics rating to circumvent the process of obtaining a mechanic certificate. If someone has issued a repairman certificate with airframe and/or powerplant and/or avionics ratings, request that the airman surrender the certificate. Issue a repairman certificate with the appropriate privileges and limitations.

2) Reserve repairman certificates for applicants that have special skills, such as:

- Argon heliarc welding
- Cylinder plating
- Nondestructive testing
- Propeller overhaul
- Electrical system analysis and repair (reserve this type of certificate for specific systems only, such as flight guidance data bus and power distribution)
- Radio and/or instrument repair (for these repairman certificates, you may enter the applicable privileges as “radio and instrument” or “radio” or “instrument”)

NOTE: This list is not all-inclusive. It provides examples of skills where the scope is in keeping with a repairman rating.

9.5.3.7. COORDINATION REQUIREMENTS. This task may require coordination with Inspectors (Airworthiness) with an avionics background.

9.5.3.9. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- GACAR Part 66
- FAA Advisory Circular (AC) 65-24 (as amended), Certification of a Repairman (General)

B. Forms:

- Mechanic Certificate and/or Rating Application
- Temporary Airman Certificate
- GACA Activity Report (GAR)

C. Job Aids:

- Figure 9.5.3.1, Sample Letter of Recommendation (Repairman)

9.5.3.11. PROCEDURES.

A. Verify Eligibility. Ensure that the applicant meets all eligibility requirements found in GACAR § 66.103.

B. Review Application and Letter of Recommendation. Reviews the documentation submitted by the applicant for accuracy and completeness and then them to the return the applicant.

C. Letter of Recommendation. Verify that the letter of recommendation (see Figure 9.5.3.1, Sample Letter of Recommendation (Repairman) contains the following elements:

- A statement certifying that the applicant meets the requirements of the privilege(s)/limitation(s) sought (e.g., “John Doe” has met the requirements under GACAR § 66.103.”)
- A statement recommending the applicant for the privilege(s)/limitation(s) sought (e.g., “Mr. (Insert Name) is being recommended for radio and instrument ratings.”

9.5.3.13. TASK OUTCOMES.

A. Satisfactory.

1) Complete the Mechanics Certificate and/or Rating Application.

2) Issue a Temporary Airman Certificate.

3) Complete the GAR.

4) Forward all applicable paperwork to the Aviation License Department.

B. Unsatisfactory. If the applicant does not meet the eligibility requirements and/or provide an acceptable letter of recommendation, the Inspector should return all associated documentation to the applicant.

9.5.3.15. FUTURE ACTIVITIES. Conduct routine surveillance.

Figure 9.5.3.1. Sample Letter of Recommendation (Repairman)

XYZ Airlines
1234 Airport Road
Anywhere, KSA

Phone: (xxx) 305-7200
Fax: (xxx) 305-7201

Dear Mr. [*name of Inspector*].

XYZ Airlines would like to recommend [Insert Name] for certification as a Repairman under GACAR Part 66 with ratings of Radio and Instrument.

Mr. [Name] has demonstrated his abilities in the areas of radio components and instrument components. His duties and responsibilities include technical supervision of technicians performing repairs at this location.

Mr. [Name] meets the qualification requirements of GACAR § 66.103.

Sincerely,

[signature]

Director of Maintenance

XYZ Airlines

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 4. Light-Sport Aircraft (LSA) Repairman

9.5.4.1. GACA ACTIVITY REPORT (GAR).

A. 3527 (AW)

9.5.4.3. OBJECTIVE. This section provides guidance for the issuance of repairman certificates for light-sport aircraft (LSA).

9.5.4.5. GENERAL.

A. Eligibility. To be eligible for a LSA repairman certificate a person must:

- Be at least 18 years of age
- Be able to read, speak, write, and understand the English language
- Be a citizen of the Kingdom of Saudi Arabia (KSA), or a citizen of a foreign country who has a valid residency permit in the KSA
- Demonstrate the requisite skill to determine whether a LSA is in a condition for safe operation

B. Training Requirements. In addition to the eligibility requirements listed above, a person must have completed a training course acceptable to the President on maintaining the particular class of light-sport aircraft for which they are authorized. The training course must at least, provide the number of hours of instruction found in General Authority of Civil Aviation Regulation (GACAR) § 66.123.

C. Certificates. The General Authority of Civil Aviation (GACA) may issue repairman certificates with either a maintenance rating or an inspection rating. The maintenance rating must be endorsed for at least one of the following light-sport aircraft classes:

- Airplane
- Glider
- Lighter-than-air aircraft

- Powered parachutes
- Weight-shift-control aircraft

NOTE: The repairman’s certificate must identify the class(es) of eligible aircraft.

9.5.4.7. COORDINATION REQUIREMENTS. None.

9.5.4.9. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- GACAR Part 66
- FAA Advisory Circular AC 65-32A (as amended)

B. Forms:

- Mechanic Certificate and/or Rating Application
- Temporary Airman Certificate
- GACA Activity Report (GAR)

C. Job Aids. None.

9.5.4.11. PROCEDURES.

A. Receive the Application. To apply for a LSA repairman certificate the applicant must provide the following documentation to the (General Authority of Civil Aviation (GACA) :

- A positive form of picture identification presented in person at the time of application and temporary certificate issue. The provided identification must include the applicant`s signature and residential address.
- A completed application form.
- Proof that the applicant has completed a training course acceptable to the President on maintaining the particular class of light-sport aircraft for which exercise of the privileges of this rating are intended.

NOTE: Proof of training would be a certificate of training or graduation certificate. The certificate of training or graduation certificate must the name of the organization giving the training, hours of training received, name of the instructor, and name of the course.

B. Review the Application. The aviation safety inspector (Inspector) will:

• Review the documentation submitted by the applicant for accuracy and completeness.

• Return the proof of training certificate to the applicant.

9.5.4.13. TASK OUTCOMES.

A. Satisfactory.

1) Complete the Mechanics Certificate and/or Rating Application.

2) Issue a Temporary Airman Certificate.

2) Complete the GAR.

3) Forward all applicable paperwork to the Aviation License Department.

B. Unsatisfactory. If the applicant does not meet the eligibility requirements the Inspector should return all associated documentation to the applicant.

9.5.4.15. FUTURE ACTIVITIES. Conduct routine surveillance.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 5. Issue an Inspection Authorization

9.5.5.1. GACA ACTIVITY REPORT (GAR).

A. 3512 (AW)

9.5.5.3. OBJECTIVE. This section provides guidance for issuing an Inspection Authorization (IA).

9.5.5.5. ELIGIBILITY. The aviation safety inspector (Inspector) must establish the applicant's eligibility under General Authority of Civil Aviation Regulation (GACAR) § 66.79(c).

A. Certification. The applicant must hold a current mechanic's certificate, with both airframe and powerplant ratings, that has been in effect for at least 3 years. The applicant must have been actively engaged in maintaining certificated aircraft for at least the 2-year period before applying.

B. Fixed Base of Operation. There must be a fixed base of operation at which the applicant can be located in person or by telephone. This base need not be the place where the applicant will exercise the inspection authority.

C. Equipment, Facilities, and Data. The applicant must have available the equipment, facilities, and inspection data necessary to conduct proper inspection of airframes, powerplants, propellers, or any related part or appliance. This data must be current.

D. Knowledge Test. The applicant must pass the IA knowledge test, testing the ability to inspect according to safety standards for approval for return to service of an aircraft, related part, or appliance after major repairs or major alterations, and annual or progressive inspections performed under GACAR Part 43.

NOTE: There is no practical test required for an IA.

9.5.5.7. DURATION. An IA authorization expires March 31 of each year and ceases to be effective whenever any of the following occur:

- Validity as endorsed on the authorization expires
- The authorization is surrendered, suspended, or revoked

• The holder no longer has a fixed base of operation

• The holder no longer has the equipment, facilities, and inspection data required by GACAR § 66.79(c)(4) for issuance of his authorization

NOTE: The holder of an inspection authorization that is suspended or revoked must, upon the President's request, return the Inspection Authorization to the President.

9.5.5.9. COORDINATION REQUIREMENTS. None.

9.5.5.11. REFERENCES, FORMS, AND JOB AIDS.

A. References:

• GACAR Part 66

B. Forms:

• Inspection Authorization Application

• Inspection Authorization

• GACA Activity Report (GAR)

C. Job Aids. None.

9.5.5.13. PROCEDURES.

A. Establish Eligibility. The applicant's eligibility should be determined prior to taking the IA knowledge test. The Inspector conducting the eligibility interview should hold a mechanic certificate with airframe and powerplant ratings.

• The Inspector will interview the applicant to the extent necessary to determine that the applicant is qualified per the requirements for the authorization as specified in GACAR § 66.79

• The Inspector may wish to visit the applicant's facility if necessary to verify that the applicant meets these requirements prior to granting permission to test

• Require the applicant to provide positive proof of identification. The identification presented must include a current photograph of the applicant, the applicant's signature, and the applicant's actual residential address.

• Conduct a search of the applicant's file records to determine if any suspension or revocations are in effect against the mechanic's certificate

B. Testing. An applicant who fails the required test may not apply for retesting until at least 90 days after the date he failed the test.

9.5.5.15. TASK OUTCOMES.

A. Satisfactory.

1) Issue the Inspection Authorization.

2) Complete the GAR.

B. Unsatisfactory. If the applicant does not meet the eligibility requirements and/or provide an acceptable documentation, the Inspector should return all associated documentation to the applicant.

9.5.5.17. FUTURE ACTIVITIES. None.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 6. Renew an Inspection Authorization

9.5.6.1. GACA ACTIVITY REPORT (GAR).

A. 3514 (AW)

9.5.6.3. OBJECTIVE. This section provides guidance for the renewal of an Inspection Authorization (IA).

9.5.6.5. GENERAL. All IAs expire on the 31st day of March of each year. An IA holder must present evidence to the President during the month of March, that the applicant still meets the requirements of General Authority of Civil Aviation Regulation (GACAR) § 66.79(c)(1) through (4).

9.5.6.7. RENEWAL OF INSPECTION AUTHORIZATION.

A. Application Requirements. Application for renewal may be required to comply with the following:

- Show evidence the applicant still meets the requirements of GACAR § 66.79(c)
- Complete the Inspection Authorization Application

B. Eligibility. The applicant must how evidence that they have completed one of the activities in paragraphs (a)(1) through (5) of GACAR § 66.83(a) by 31 March of the preceding year. This evidence may be in the form of an activity sheet or log, training certificates, and/or oral test results, as applicable.

1) An inspection program required under GACAR § 91.449(e) is not acceptable as IA activity. Partial inspections such as phases or events on more than one aircraft are not acceptable as activity. A progressive inspection is a complete inspection on one identified aircraft that completes a cycle each 12 calendar-months.

2) The GACA will accept, without further showing maintenance or technical training conducted by a manufacturer or its authorized representative on its type-certificated (TC), Supplemental Type Certificate (STC), Technical Standard Order (TSO), or Parts Manufacturer Approval (PMA) product, component, or accessory that is considered acceptable to the President and in compliance with this policy. At renewal time, the holder of an IA must show proof that he has successfully completed the manufacturer’s course by including the hours, date attended, course title, company trainer or representative signature, and provide evidence that the course was developed and

presented for a minimum of 8 hours of technical training.

3) An IA issued less than 90 days before the expiration date March 31 need not comply with GACAR § 66.83(a)(1) through (5) for that quarter, but the IA holder still needs to apply for a renewal.

C. Applicants Employed by a Repair Station. When the applicant is employed by a repair station, credit for renewal activity can be claimed only for those aircraft or activities that the authorization holder personally inspected, performed, and returned to service. Evidence supporting the activity should be presented in addition to the signed application.

9.5.6.9. COORDINATION REQUIREMENTS. None.

9.5.6.11. REFERENCES, FORMS, AND JOB AIDS.

A. References:

• GACAR Part 66

• Volume 4, Chapter 19, Section 2, Acceptance and Renewal of Inspection Authorization Refresher Training for Part 66

B. Forms:

• Inspection Authorization Application

• Inspection Authorization

• GACA Activity Report (GAR)

C. Jobs Aids. None.

9.5.6.13. PROCEDURES.

A. Ensure Applicant Meets Eligibility Requirements.

B. Renew IA. Inspectors that renew IA holders should hold a mechanic certificate with airframe and powerplant ratings.

9.5.6.15. TASK OUTCOMES.

A. Satisfactory.

1) Renew the Inspection Authorization.

2) Complete the GAR.

B. Unsatisfactory. If the applicant does not meet the eligibility requirements and/or provide an acceptable documentation, the Inspector should return all associated documentation to the applicant.

9.5.6.17. FUTURE ACTIVITIES. None.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 7. Conversion of a Foreign Aircraft Maintenance Licence

9.7.1.1. OBJECTIVE. This section provides guidance for converting a foreign aircraft maintenance licence to a mechanic certificate under General Authority of Civil Aviation Regulation (GACAR) Part 66. The procedures outlined in this section are only applicable to foreign aircraft maintenance licences issued by an ICAO Contracting State.

9.7.1.3. REGULATORY BASIS FOR CONVERSION. GACAR § 66.41 Issuance of a Mechanic Certificate Based on a Foreign Certificate provides the basis for the President to convert or validate a foreign aircraft maintenance licence. GACAR § 66.15 Assessments for Previous Competence, provides the basis for the President to access previous competence of persons holding foreign aircraft maintenance licences with the objective of granting credits for previous experience and competency deemed equivalent to the requirements prescribed in GACAR Part 66. Previous experience and competence deemed equivalent to the GACAR requirements may be used towards the issuance of a mechanic certificate under GACAR Part 66.

9.7.1.5. PROCEDURES. Until such time as this section has been completed, Inspectors should follow the policies and procedures for the conversion of foreign aircraft maintenance licences prescribed in GACA Regulation Circular R-21-2011.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 5. CERTIFICATION OF MECHANICS AND REPAIRMEN UNDER PART 66

Section 8. Validation of a Foreign Aircraft Maintenance Licence

9.8.1.1. OBJECTIVE. This section provides guidance for validating (also termed "rendering as valid") a foreign aircraft maintenance licence under General Authority of Civil Aviation Regulation (GACAR) Part 66. The procedures outlined in this section are only applicable to foreign aircraft maintenance licences issued by an ICAO Contracting State.

9.8.1.3. REGULATORY BASIS FOR VALIDATION. GACAR § 66.41 Issuance of a Mechanic Certificate Based on a Foreign Certificate provides the basis for the President to convert or validate a foreign aircraft maintenance licence. GACAR § 66.15 Assessments for Previous Competence, provides the basis for the President to access previous competence of persons holding foreign aircraft maintenance licences with the objective of granting credits for previous experience and competency deemed equivalent to the requirements prescribed in GACAR Part 66. Previous experience and competence deemed equivalent to the GACAR requirements may be used towards the issuance of a mechanic certificate under GACAR Part 66.

9.8.1.5. PROCEDURES. Until such time as this section has been completed, Inspectors should follow the policies and procedures for the validation of foreign aircraft maintenance licences prescribed in GACA Regulation Circular R-21-2011.

VOLUME 9. AIRMEN – CERTIFICATION

CHAPTER 6. CERTIFICATION OF DISPATCHERS UNDER PART 65

Section 1. Aircraft Dispatcher Certificates

9.6.1.1. GACA ACTIVITY REPORT (GAR).

A. 3501(AW) (Original)

B. 3508 (AW) (Reissue)

9.6.1.3 OBJECTIVE. This section provides aviation safety inspectors (Inspectors) with the necessary direction, guidance, and procedures for conducting aircraft dispatcher certification.

9.6.1.5. ELIGIBILITY FOR KNOWLEDGE TEST. There are no prerequisites for the aircraft dispatcher written knowledge examination. To be eligible the applicant must be at least 21 years of age.

9.6.1.7. ELIGIBILITY FOR THE PRACTICAL TEST. With the exception of the age requirement, Inspectors and examiners shall ensure that applicants meet all eligibility criteria for the aircraft dispatcher certificate before administering a practical test to the applicant. The Inspector or examiner should review the eligibility criteria with applicants as follows:

A. Age. An applicant must be at least 21 years of age.

B. Written Test Results. Each applicant must pass the required knowledge test on the knowledge areas listed in Appendix C to GACAR Part 143.

C. Application. Each applicant must complete an Application for an Airman Certificate and/or Rating.

D. Experience. Applicants must provide documentary evidence of meeting the experience requirements found in GACAR § 65.49. Acceptable documentary evidence includes, but is not limited to: letters from employers, logbooks, military service records, graduation certificates and employment records.

E. Education. Successfully complete academic level Grade 10 or equivalent as deemed by the President.

F. Language. Be able to read, speak, write, and understand the English language.

9.6.1.9. PRACTICAL TEST. An applicant for an aircraft dispatcher certificate must demonstrate the

knowledge and practical skills necessary to dispatch aircraft operated in both scheduled and unscheduled service under GACAR Part 121. The oral examination is conducted simultaneously with the practical test.

A. Dispatch of an Actual Flight. If possible, the aircraft dispatcher practical test should include the dispatch of an actual flight. In this case, the applicant should arrive at the dispatch center with the Inspector or examiner conducting the test. The applicant should then become familiar with the situation and receive a briefing from the aircraft dispatcher being relieved. The Inspector or examiner conducting the test should then observe the applicant dispatch one or more flights. The dispatch or flight release information must then be checked and signed by one of the operator's certified aircraft dispatchers before it can be presented to the pilot in command (PIC) of the flight. An Inspector shall not sign the dispatch or flight release. An examiner may sign the release, but only if the examiner is employed by the operator, is current in the operator's procedures, and has successfully completed a competency check within the past 12 months. The applicant and the Inspector or examiner should then move from the dispatch center to another location where questions may be asked and discussed without impeding the workflow at the dispatch center.

B. Simulated Dispatch of a Flight. The practical test may also include the simulated dispatch of a flight. In a simulated scenario, the Inspector or examiner conducting the practical test shall act as the dispatcher being relieved and he shall brief the applicant on the simulated dispatch situation and scenario. The applicant shall then be required to perform an analysis and prepare a release as if an actual flight was being released.

C. Evaluation Criteria. During the practical test, the applicant for an aircraft dispatcher certificate must demonstrate the following required abilities:

- Ability to read weather reports and forecasts, analyze weather over a large geographical area, and describe the expected impact on the area and specified terminals within the area for a period representing a typical dispatch shift

- Familiarity with operations specifications and the ability to determine applicable weather minimums and the operations authorized for an actual or simulated operator

- Ability to select an alternate aerodrome

- Ability to read and use charts, when required

- Ability to extract the necessary data to compute fuel requirements and aircraft load capability from the aircraft performance manual

- Ability to extract the required performance data from the aircraft flight manual and ensure that the

aircraft is being operated within those limitations

• Ability to prepare a dispatch release and flight release that meets regulatory requirements for the planned flight

• Knowledge of, or demonstrated ability in, extracting a flight plan from a computerized flight-planning service; reading the flight plan; and cross-checking it for input errors

• Sufficient understanding of aircraft systems to interpret a minimum equipment list (MEL) and to make performance adjustments as required by the MEL (For example, the Inspector or examiner conducting the test could inform the applicant that a brake has been capped or that the anti-skid is inoperative on a specific flight. The applicant should be able to determine the resulting performance limitations.)

• An understanding of international flight operations and operations in Minimum Navigational Performance Standards (MNPS) airspace (The Inspector conducting the test should quiz the applicant on the procedures for obtaining track messages and for filing a flight plan over the track. The applicant should be familiar with the procedures used on the track system.)

• Knowledge of, or demonstrated ability in, contacting a flight en-route

• Knowledge of driftdown both in over-water and two-engine domestic situations

• Knowledge of fatigue management regulations

• Knowledge of currency requirements

• Knowledge of centralized air traffic flow control procedures

• Ability to respond as a dispatcher to an emergency or contingency problem, such as diversion to an alternate aerodrome or an engine failure at ETP (equal time point)

NOTE: If the problem the applicant is given does not include planned re-dispatch procedures, the Inspector or examiner must discuss these procedures with the applicant.

D. Location and Procedures. The preferred location for conducting the practical test is an actual dispatch center where the necessary data and materials are available. The practical test may, however, be conducted in the General Authority of Civil Aviation (GACA) office or in other locations, such as classrooms. When the applicant has been prepared for the test in an operator’s dispatcher training program, the applicant should use the operator’s procedures.

E. Materials and Data. The Inspector or examiner administering the practical test shall use real data or shall realistically simulate actual problems using data, such as weather reports, notices to airmen (NOTAMs), operations specifications (OpSpecs), aerodrome facility directories, and sets of navigation charts and track messages. Applicants must provide the following materials:

- Aircraft Flight Manual for a transport category aircraft typical of aircraft being used by GACAR Part 121 operators in the Kingdom of Saudi Arabia (KSA), which contains the approved performance data

- Minimum equipment list (MEL) for the aircraft to be dispatched

9.6.1.11. SUCCESSFUL APPLICANTS. When an applicant has successfully completed the practical test, Inspectors and examiners shall accomplish the following:

A. The Inspector or examiner shall prepare a Temporary Airman Certificate, in duplicate (see Volume 9, Chapter 1, Section 5, for instructions on completing this form) and then give a copy of the temporary certificate to the applicant.

B. The Inspector or examiner shall complete the Application for an Airman Certificate and/or Rating.

C. The Inspector or examiner shall complete the GAR.

D. The Inspector or examiner shall attach the following documents to the application form:

- Original copy of the Temporary Airman Certificate

- Airman Written Test Report

- Notice of Disapproval, (if applicable)

- GACA Activity Report (GAR)

E. Inspectors shall forward the certification paperwork to the Aviation License Department. Examiners shall forward the package to the applicable GACA Inspector for review.

9.6.1.13. UNSUCCESSFUL APPLICANTS. If an applicant’s practical test is unsatisfactory, Inspectors and examiners shall accomplish the following:

A. The Inspector or examiner shall complete a Notice of Disapproval, in duplicate, and give the duplicate to the applicant.

B. The Inspector or examiner shall inform the applicant to retain the Airman Written Test Report, and complete the Application for an Airman Certificate and/or Rating.

C. The Inspector or examiner shall complete the GAR.

D. Inspectors shall forward the certification paperwork to the Aviation License Department. Examiners shall forward the package to the applicable Inspector for review.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 7. CERTIFICATION OF CABIN CREW MEMBERS UNDER PART 65

Section 1. Cabin Crew Members

NOTE: This guidance to be developed at a later date.

VOLUME 9. AIRMEN - CERTIFICATION

CHAPTER 8. CERTIFICATION OF AIR TRAFFIC CONTROLLERS UNDER PART 64

Section 1. Cabin Crew Members

NOTE: This guidance to be developed at a later date.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 9. OTHER AIRMEN AUTHORIZATIONS

Section 1. Issue/Renew/Rescind a Statement of Acrobatic Competency

9.9.1.1. GACA ACTIVITY REPORT (GAR).

A. 1578 (OP)

9.9.1.3. OBJECTIVE. The objective of this section is to issue, renew or rescind an applicant's General Authority of Civil Aviation (GACA) Statement of Acrobatic Competency (SAC) (Figure 9.9.1.1).

9.9.1.5. GENERAL. A pilot who wishes to perform aerobatics or certain other flight operations at a special aviation event (airshow) authorized by the President under General Authority of Civil Aviation Regulation (GACAR) § 91.431 must possess a valid SAC.

A. This requirement is enforced by the special provisions that are part of the Certificate of Authorization (and Certificate of Waiver, if applicable), issued by the GACA for the event.

B. A pilot obtains a SAC by successfully completing an aerobatic competency evaluation in accordance with the provisions of a GACA-accepted industry aerobatic competency evaluation.

9.9.1.7. AEROBATIC COMPETENCY.

A. Not Required. The SAC is not required if a pilot is competing in an aerobatic contest that is not associated with a special aviation event, if a pilot is practicing in an aerobatic practice area authorized by a Certificate of Waiver for that specific purpose.

B. Aerobatic Flight Demonstrations. Individuals requiring a SAC may be referred to an industry evaluator such as those designated by the International Council of Air Shows, Inc. (ICAS). If that is the case, the aerobatic competency evaluator (ACE) will forward a written recommendation to the GACA. The ACE will also recommend standard limitations to an individual's SAC based upon observed performance (see Figure 9.9.1.2, List of Maneuver Limitations for the Statement of Acrobatic Competency).

9.9.1.9. ISSUANCE OF A STATEMENT OF ACROBATIC COMPETENCY. An aviation safety Inspector (Inspector) issues a SAC upon an applicant's successful completion of an oral examination and, if required, a flight demonstration. If using the evaluation procedures and policies developed by ICAS, the ICAS ACE manual may be found at web site: http://www.airshows.aero/News.

A. ACE's Role. If the GACA utilizes an ACE for the evaluation, then the ACE will make a recommendation to the GACA regarding the issuance and/or limitations of the performer's SAC.

NOTE: Applicants for the SAC may also be applying for a waiver for an aerobatic practice area. (See Volume 11, Chapter 1, Issue a Certificate of Waiver for an Aerobatic Practice Area or an Aerobatic Contest Box.)

9.9.1.11. RE-EVALUATION OF COMPETENCY TO HOLD, AND/OR RESCISSION OF A STATEMENT OF ACROBATIC COMPETENCY. When safety concerns so dictate, the GACA may require re-evaluation of a performer's competency to hold and/or rescind a performer's SAC.

A. High Standard of Safety. These actions are only intended to achieve a high standard of safety by assuring future compliance with GACA safety rules and policy. They are not intended to be punitive, and are separate, apart from, and may not necessarily relate to any enforcement action or the final determination of probable cause of an accident.

B. Re-evaluation of Competency. Minor incidents such as isolated, momentary transgressions across an assigned show line or below a minimum altitude are not grounds for re-evaluation but should be corrected by on-the-spot counseling and constructive criticism. (See Figure 9.9.1.3, Letter Requiring Re-Evaluation of Acrobatic Competency.)

1) Mitigating factors such as unforecast winds at altitude, etc. should also be considered. However, if the incident that gave reason to doubt the airman's aerobatic competency is not of a serious enough nature that would require rescission of the performers SAC it may still be necessary to require re-evaluation of the performer's aerobatic competency to hold the form.

2) When an airshow performer is involved in an accident or incident that occurs during any portion of an airshow routine at a special aviation event, the performer's competency to hold a SAC is in doubt and the GACA will require a re-evaluation of the performer's aerobatic competency.

NOTE: The performer can choose to surrender their SAC in lieu of a re-examination.

C. Rescission of SAC. If the incident that gave reason to doubt the airman's aerobatic competency is of a serious nature, it may be necessary to immediately rescind the performer's SAC pending re-evaluation (see Figure 9.9.1.4, Letter Rescinding a Statement of Acrobatic Competency).

1) Any incident that occurs during any portion of an airshow routine that directly threatens the safety and well-being of spectators, regardless of damage or injury, shall be grounds to rescind a

performer's SAC.

2) Any incident that occurs during any portion of an airshow routine that arises from flagrant and willful disregard for GACA safety rules and policy and/or when a performer exhibits an attitude of recidivism concerning GACA safety rules and policy shall also be grounds to rescind a performer's SAC.

9.9.1.13. REFERENCES, FORMS, AND JOB AIDS.

A. References: International Council of Airshows (ICAS) guidance, found at web site: http://www.airshows.aero/News.

B. Forms:

- GACA Activity Report (GAR)
- Statement of Acrobatic Competency (Figure 9.9.1.1)
- Certificate of Waiver

C. Job Aids.

- Figure 9.9.1.1, Statement of Aerobatic Competency
- Figure 9.9.1.2, List of Maneuver Limitations for the Statement of Acrobatic Competency
- Figure 9.9.1.3, Letter Requiring Re-Evaluation of Acrobatic Competency
- Figure 9.9.1.4, Letter Rescinding a Statement of Acrobatic Competency
- Figure 9.9.1.5, Letter Denying Statement of Acrobatic Competency

9.9.1.15. PROCEDURES.

A. Obtain Request. An applicant for a SAC should contact GACA to request an evaluation.

B. Schedule Evaluation. The GACA will schedule an evaluation with a GACA Inspector or refer the applicant to an ACE. If using an ACE, it is the applicant's responsibility to contact the ACE and schedule the time and location of the examination and demonstration.

NOTE: If the applicant fails any portion of the evaluation, see Figure 9.9.1.5, Letter Denying

Statement of Acrobatic Competency.

C. Issue Certificate. After an application is approved, an Inspector issues a Statement of Acrobatic Competency. When issuing the SAC, the Inspector should:

1) List recommended maneuvers, altitude limitations, and approved aircraft. More than one card may be required to list all approved aircraft.

2) Sign and date the form; the form is dated the date of the evaluation and expires in accordance with industry guidelines.

3) Make copies of the form for the GACA office files.

4) Provide the form to the pilot requesting authorization.

5) Make the appropriate GAR entry.

9.9.1.17. TASK OUTCOMES. Completion of this task results in issuance, renewal, or denial of a SAC.

9.9.1.19. FUTURE ACTIVITIES.

A. Normal surveillance.

B. The Inspector could take part in an investigation as a result of an accident, incident, or violation of the regulations, and be called upon to rescind the SAC or require re-evaluation.

Figure 9.9.1.1. Statement of Aerobatic Competency

GENERL AUTHORITY OF CIVIL AVIATION (GACA) STATEMENT OF AEROBATIC COMPETENCY	
PILOT NAME:	
TYPE OF AIRMAN CERTIFICATE:	NUMBER:
ISSUANCE DATE:	EXPIRATION DATE:
INSPECTOR (SIGNATURE):	
MANEUVER LIMITATIONS:	
ALTITUDE LIMITATIONS:	AUTHORIZED AIRCRAFT:
I understand that this statement of competency does not authorize deviation from GACAR Part 91 except as defined by the terms of special provisions contained in any Certificate of Waiver to GACAR Part 91.	
PILOT (Signature):	

Figure 9.9.1.2. List of Maneuver Limitations for the Statement of Acrobatic Competency

The following is a listing of maneuver limitations for use in completing the Statement of Acrobatic Competency

1. SOLO AEROBATICS.
2. SOLO AEROBATICS—NO SUSTAINED INVERTED FLIGHT.
3. FORMATION AEROBATICS.
4. FORMATION AEROBATICS—NO INVERTED FLIGHT.
5. SOLO AEROBATICS—NO VERTICAL MANEUVERS.
6. SOLO AEROBATICS—LOOPS AND ROLLS ONLY/COMBINATIONS THEREOF.
7. SOLO AEROBATICS—POSITIVE G MANEUVERS ONLY.
8. CIRCLE THE JUMPER.
9. NON-AEROBATIC FLIGHT IN AN AEROBATIC FORMATION.
10. NIGHT.
11. NIGHT PYRO.
12. WING WALKING.
13. CAR TOP LANDING.
14. CAR TO PLANE TRANSFER.
15. AERIAL TRANSFER.
16. COMEDY.
17. DOGFIGHT.
18. DEADSTICK.
19. INVERTED RIBBON CUT.
20. Or as specified and approved by the GACA.

Figure 9.9.1.3. Letter Requiring Re-Evaluation of Acrobatic Competency

GACA Letterhead

[date]

[performer's name and address]

Dear [performer's name]:

Investigation of the [accident/incident] which occurred at [location] on [date], gives reason to believe that your competency to hold a GACA Statement of Acrobatic Competency, is in question and that re-evaluation of your qualification to be the holder of a Statement of Acrobatic Competency is necessary in the interest of safety. Therefore, you are requested to arrange for a re-evaluation of your qualifications to hold a Statement of Acrobatic Competency within [number] days.

If, for valid reasons beyond your control, you are unable to be re-evaluated at this time, please contact [Inspector Name] as soon as possible so that a determination can be made as to whether a time extension may be granted.

Upon successful completion of an aerobatic competency evaluation, you may be issued another Statement of Acrobatic Competency.

If you will not be conducting airshow performances in the foreseeable future and do not wish to be re-evaluated at this time, you can surrender your Statement of Acrobatic Competency to the GACA office.

(Please note that the incident which occurred on [date] is still under investigation to determine whether additional compliance enforcement action is appropriate. If further enforcement action is to be taken, you will be advised in a separate letter.)

Should you have any questions concerning this matter, please contact the GACA office at [telephone number].

Your cooperation in this matter will be appreciated.

Sincerely,

[GACA Inspector]

Figure 9.9.1.4. Letter Rescinding a Statement of Acrobatic Competency

GACA Letterhead

[Date]

[Performer’s name and address]

Dear [performer’s name]:

This letter is to inform you that as of this date, your GACA Statement of Acrobatic Competency is rescinded. Please return your Statement of Acrobatic Competency to the GACA office at [address].

Upon successful completion of an aerobatic competency evaluation, you may be issued another Statement of Acrobatic Competency.

(Please note that the incident which occurred on [date] is still under investigation to determine whether additional compliance enforcement action is appropriate. If further enforcement action is to be taken, you will be advised in a separate letter.)

Should you have any questions concerning this matter, please contact the GACA office at [telephone number].

Your cooperation in this matter will be appreciated.

Sincerely,

[GACA Inspector]

Figure 9.9.1.5. Letter Denying Statement of Acrobatic Competency

GACA Letterhead

[Date]

[Applicant’s name and address]

Dear [applicant’s name]:

This letter is to inform you that your application for a Statement of Acrobatic Competency is denied.

The following items were unsatisfactory: (List all that apply under each item.)

- Oral Examination
- Preflight
- Flight Demonstration

Should you have any questions concerning this matter, please contact this office.

Sincerely,

[GACA Inspector who conducted the test]

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 9. OTHER AIRMEN AUTHORIZATIONS

Section 2. Airman Qualification Requirements for Aircraft for Which the Operating Limitations Require a GACA Issued Authorization to Act as Pilot in Command

9.9.2.1. GACA ACTIVITY REPORT (GAR).

A. 1579 (OP)

9.9.2.3. OBJECTIVE. This section provides guidance on procedures and policies for issuing an authorization for an airman to fly an aircraft as a pilot in command (PIC) for which the operating limitations require a General Authority of Civil Aviation (GACA)-issued authorization to act as PIC. This authorization may be listed on an airman certificate designating other authorized aircraft that the airman is qualified to fly. These aircraft are generally aircraft with Special Airworthiness Certificates that identify them as “large” aircraft, turbojet-powered aircraft, or other aircraft specifically identified by the President, as described in this section, that require a specific authorization for a person to act as PIC during flight.

9.9.2.5. GENERAL.

A. Background.

1) Operating limitations issued to operate aircraft in the experimental category, including surplus military, turbojet-powered, experimental/amateur-built, or other foreign-manufactured aircraft for which no type rating exists may require the PIC to either hold a type rating on his pilot certificate for aircraft that have a type rating designation, or obtain an authorization from the GACA to fly such aircraft.

2) Because type rating designations for many of these aircraft have not been established, a type rating is not available to operate certain aircraft. In the absence of type ratings for these aircraft, it is the GACA’s objective to ensure for the pilots flying these aircraft a level of safety and proficiency similar to what is available for an aircraft with a type rating.

3) This section provides guidance to aviation safety inspectors (Inspectors), on the appropriate methods for a pilot to become qualified to operate experimental/exhibition aircraft that the operating limitations require a GACA-issued authorization to act as PIC. Additional guidance is provided for issuing an authorization to fly these aircraft and listing any applicable limitations on an airman certificate.

B. Definitions.

1) *Aircraft Sets.* Aircraft sets, for the purposes of this section, means aircraft of similar design and construction. Specific aircraft sets, such as piston-powered, single-engine, and conventional gear, are found on the FAA web site.

2) *Aircraft Type.* Aircraft type, as stated in this section, means a specific make and model such as the Mustang, MiG-15, or Dauntless.

3) *Authorization.* An authorization issued by the GACA or by an authorized representative of the President on an airman certificate for a particular experimental/exhibition aircraft for which the operating limitations require a GACA-issued authorization to act as PIC. Issuance of this authorization parallels the issuance of a type rating under General Authority of Civil Aviation Regulation (GACAR) Part 61. This aircraft authorization is listed specifically on the airman certificate or may be in the form of a Letter of Authorization (LOA).

4) *Authorized Instructor.* This authorization is issued to an individual, granting the authority to serve as an authorized instructor in specific aircraft that have been issued a special airworthiness certificate and for which the operating limitations require a GACA-issued authorization to act as PIC. Issuance of this authorization parallels that of a certificated flight instructor (CFI) under GACAR Part 61. This authorized instructor may provide training and a recommendation for the evaluation of applicants for authorizations to operate specific aircraft in a special airworthiness category for which the operating limitations require a GACA-issued authorization to act as PIC.

NOTE: See paragraph 9.9.2.29 for guidance on the issuance/renewal of an authorized instructor.

5) *Comparable Sets of Aircraft.* Comparable, as stated in this section, means an aircraft with similar characteristics. For an aircraft to be considered comparable, it must have sufficient similar characteristics that a pilot’s proficiency in one make and model is qualifying for the other, allowing for some minor differences in flying characteristics. Similar characteristics that may be identified are:

- Original intended use, such as student training or advanced combat roles
- Number of engines
- Piston- or turbine-powered
- Landing gear configuration

• Wing design (swept or straight-wing)

• Performance factors (subsonic, transonic, or supersonic design)

6) *Surplus Military Aircraft.* Unless otherwise stated in this section, the term applies to turbine and piston-powered aircraft declared as surplus by an appropriate governmental body.

7) T*emporary LOA.* An LOA may be issued to an airman for practice in a single-place (or single-control) aircraft. (See Figure 9.9.2.1, Sample Temporary Letter of Authorization.)

9.9.2.7. AIRCRAFT REQUIRING AUTHORIZATIONS. General Authority of Civil Aviation Regulation (GACAR) § 61.85(a) requires type ratings for certain aircraft. This section of the rule specifies that persons who act as PIC of large aircraft, turbojet-powered airplanes, and other aircraft specifically identified by the GACA must hold a type rating for that aircraft. Type rating designations are supplied by the State of Design of the aircraft and are only applied to aircraft that have completed the type certification process. If the manufacturer (or builder) has not applied for a type certificate (TC), no type rating is available.

A. However, GACAR § 61.85 does provide for an authorization, in the form of an LOA, to operate, on a temporary basis (60 days), an aircraft that would normally have a type rating. When applied to aircraft that have a type rating, Section 3 of this chapter should be used for guidance. When applied to operation of aircraft for which the operating limitations require a GACA-issued authorization to act as PIC, the authorization is part of GACAR Part 91 and special procedures apply, with limitations.

NOTE: A manufacturer who wishes to obtain a type designation for an aircraft so that a pilot may obtain a rating based on that designation must submit the aircraft for an evaluation to the State of Design's Flight Standardization Board (FSB) or equivalent body. The FSB determines the type rating, certification, and training requirements for new or modified aircraft.

1) A person may act as PIC of an aircraft that has a type designation if that person holds a type rating for that aircraft. The type rating is also valid for the experimental or restricted category version of the same aircraft.

2) An airman who holds a type rating for that aircraft model may act as PIC for all of the aircraft of the same model, regardless of the type of airworthiness certificate held for the aircraft. The applicant may complete the appropriate aircraft type rating practical test in the subject aircraft. The holder of such an aircraft type rating must adhere to the applicable provisions of GACAR Part 61 and 91 and any limitations appropriate to the operation of an aircraft with an experimental airworthiness certificate.

B. If a second in command (SIC) is required by the aircraft operating limitations, the SIC must be

qualified in accordance with GACAR § 61.19. The SIC need not hold an aircraft authorization.

9.9.2.9. ELIGIBILITY FOR AN AIRCRAFT AUTHORIZATION. Since "other aircraft authorizations" are similar to type ratings, the eligibility, application, issuance, and limitations will be similar to a type rating. Requirements for eligibility for an authorization include completion of training, testing, and evaluation in the same manner as would be required for a type rating.

A. To be eligible for an authorization to act as PIC of a surplus military turbojet-powered aircraft, an applicant must:

• Possess at least a Kingdom of Saudi Arabia (KSA) private pilot certificate with an appropriate category and class rating (e.g., airplane, single-engine land)

• Hold an instrument rating

• Possess at least a valid Class 1 medical certificate

• Have logged a minimum of 500 hours of pilot flight time in the aircraft category and have completed the KSA armed services qualification checkout described in subparagraph 9.9.2.13A1) of this section *or*

• Have logged a minimum of 1,000 hours pilot flight time, including 500 hours as PIC in the aircraft category, and have completed one of the training requirements of subparagraph 9.9.2.13B

B. To be eligible to serve as PIC of a surplus military propeller-driven airplane that has a maximum takeoff mass exceeding 5,700 kg, or which has a horsepower rating of more than 800 horsepower and a VNE that exceeds 250 knots, an applicant must:

• Possess at least a KSA private pilot certificate with an appropriate category and class rating (e.g., airplane, single-engine land)

• Possess at least a valid Class 1 medical certificate

• Have logged a minimum of 500 hours of pilot flight time

• Have completed one of the training requirements of subparagraph 9.9.2.13B

C. To be eligible to serve as PIC of a turbojet- or turbofan-powered aircraft not considered to be a surplus or replica military aircraft, an applicant must:

- Possess at least a KSA private pilot certificate with an appropriate category and class rating
- Possess at least a valid Class 1 medical certificate
- Hold an instrument rating if the aircraft is equipped for instrument flight rules (IFR) flight operations per GACAR § 91.303
- Have completed the training requirements of subparagraph 9.9.2.13B2

D. To be eligible to serve as PIC of a large aircraft (more than 5,700 kg maximum takeoff mass) not considered a surplus or replica military aircraft, an applicant must:

- Possess at least a KSA private pilot certificate with an appropriate category and class rating
- Possess at least a valid Class 1 medical certificate
- Have completed the training requirements of subparagraph 9.9.2.13B2

E. To be eligible for an authorization to serve as PIC of a surplus military piston-powered aircraft that has a horsepower rating of more than 800 and a VNE that exceeds 250 knots, an applicant must:

- Possess at least a KSA private pilot certificate with an appropriate category and class rating (e.g., airplane, single-engine land)
- Possess at least a valid Class 1 medical certificate
- Have logged a minimum of 500 hours of pilot flight time
- Have completed the training requirements of subparagraph 9.9.2.13B2
- Have logged 50 hours complex time

9.9.2.11. APPLICATION FOR AN AIRCRAFT AUTHORIZATION.

A. Submissions. An applicant who meets the requirements of subparagraph 9.9.2.13B1) may submit an application letter, Airman Certificate and/or Rating Application and appropriate documentation showing PIC qualification or assignment (per subparagraph B, below) to the GACA. An evaluation will be made of the documentation to determine if the applicant meets the minimum requirements for issuance of an aircraft authorization without further testing.

B. Documentation. An applicant for an authorization must provide copies of his training records or

logbook records to document his ground and flight training. An evaluation will be made of the documentation to determine if the applicant meets the minimum requirements for the issuance of an aircraft authorization. Upon successful completion of the practical test, the GACA will issue an aircraft authorization.

9.9.2.13. TRAINING REQUIREMENTS. The GACA must receive documented evidence of appropriate training before it can issue the LOA (Figures 9.9.2.4 & 9.9.2.5).

A. Training Options. The applicant's training program may consist of any one of the following:

1) The applicant may have completed a KSA military service qualification checkout to act as PIC in a specific type of aircraft. The applicant must also have logged 10 hours as PIC in the specific type of aircraft during the preceding 12 calendar-months. Authorizations may only be issued for the operation of civil aircraft. Authorizations will not be issued based upon military competence unless the applicant can show a need for a civil authorization. Typically, this would be shown by a letter from a civil operator requesting an authorization for the particular airman.

a) The applicant must present this documentation to the GACA for issuance of an authorization for this specific type of aircraft.

b) If more than 12 calendar-months have elapsed since acting as PIC in the specific aircraft, the applicant must meet the minimum recency of experience requirements of paragraph 9.9.2.23 and successfully complete a practical test/evaluation given by the GACA.

2) The applicant must receive and log both ground and flight training as listed in subparagraph B below. Upon completion of the training program, the authorized instructor must endorse the applicant's training record and certify that the applicant is proficient to take the required practical test/evaluation. This endorsement must be made in the applicant's logbook and on the application within the 60-day period preceding the date of the practical test/evaluation.

a) Training in the specific aircraft type may be provided by a Certified Flight Instructor (CFI) or the holder of an authorized instructor certificate for multiseat aircraft that have functioning dual controls.

b) For single-seat aircraft, ground and flight training in a comparable aircraft (multiseat with functioning dual controls), as defined in paragraph 9.9.2.15, may be provided by a CFI or authorized instructor. However, the applicant must complete a transition training program in the specific single-seat aircraft type with ground instruction provided by a CFI or authorized instructor for that specific aircraft. Upon successful completion of the training, the applicant must have a logbook endorsement for solo flight from a CFI or authorized instructor before

flight in the single-seat aircraft. This endorsement for solo flight can be used for proficiency flying in preparation for the practical test/evaluation. The endorsement must be limited to 30 days and will limit the applicant's area of operation to the local area with takeoffs and landings only at the applicant's home base airport. No cross-country authorizations should be included. The solo endorsement can include any other limitations deemed necessary by the authorized instructor. Solo endorsements may only be issued if the aircraft operating limitations permit operations based on a logbook endorsement. If the operating limitations do not permit logbook endorsements after completion of the training, the airman should contact the GACA and obtain a temporary LOA to permit limited local area solo practice. Temporary LOAs should be issued only when required by the aircraft operating limitations and when necessary for solo practice and to complete the practical test for an authorization to be added to the airman certificate (Figure 9.9.2.1).

B. Training Requirements.

1) Training must meet the standards specified in the appropriate parts of the practical test standards (PTS) for type ratings. At a minimum, an applicant's ground training program must include the following requirements:

• The airplane's systems and components

• Ground emergency procedures, including abnormal procedures, if described in the airplane's checklist

• Flight emergency procedures, including abnormal procedures, if described in the airplane's checklist

• Use of performance charts, including (but not limited to) takeoff, climb, cruise, and landing

• Fuel requirements and fuel management

• Runway requirements and limitations (e.g., minimum runway lengths and crosswind limits of the airplane)

• Contents of the Aircraft Flight Manual (AFM) or equivalent

• Operating limitations prescribed for the specific airplane, both the manufacturer's and GACA-issued

• Operation of the airplane in the high-altitude realm, if applicable

• Recovery from abnormal flight profiles based on specific aircraft characteristics

2) The recommending instructor must have personally flown with the applicant in the airplane type (for multiseat with functioning dual controls) or a comparable type (for single-seat). This training must include the following requirements:

• Airplane preflight

• Crew Resource Management (CRM), including single pilot, as appropriate

• Powerplant start procedure, taxiing, and pre-takeoff checks

• Normal and crosswind takeoff

• Powerplant failure during takeoff

• Rejected takeoff

• Flight at critically slow airspeeds in all appropriate configurations

• Approaches to and recovery from stalls, as appropriate

• Recovery from normal and abnormal flight profiles based on specific aircraft characteristics including unusual attitudes

• Normal, emergency, and abnormal procedures

• Landing with simulated powerplant failure

• Normal and crosswind landings

• Landing from a no-flap or a nonstandard flap approach

• Rejected landing

• Fuel-low level/return to base procedures

• Aerobatics, if appropriate to the airplane and requested by the applicant, if the applicant can provide operating limitations required by GACAR § 91.421 authorizing aerobatics and specific maneuvers

9.9.2.15. COMPARABLE AIRCRAFT. Some single-seat aircraft have two-seat models that may be available for the applicant's use in training. Some two-seat aircraft are unique and require training in comparable aircraft.

A. Single-Seat Airplane. An applicant with a single-seat airplane must accomplish the training described in subparagraph 9.9.2.13B2). However, the applicant may accomplish that training in a comparable two-seat airplane.

B. Determining Comparable Aircraft. In determining comparable aircraft for training purposes and for issuing authorizations, the GACA requires the applicant to receive training in the most complex aircraft that most nearly duplicates the characteristics of the specific aircraft for which the authorization is issued.

C. Initial Training. When a comparable aircraft is used for initial training, the applicant should contact the GACA, to ensure that the proposed aircraft meets the requirements of this section.

1) Include transition ground and flight training appropriate to the aircraft.

2) Provide the applicant with training at least equivalent in scope and content to the requirements as outlined in subparagraphs 9.9.2.13B1 and 2.

D. Training in Comparable Aircraft. In general, a comparable aircraft is one that duplicates the flight characteristics with enough similarity that flight training in one would qualify the pilot (with aircraft-specific ground training being the only further training required) to safely operate the actual aircraft.

1) With all the varieties of foreign and military aircraft that have been produced over the years, reducing this concept to a definitive formula is not practical. However:

a) Generally, fighters built before 1960 or jet trainers from any period are not comparable to current first-line fighters, regardless of wing design.

b) Rotorcraft are not comparable to large transport helicopters, and so on. The type of wing, thrust ratios, specific flight characteristics, and installed engineering and systems must all be taken into account.

2) Sets of aircraft have been established to indicate comparable aircraft that may be used for training and maintaining recency of experience. If an airman is unable to determine whether the aircraft are comparable, the airman may contact the GACA.

3) No pilot will be found qualified for issuance of an authorization for a specific aircraft based

entirely on initial training in a comparable aircraft. If the applicant completes initial training in a comparable aircraft, the applicant must then complete transition training and complete a flight evaluation before issuance of a specific aircraft authorization.

E. Sets of Aircraft. The following sets of aircraft are established as comparable:

- Set I. Piston-powered, single-engine, conventional landing gear
- Set II. Piston-powered, single-engine, tricycle landing gear
- Set III. Piston-powered, multiengine, two-engine
- Set IV. Piston-powered, multiengine, more than two engines
- Set V. Turbojet-powered, single-engine, straight-wing
- Set VI. Turboprop or turbojet-powered, multiengine, straight-wing
- Set VII. Turbojet-powered, single-engine, swept wing, subsonic
- Set VIII. Turbojet-powered, single-engine, swept wing, supersonic
- Set IX. Turbojet-powered, multiengine, swept wing, supersonic
- Set X. Rotorcraft

NOTE: The sets identifying each specific aircraft make and model are found on the FAA web site.

F. Initial Qualification Training. For single-seat aircraft, the following guidance must be used concerning the use of comparable aircraft for initial qualification training. The comparable multiseat aircraft used during training must be equipped with functioning dual controls per GACAR § 61.27.

1) *Set I*. Comparable aircraft is either the Texan or any multiseat aircraft from Set I.

2) *Set II*. Comparable aircraft is the Trojan.

3) *Set III*. Comparable aircraft is the Mitchell or any aircraft approved by the GACA.

4) *Set IV*. These are generally crew-served aircraft; therefore, no comparable aircraft will be listed.

5) *Set V through Set X*. The many technically different design characteristics of these turbojet-

powered aircraft must be acknowledged and respected. Therefore, no comparable aircraft will be listed for these sets. The use of a multiseat aircraft for initial qualification training will be approved by the GACA.

G. All Types and Makes of Piston-Powered Airplanes. In the past, an airman may have been issued LOAs with the authorization for all types and makes of high-performance single-engine or multiengine piston-powered airplanes, commonly known as an “unlimited LOA.” An individual who holds such an LOA and applies for an authorization will have an all-makes/models, or single-engine or multiengine piston-powered (as appropriate), authorization on his re-issued airman certificate. In addition to the above-listed authorization, each aircraft that the individual has flown as PIC will be listed on the airman certificate.

1) Individuals who have this authorization may become qualified in additional Set I, II, III, and IV aircraft by completing training for the aircraft.

2) The ground and flight training program must meet the requirements listed in subparagraphs 9.9.2.13B1 and 2.

3) The ground training, including cockpit familiarization, will be conducted by a CFI or an authorized instructor who will make an endorsement indicating completion of the ground training in the airman’s logbook. The authorized instructor or CFI will make a solo endorsement in the airman’s logbook to complete the flight training. If the aircraft is a multiseat with functioning dual controls, the authorized instructor or CFI will complete the flight training with the airman. Once both portions of the training are completed, the individual will be considered qualified in the aircraft.

4) Within 60 days of completion of the qualification training, the airman may present a completed Application for Airman Certificate and/or Rating along with the logbook endorsements to the GACA. Upon verification of the aircraft qualification, the aircraft will be added as an authorized aircraft to the airman’s certificate.

5) The presence of the “all makes and models” authorization indicates that the holder need only obtain aircraft-specific training and a logbook endorsement from an authorized instructor to show qualification to add an additional Set I, II, III, or IV aircraft to the pilot certificate. The “all makes and models” authorization does not grant an authorization to act as PIC of an aircraft not listed on the pilot certificate.

H. Experimental Aircraft of Same Make and Model as Type-Designated Aircraft.

1) Some makes and models of surplus military aircraft were originally type certificated in the

limited or restricted category after World War II. At that time, they were issued type certificates with type ratings, if appropriate. Examples of these aircraft are the Fortress F/G designations, Havoc B/C/G/H/J, Lightning G/J/M/L, Mitchell, and Marauder C version. All of these aircraft received type ratings and require the PIC to hold an appropriate type rating since they are large aircraft. Subsequently, many of the aircraft have been certificated in the experimental category. For operation of these aircraft, an airman may elect to satisfactorily complete either of the following procedures to serve as PIC of the aircraft:

a) The applicant may complete the appropriate aircraft type rating practical test in the aircraft. Upon successful completion of all of the required tasks, the established type rating may be placed on the airman's certificate. The airman may then serve as PIC of aircraft of that make and model, regardless of the category of certification.

b) The applicant may complete an acceptable program of training and satisfactorily complete the practical test/evaluation for the issuance of an aircraft authorization on the airman's certificate. The airman may only serve as PIC of aircraft of that make and model certificated in the experimental category.

2) Aircraft with either a standard airworthiness certificate require no additional authorization for an airman to act as PIC, other than that required by GACAR Part 61 certification.

9.9.2.17. FLIGHT EVALUATION. Practical tests/evaluations are required for those authorization applicants who do not meet the military program requirements of subparagraph 9.9.2.13A1, (except for airmen with all makes/models, single-engine or multiengine piston-powered authorizations in Set I, II, and III aircraft). These evaluations must be conducted in accordance with the applicable PTS.

A. Conduct of the Flight Evaluation. A qualified aviation safety inspector (Inspector) (Operations) must conduct the knowledge and flight evaluation. The evaluation will be conducted in the specific aircraft the applicant has applied for an authorization in (for multiseat aircraft). For those applicants using comparable aircraft (for single-seat or multiseat aircraft), the evaluation will be conducted in the comparable aircraft. The final portion of the flight evaluation must be conducted in the specific aircraft and may be observed from the ground or in a chase aircraft.

1) The Inspector who conducts the evaluation is responsible for determining whether the applicant meets the standards outlined in the objective of each task within the areas of operation in the applicable PTS.

a) The Inspector will meet this responsibility by determining whether the applicant's knowledge and skill meets the objective in all required tasks.

b) The Inspector may observe the flight from the ground (for single-seat aircraft) or from the aircraft being used for the test. If the Inspector is onboard the aircraft and serves as a required flight crew member, he must be qualified and current in the aircraft and the aircraft must have fully functioning dual controls.

B. Unsatisfactory Flight Evaluation. If an applicant does not perform satisfactorily, the GACA will issue a Notification of Disapproval. The applicant may reapply after receiving additional training and submitting a new Application for Airman Certificate and/or Rating.

9.9.2.19. ISSUANCE. After the Inspector has received a completed application, accepted the training documentation, reviewed the recommendation, and conducted a practical test/evaluation with a satisfactory result, the Inspector issues the authorization on the airman certificate.

9.9.2.21. LIMITATIONS.

A. Visual Flight Rules (VFR).

1) Based on the recommendation of an authorized instructor or CFI and the completion of the flight evaluation by an Inspector, the following limitation for each specific aircraft may be placed on the airman certificate: VFR ONLY.

2) This limitation applies unless the applicant meets the requirements of paragraph 9.9.2.25.

3) This limitation may not be placed on a specific turbojet-powered aircraft.

B. Instrument Rating. All applicants for type ratings in turbojet-powered aircraft must possess an instrument rating.

9.9.2.23. RECENCY OF EXPERIENCE. Inspectors should encourage holders of authorizations to complete a flight review in at least one aircraft for which an authorization is held every 24 calendar-months. This flight review may be conducted in a comparable aircraft per the appropriate aircraft sets referenced in paragraph 9.9.2.13. The flight review will be conducted in accordance with GACAR § 61.21 by a CFI or an authorized instructor.

9.9.2.25. INSTRUMENT PRIVILEGES.

A. Requirements for Instrument Privileges. If an applicant for an authorization or an authorization holder desires to exercise instrument privileges in an authorized aircraft, then the applicant must meet the following requirements:

• Hold an instrument rating or an air transport pilot (ATP) certificate

• Meet the instrument currency requirements per GACAR § 61.17

• Demonstrate instrument competency to an Inspector during the flight evaluation or to an authorized instructor or CFI during the training in a comparable aircraft in accordance with the ATP PTS

NOTE: Instrument endorsements can only be conducted by an Inspector.

B. Removal of the VFR ONLY Limitation. A pilot may have a VFR ONLY limitation removed by meeting the following requirements:

1) Demonstrating instrument flight competence in the actual aircraft, in a flight simulation training device (FSTD) or in a similarly equipped aircraft that has comparable performance characteristics. A comparably equipped aircraft should contain equipment similar to that of the airplane for which the authorization is held.

2) An instrument competence demonstration may be conducted in conjunction with that required by another operating rule or a military instrument proficiency check (IPC).

3) When a demonstration is conducted in a simulator or a comparably equipped aircraft, the applicant must demonstrate competence based solely upon the equipment/crew complement for the aircraft for which the authorization is held. For example, if an aircraft does not require an SIC or have an autopilot system, the applicant may not use an SIC or the autopilot for the instrument competence demonstration.

9.9.2.27. TEMPORARY LETTERS OF AUTHORIZATION.

A. For one-of-a kind aircraft, first-of-a type aircraft, amateur-built aircraft, practice in a single-place aircraft, or other special cases, a temporary LOA may be issued. Temporary LOAs may only be issued for a specific purpose and should be for a specified, limited duration. These LOAs may be required to ensure compliance with the aircraft operating limitations.

B. Temporary LOAs for the operation of experimental aircraft should not be confused with temporary LOAs for the operation of TC'd aircraft. GACAR § 61.85(b) permits operating type certificated aircraft under limited circumstances. These LOAs are issued in accordance with the guidance in Section 3 of this chapter.

9.9.2.29. AUTHORIZED INSTRUCTORS. Authorized instructors are authorized to train and recommend

to the GACA an applicant for the issuance of an authorization.

A. Authorizations.

1) An authorized instructor may only issue recommendations and endorsements in aircraft for which he holds a valid authorization.

2) An authorized instructor may only make a recommendation for an authorization after personally training an applicant.

3) An authorized instructor may make a logbook endorsement for flight upon the applicant's successful completion of training. This endorsement for flight must be used for proficiency flying in preparation for the flight evaluation. The endorsement must be limited to 30 days and will include a limitation to authorize operations solely at the aircraft's home base airport and within the assigned flight test area. The authorized instructor may include any other limitations deemed necessary.

4) When training is satisfactorily completed, the authorized instructor may issue a recommendation for an aircraft authorization to the applicant. The applicant may then present this recommendation to an Inspector.

B. Renewal/Reinstatement. An authorized instructor certificate is valid for a period of 2 years (24 calendar-months) from the date of issue and may be renewed if the authorized instructor can provide proof of the following:

• An acceptable record of activity over the previous 24 calendar-months

• A satisfactory working relationship with the GACA

• Training five applicants for an authorization, in any of the aircraft for which the authorizations have been granted, is an acceptable record of activity for renewal, or

• Completion of a flight instructor refresher clinic

1) *Renewal of an Authorized Instructor Certificate.* Authorized instructor certificates may be renewed by applicants by completing an Application for Airman Certificate and/or Rating.

a) Review the Application for Airman Certificate and/or Rating.

b) Review documentation for a satisfactory activity level in the previous 24 months.

c) If performance is satisfactory, renew certificate per paragraph D below.

C. Satisfactory Performance. When the applicant has satisfactorily met all the requirements for the authorized instructor certificate, prepare the Temporary Airman Certificate.

1) Brief the applicant on the requirements and responsibilities.

2) Issue the authorized instructor certificate listing the specific aircraft, which that applicant is qualified in as an instructor.

3) Add the following statement to the certificate: “VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO.[Insert number] EXPIRES: [24 months after issuance].”

D. Certification File. Complete the certification file.

1) Forward the complete certification file to the Certification and Licensing Division.

2) Complete the GAR.

9.9.2.31. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of GACAR Part 61 requirements, GACA policies, and qualification as an Inspector (Operations). Additionally, if an Inspector conducts a flight proficiency demonstration in certain turbine-engine or large aircraft, the Inspector must meet specific aircraft qualifications.

9.9.2.33. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- GACAR Part 1, 61 and 91

B. Forms:

- Application for Airman Certificate and/or Rating
- Temporary Airman Certificate
- Notice of Disapproval
- GACA Activity Report (GAR)

C. Job Aids:

- Figure 9.9.2.1, Sample Temporary Letter of Authorization (LOA)
- Figure 9.9.2.2, Job Aid for Creating a Letter of Authorization
- Figure 9.9.2.3, Logbook Endorsement
- Figure 9.9.2.4, Letter of Authorization - Piston Powered Aircraft
- Figure 9.9.2.5, Letter of Authorization - Turbine Powered Aircraft

9.9.2.35. PROCEDURES.

A. Receive Initial Inquiry.

1) Upon inquiry from an applicant, explain the application procedures and eligibility requirements for an aircraft authorization.

2) Determine which training option the applicant will complete.

3) If the applicant meets the eligibility requirements of paragraph 9.9.2.9, advise the applicant to provide the following documents to the GACA:

- A completed and correct Application for Airman Certificate and/or Rating
- A valid airman certificate
- A valid medical certificate
- A personal logbook or other records substantiating the flight experience requirements
- An endorsement from an authorized instructor
- Documentation of completion of training

B. Review Application. Collect and review the documents and records listed above).

1) Verify the applicant’s identity.

a) Ensure completion of the airman certification information.

b) Ensure completion of the recommending instructor information.

c) Determine if the applicant needs a temporary LOA to conduct practice or proficiency flying, and if so, issue a temporary LOA in accordance with the procedures shown in subparagraph 9.9.2.13A2)b).

2) Review the application for completeness:

a) If the application is not complete, do not accept the application; indicate the incomplete areas and return the application to the applicant for correction.

b) If the application is complete and accurate, determine if the applicant is eligible for the issuance of an authorization or for a practical evaluation.

c) Substantiate the applicant's eligibility by examining the pilot's logbook or other records, comparing the data with that listed on the application and the requirements from paragraph 9.9.2.9.

3) If the applicant is not eligible, indicate the areas that are deficient and close out the GAR with an appropriate comment.

4) If the applicant is eligible for the issuance of an authorization, complete a Temporary Airman Certificate with the specific aircraft listed.

5) Complete the GAR.

C. Conduct Aeronautical Knowledge and Practical Test/Evaluation.

1) Before the Inspector conducts the flight evaluation, they should examine the aircraft and/or the airworthiness documentation.

2) If the Inspector determines that the aircraft is not in safe condition for flight or that the documentation is not adequate, reschedule the flight demonstration.

3) The Inspector may conduct the aeronautical knowledge test with the applicant and observe a flight evaluation either from the ground or in a chase aircraft.

4) If the demonstration is unsatisfactory, the Inspector should perform the following:

• Debrief the applicant on the deficient areas

• Reschedule the demonstration

• Issue a Notice of Disapproval, granting credit for the maneuvers passed

• Reissue a temporary authorization for the applicant to conduct proficiency and practice flights, if necessary

5) If the demonstration is satisfactory, issue a Temporary Airman Certificate with the aircraft authorization and any appropriate limitations.

D. Complete Certification File. Complete the certification file.

• Ensure the application is complete

• Forward the complete certification file to the Certification and Licensing Division

• Complete the GAR

9.9.2.37. TASK OUTCOMES. Completion of this task results in one or more of the following:

• Issuance or reissuance of an authorization

• Denial of an authorization

• Issuance or reissuance of a temporary LOA

• Issuance of a letter of discontinuance with credit given for flight procedures demonstrated

9.9.2.39. FUTURE ACTIVITIES.

• Issuance of additional authorizations for other aircraft

• Removal of a limitation from an authorization

• Possible enforcement investigation if the holder of an authorization operates contrary to the GACARs, with action against the pilot certificate held

Figure 9.9.2.1. Sample Temporary Letter of Authorization (LOA)

GACA Letterhead

[Date]

[Name and address]

Dear [name]:

This temporary letter of authorization (LOA) allows you to act as pilot in command (PIC) in the following experimental category aircraft:

- North American F-86 Sabre (VFR Only)

Flights made under this authorization will be conducted in accordance with the Special Airworthiness Certificate operating limitations and all applicable General Authority of Civil Aviation Regulations (GACARs). This letter does not authorize the performance of aerobatics in air shows.

Flights made under this letter must only be for proficiency and practice flying in preparation for a practical test.

Operations are limited to the following geographical area:

[Inspectors should describe an area large enough to reasonably conduct proficiency and practice flying in preparation for a practical test for the type airplane.]

This authorization expires on [60 days from date of issuance] unless sooner modified, suspended, or revoked by the President.

Sincerely,

[Inspector signature]

Figure 9.9.2.2. Job Aid for Creating a Letter of Authorization

The following items are to be covered in the LOA:

- Applicant’s name, address, and telephone number
- Applicant’s grade of airman certificate; certificate number; category, class, and type ratings; and limitations
- Description of the pilot’s aviation background
- Total time (if not indicated on the application)
- Time in type or similar type
- Date and class of airman medical certificate, including any limitations.
- Indication of whether the pilot has had high altitude physiological training and the date of that training
- Make, model, and manufacturer of the aircraft
- The pilot’s plan for transition training (may be a separate document)
- Name of the aerodrome where the aircraft will be based
- Description of the proposed flights, including purpose, departure point, en route aerodromes, and destination

Figure 9.9.2.3. Logbook Endorsement

Inspectors who have evaluated an applicant for operational authority should enter the following endorsement in the applicant's logbook:

> "I have personally evaluated Mr. [name] holder of [type] pilot certificate no. [certificate number] in the normal and emergency (abnormal if contained in the airplane's checklist) procedures and maneuvers in a [type airplane] [registration number] and consider him competent to safely operate a [type airplane]."

[Date of evaluation]

[Inspector's signature]

[Inspector's printed name]

Figure 9.9.2.4. Letter of Authorization - Piston-Powered Aircraft

GACA Letterhead

[Date]

[Name and address]

Dear [name]:

This letter authorizes you to act as pilot in command (PIC) in the following experimental category aircraft:

- North American P51 H Mustang (VFR Only)

Flights made under this authorization will be conducted in accordance with the Special Airworthiness Certificate operating limitations and all applicable General Authority of Civil Aviation Regulations (GACARs). This letter by itself does not authorize the performance of aerobatics in airshows.

The privileges of this letter of authorization (LOA) may not be exercised unless:

1) Within the preceding 6 calendar-months, you have made at least three takeoffs and landings in either one of the models authorized or a comparable model; *and*

2) After the 6 calendar-month inactive period, you obtain a flight review including the normal and emergency (and abnormal, if contained in the aircraft's checklist) procedures and maneuvers in the particular type or comparable type aircraft and have had your logbook so endorsed by:

a. The holder of a current and appropriate LOA, who is authorized to make this endorsement, and who has found you competent to safely operate the aircraft; or

b. The holder of a Letter of Operational Authority issued by the GACA.

This authorization expires on [24 calendar-months from the date of issuance] unless sooner modified, suspended, or revoked by the General Authority of Civil Aviation (GACA). [If a reissuance, the authorization is valid indefinitely.]

Sincerely,

[Inspector's signature]

Figure 9.9.2.5. Letter of Authorization - Turbine-Powered Aircraft

GACA Letterhead

[Date]

[Name and address]

Dear [name]:

This letter authorizes you to act as pilot in command (PIC) in the following experimental category aircraft:

- North American F-86 Sabre (VFR Only)

Flights made under this authorization will be conducted in accordance with the Special Airworthiness Certificate operating limitations and all applicable General Authority of Civil Aviation Regulations (GACARs). This letter by itself does not authorize the performance of aerobatics in airshows.

The privileges of this letter of authorization (LOA) may not be exercised unless:

1) Within the preceding 6 calendar-months, you have made at least three takeoffs and landings in one of the models authorized or a comparable model;

2) After the 6 calendar-month inactive period, you obtain a night review including the normal and emergency (and abnormal. if contained in the airplane's checklist) procedures and maneuvers in the particular type or comparable type aircraft and have had your logbook so endorsed by the following:

a. The holder of a current and appropriate LOA, who is authorized to make this endorsement, and who has found you competent to safely operate the aircraft; or

b. The holder of a Letter of Operational Authority issued by the General Authority of Civil Aviation (GACA).

This authorization expires on [24 calendar-months from the date of original issuance or reissuance] unless sooner modified, suspended, or revoked by the GACA.

Sincerely,

[Inspector’s signature]

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 9. OTHER AIRMEN AUTHORIZATIONS

Section 3. Issue a Letter of Authorization in Lieu of a Type Rating

9.9.3.1. GACA ACTIVITY REPORT (GAR).

A. 1577 (OP)

9.9.3.3. OBJECTIVE. This section describes how to determine if an applicant is eligible for a Letter of Authorization (LOA) to act as pilot in command (PIC) in lieu of a type rating. Completion of this task results in the issuance or denial of a LOA.

9.9.3.5. GENERAL.

A. Aircraft Requiring a Type Rating. Circumstances may arise that require an aircraft to be flown by a pilot who does not hold a type rating for that aircraft. An aviation safety inspector (Inspector) (Operations) may issue an LOA under the General Authority of Civil Aviation Regulation (GACAR) § 61.85(b). This LOA (Figure 9.9.3.1) permits a pilot to act as PIC of the aircraft for the proposed flight.

B. Requirements for Aircraft Undergoing Certification. During the type certification process, it is sometimes necessary for industry pilots or General Authority of Civil Aviation (GACA) Inspectors with airman certification responsibility to be qualified in a particular aircraft before a pilot certificate type rating designator is established for that aircraft. In these circumstances an LOA may be issued in lieu of a type rating. This LOA and Letter of Application must be in the pilot's possession when exercising the authorized privileges. The LOA can eventually be surrendered to the GACA in exchange for a temporary airman certificate bearing the category, class, and type ratings.

C. Determining Eligibility. When determining an applicant's eligibility for an LOA in lieu of a type rating, it may be necessary for the Inspector and applicant to determine if the operation can be conducted safely or to agree upon special conditions or limitations.

D. Surrender of LOA. When an applicant surrenders an LOA for a type rating, a Temporary Airman Certificate must be issued according to the procedures in Volume 9, Chapter 2, Section 1, Pilot Type Rating Certification. The LOA should then be attached to the pilot's certification file.

9.9.3.7. LOA FOR TYPE-RATED AIRMAN REQUIRING PILOT IN COMMAD (PIC) PROFICIENCY CHECKS. GACAR § 61.85(b) provides for LOAs for ferry flights, aircraft practical tests, training flights, and pilot practical tests. GACAR § 61.17(b) requires that a pilot must have completed a

proficiency check to serve as PIC of an aircraft certificated for more than one pilot or is turbojet powered.

A. Pilots-in-Command Unavailable. Problems have surfaced when an aircraft needed to be ferried or moved, but the type rated pilot did not meet GACAR § 61.17. Quite often the aircraft involved is one for which type-rated and current pilots are not immediately available, if at all, to serve as PIC to ferry the aircraft to a point where required maintenance or a proficiency flight check can be properly accomplished.

B. Regulatory Provisions. GACAR § 61.17(b)(6) permits a pilot to serve as PIC of a an aircraft certificated for more than one pilot or is turbojet powered for the purpose of meeting proficiency check requirements of GACAR § 61.17(b)(1)provided that no passengers or property are carried and the flight is conducted under day VFR or day IFR conditions.

C. Issuance of Authorization. An LOA may be issued if the pilot's primary objective is meeting the proficiency requirements of GACAR § 61.17(b). All authorizations involving incidental flying shall be in writing, clearly stating this objective, and stating what incidental flying is authorized. Incidental flying (ferrying, practical test of aircraft, etc.) does not include the proficiency check itself. An LOA is not necessary, and will not be issued, if only the proficiency check is involved.

9.9.3.9. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of GACAR Part 61 requirements, GACA policies and qualification as an Aviation Safety Inspector (Operations).

B. Coordination. This task may require coordination with the certificating aircraft evaluation group (AEG).

9.9.3.11. REFERENCES, FORMS, AND JOB AID.

A. References.

- GACAR Part 1, 61 and 91

B. Forms.

- GACA Activity Report (GAR)
- Application for Airman Certificate and/or Rating

C. Job Aids.

• Figure 9.9.3.1, Sample Letter of Authorization in Lieu of a Type Rating

9.9.3.13. PROCEDURES FOR AIRCRAFT REQUIRING A TYPE RATING.

A. Application. Advise the applicant that a written request should be submitted at least 30 days before the first intended operation. The written request must include the following information:

• The applicant's name, address, and telephone number

• A copy of the applicant's pilot certificate, or a listing of the data from the certificate

• A description of the pilot's background, including total flight time, and flight time in the type of airplane involved or similar type, if any

• The date and class of airman medical certificate and any limitations

• The make and model of the aircraft to be flown

• A description of the proposed operations, including the dates

B. GAR. Open the GAR.

C. Eligibility.

1) Upon receipt of the written application and Application for Airman Certificate and/or Rating determine the reason for the applicant's request:

a) Practice in a single-control aircraft to qualify for a type rating (for a period not to exceed 60 days).

b) A ferry flight by a pilot who does not normally fly the type of aircraft concerned (for a period not to exceed 60 days).

c) A test flight in an aircraft repaired or modified by an approved repair station or manufacturer (for a period not to exceed 60 days).

d) A practice or training flight ("buddy" or solo) in a formal training course which leads to qualification for type rating (for a period not to exceed 60 days).

e) During the type certification process; qualifications in a particular aircraft before a pilot certificate type rating designator is established for that aircraft.

f) Any flights for which it is not practical or reasonable to require the pilot to obtain a type rating (in such a case, the Supervising Inspector must consider the flights safe under existing circumstances).

2) Verify the applicant's identity.

3) Review the letter of application for the required content.

4) Review the Application for Airman Certificate and/or Rating

5) If the Application for Airman Certificate and/or Rating is complete and accurate, determine if the applicant is eligible for an LOA.

6) If the Application for Airman Certificate and/or Rating is not complete, indicate the areas that need correction. Provide a suspense date to the applicant for correction.

D. Applicant Eligible. If the applicant meets the requirements for an LOA, proceed as follows.

1) Prepare the LOA using Figure 9.9.3.1 as an example.

2) Issue the LOA and a copy of the application to the applicant.

E. Applicant Not Eligible. If the applicant is not eligible for the LOA, inform the applicant in writing of the reasons for the denial.

F. File. If the request was approved, file the copy of the LOA and the request. If the request is disapproved, note the reasons for the disapproval on the request and file the request.

G. GAR. Complete the GAR.

9.9.3.15. TASK OUTCOMES. Completion of this task results in either:

- Issuance of an LOA
- Denial of an LOA

9.9.1.17. FUTURE ACTIVITIES.

- Applicant may surrender LOA for a type rating

- Enforcement investigation if the holder of the LOA does not operate within its limitations
- Issuance of a Temporary Airman Certificate when a type rating designation is assigned

Figure 9.9.3.1. Sample Letter of Authorization in Lieu of a Type Rating

GACA Letterhead

[Date]

[Name and address]

Dear [name]:

This is to certify that on [Date] you satisfactorily completed the practical test prescribed by General Authority of Civil Aviation Regulation (GACAR) § [insert]. The flight test was satisfactorily completed in the following aircraft:

Manufacturer Model Designation

Carriages of passengers or cargo for hire, or similar means of revenue-generating flight operations, are prohibited. (This limitation is appropriate only while holder uses letter in lieu of appropriate category, class, and type rating.)

You may present this letter, a completed Application for Airman Certificate and/or Rating and your current airman certificate to the General Authority of Civil Aviation (GACA) Certification and Licensing Division Office, whereupon you may be issued a Temporary Airman Certificate, with appropriate category, class, and type rating.

This Letter of Authorization must be carried in the personal possession of the pilot when exercising the privileges authorized and will expire 60 days from the date of issuance or upon being surrendered in exchange for the appropriate type rating, whichever occurs first.

(Inspector’s Name)

VOLUME 9. AIRMEN – CERTIFICATION

CHAPTER 10. RE-EXAMINATION OF AIRMEN

Section 1. Re-Examination Test of Airmen

9.10.1.1. GACA ACTIVITY REPORT (GAR).

A. 1534 (OP)

B. 3532 (AW)

9.10.1.3. OBJECTIVE. The objective of this task is to determine if a certificated airman (e.g. pilot, mechanic, repairman, air traffic controller, dispatcher, cabin crew member, etc.) remains qualified to exercise the privileges of a particular airman certificate or rating. Completion of this task results in either no action taken against the airman's certificate or rating, or initiation of remedial certificate action.

> **NOTE**: The re-examination of a medical certificate is outside the scope of this section, and the aviation safety Inspector (Inspector) should consult with the GACA Medical Assessor for any concerns about the medical fitness of an airman.

9.10.1.5. GENERAL.

A. Authority. Because the General Authority of Civil Aviation (GACA) is responsible for promoting aviation safety, they must take appropriate action when they find, or have reason to believe, that a certificated airman no longer possesses the qualifications required to hold a certificate. The GACA may re-inspect, at any time, an airman holding a certificate and the President may issue an order amending, modifying, suspending or revoking any part of an airman's certificate if the GACA decides after conducting an inspection, re-examination, or other investigation that aviation safety requires that action.

B. Basis for Re-Examination. The re-examination of an airman on the basis of lack of competency is never to be undertaken lightly. There must be ample or probable cause for requesting the re-examination. In most cases a re-examination will result from the Inspector's investigation of an accident or incident where the pilot's competence was the apparent cause of the occurrence.

9.10.1.7. BASIS OF RE-EXAMINATION TESTS. When an Inspector has sufficient reason to believe that an airman may not be qualified to exercise the privileges of a particular certificate or rating, a re-examination is required. The Inspector may reach this conclusion either through reliable reports, personal knowledge, or on the basis of evidence obtained through an accident, incident, or enforcement investigation.

A. Notification. The Inspector notifies the airman by letter (Figure 9.10.1.1, Letter of Notification of Re-Examination) that a re-examination is necessary.

1) The letter should give adequate consideration to the convenience of the airman.

2) The letter should not indicate in any way that the GACA considers the re-examination a punishment for an act that the airman may have committed. Instead, the letter should clearly state that, through the process of re-examination, the GACA is promoting safety by ensuring the airman's competence.

3) The letter must identify the certificate or ratings for which the Inspector wishes to conduct the re-examination. If applicable, specific flight maneuvers or flight phases in a particular aircraft and crew position should be identified as questionable.

B. Contents of Re-examination Letter. The re-examination letter must specify the following:

- The reasons for the re-examination (such as accident, incident, occurrence)
- The specific certificate and/or rating for which the re-examination is necessary
- The type of re-examination
- The category and class of aircraft required (if applicable)
- The location of the re-examination (usually left to the airman's discretion)
- A time limit for accomplishing the re-examination (giving adequate consideration to the airman)

C. Time Limits. Re-examination should normally take place within 15 days after receipt of the letter of notification. There may be exceptions, and the Inspector should be as accommodating as possible. However, the Inspector cannot allow the airman to postpone the re-examination indefinitely.

9.10.1.9. SPECIAL CONSIDERATIONS.

A. Airman Scheduling Appointment at a Date Later than Indicated. An airman may request an appointment for the re-examination test beyond the normal time limit. However, if the delay is excessive or unjustified, the airman must either schedule the re-examination within a reasonable time, or the airman must place his certificate or rating on temporary deposit at the GACA. If the airman chooses to deposit the certificate, an Inspector issues a 30-day Temporary Airman Certificate with specific limitations.

B. Voluntary Downgrade or Voluntary Cancellation of Certificate or Rating. If the airman volunteers to downgrade the certificate or rating in question, the Inspector issues a Temporary Airman Certificate with specific limitations. The airman may also volunteer to surrender the certificate in question for cancellation. If this occurs, the airman has no reissuance rights other than passing all knowledge and practical tests.

C. Airman Refusal to Submit to Re-Examination. If the airman fails to submit to a re-examination within a reasonable period of time (excluding unforeseen problems such as weather, mechanical problems, etc.) or demonstrates an unwillingness to submit to a re-examination, emergency enforcement action to suspend the airman's certificate shall be initiated. The emergency order suspends the certificate or ratings until the airman agrees to re-examination and establishes the appropriate qualifications to continue to hold the certificate and exercise its privileges.

9.10.1.11. INSPECTOR QUALIFICATIONS. The Inspectors conducting the re-examination test should hold the same ratings for which the airman is being tested.

NOTE: A designated examiner shall *not* conduct a re-examination test.

9.10.1.13. CONDUCT OF RE-EXAMINATION. The method of re-examination should be in accordance with the appropriate practical test standards (PTS) for the certificate or rating involved.

A. Extent of Re-Examination. The Inspector should test the airman only in the areas specified in the letter of notification. However, if other deficient areas are noted during the re-examination, these would also be the basis for failure of the test. For example, during a re-examination when the airman was to be tested on the ability to recognize and recover from stalls, the Inspector noted that on takeoff the airman over-rotated to a dangerously high pitch attitude, requiring the Inspector to take corrective action. In this situation the re-examination should be discontinued, and the airman should be informed of failing the test because of deficient skills exhibited while en route to demonstrate the maneuvers.

B. Special Emphasis. The Inspector conducting the re-examination should consult the letter issued to the airman for the areas re-examined. Special emphasis may be placed in certain areas, such as crosswind landing techniques after an incident or an accident occurring during a crosswind landing.

C. Standards. The airman must meet the appropriate PTS for the certificate or rating being re-examined. The Inspector can fail the airman for any maneuver or procedure in which the airman is found to be unqualified.

D. Knowledge Re-Examination. The re-examination may be conducted using an oral or knowledge test, devised by the Inspector, if the area to be re-examined is one of knowledge rather than skill or

flight proficiency.

E. Re-Examination in Flight Simulation Training Device (FSTD). If the airman requests that the re-examination be conducted in a FSTD, the Inspector must decide if the airman's qualifications can be determined in the device. If so, the test may be conducted in a FSTD.

9.10.1.15. PREREQUISITES REQUIREMENTS. This task requires knowledge of the regulatory requirements of the applicable General Authority of Civil Aviation Regulations (GACAR) and GACA policies and qualification as an Inspector.

9.10.1.17. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Appropriate PTS
- GACAR Part 13, 61, 64, 65, and 66

B. Forms.

- GACA Activity Report (GAR)
- Temporary Airman Certificate

C. Job Aids.

- Figure 9.10.1.1, Letter of Notification of Re-Examination
- Figure 9.10.1.2, Letter of Results

9.10.1.19. PROCEDURES.

A. Determine the Need for the Re-Examination Test. Based on all available information concerning the airman's performance; determine if a re-examination test is necessary.

B. Prepare Re-Examination Letter. If a re-examination test is required, prepare and transmit the letter of notification to the airman (Figure 9.10.1.1).

C. GAR. Open the GAR.

D. Schedule Appointment. Schedule a date, time, and location for the re-examination test.

1) Refer to the letter of notification to determine if the date the airman wishes to schedule falls within the time limit stated.

2) If the requested date is beyond the time limit in the letter and the delay is excessive or unjustified:

a) Suggest that the airman make the appointment within the time limit; or

b) Recommend that the airman place the certificate on temporary deposit. If the airman elects for temporary deposit, issue a Temporary Airman Certificate with appropriate limitations.

3) If the airman refuses to comply with either option, advise the airman that emergency remedial certificate action will be initiated to suspend the certificate or rating.

4) When a date, time, and location have been agreed upon, advise the airman to bring the following to the appointment:

• The copy of the letter of notification

• The airman and medical certificates

• Evidence of current English language proficiency

• The aircraft maintenance records, aircraft certificates, and aircraft manuals, if the re-examination test is to be conducted in an aircraft

• Any other documents necessary to establish qualification (logbooks, charts, etc.)

E. Plan the Re-Examination Test. Examine the letter of notification and determine which PTS and related chapters of this handbook apply. Prepare an agenda for the re-examination appointment.

F. Aircraft Documents (if applicable). The Inspector (Operations) conducting the practical test, or an Inspector (Airworthiness), should review the aircraft maintenance records, aircraft logbook, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the re-examination test. After review, the documents are returned to the airman.

G. Verify Airman's Identity. Inspect acceptable forms of identification to establish the airman's identity.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents,

return all submitted documents to the airman. Inform the airman of the reasons why the re-examination test cannot take place, and explain how the airman may correct the discrepancy.

I. Conduct of the Test.

1) Review the areas to be covered in the re-examination with the airman. Resolve any questions or concerns the airman may have.

2) Conduct the re-examination test in accordance with the agenda, using the appropriate PTS and guidance related to the conduct of the appropriate grade of certificate and/or ratings involved in other related chapters of this order.

3) Upon completion of the test, debrief the airman immediately concerning the results and the options available to the airman.

J. Satisfactory Re-Examination. If the airman's performance was satisfactory, issue the airman a letter of results indicating satisfactory performance (see Figure 9.10.1.2). If the airman's certificate was suspended pending the results of the re-examination and the airman needs to exercise the privileges of the suspended certificate, issue a Temporary Airman Certificate with all the ratings and privileges of the original certificate.

K. Unsatisfactory Re-examination. If the airman's performance was unsatisfactory, consider the following two options.

1) If the airman would be able to complete a re-examination test satisfactorily after additional instruction or practice:

• Have the airman place his certificate on temporary deposit with the GACA

• Issue Temporary Airman Certificate with the appropriate limitations and a 30-day expiration date

• Schedule another re-examination test

• If the airman does not wish to schedule another re-examination test, suggest that the airman voluntarily downgrade the certificate or rating, or surrender the certificate or rating for cancellation

2) If another re-examination is not in order, suggest that the airman voluntarily downgrade or voluntarily surrender the certificate or rating.

a) If the airman chooses to downgrade or surrender the certificate or rating, issue a Temporary Airman Certificate at the next lower grade of certificate or without the rating, as applicable.

b) If the airman chooses to surrender the certificate or rating for cancellation, inform the airman that it can be reissued only upon passing all knowledge and practical tests.

3) If the airman refuses to comply with either option, advise the airman that emergency remedial certificate action will be taken to revoke the certificate or rating.

L. GAR. Close the GAR.

9.10.1.21. TASK OUTCOMES. Completion of this task results in one of the following:

- Issuance of a letter of results to the airman
- Possible issuance of a Temporary Airman Certificate
- Possible downgrade of the airman’s certificate

9.10.1.23. FUTURE ACTIVITIES.

- Airman may return for another re-examination

Figure 9.10.1.1. Letter of Notification of Re-Examination

GACA Letterhead

[Date]

[Airman’s name and address]

Dear [Airman’s Name]:

Investigation of the [indicate accident, incident, occurrence, or other event that led to the re-examination], that occurred on [indicate date and time] at [indicate location], involving you as a [describe airman’s role], gives reason to believe that a re-examination of your airman competency is necessary.

Therefore, we request that you visit or telephone this office no later than 10 days from receipt of this letter to arrange for that re-examination. The re-examination will consist of appropriate [indicate grade of certificate or rating] practical test maneuvers with emphasis on [include any special emphasis items].

If you do not accept this opportunity for re-examination by the date indicated above, it will be necessary for us to start proceedings to suspend your certificate unless other arrangements are made. A reasonable later date may be arranged when required by circumstances beyond your control.

Please note that the incident that occurred on [date] is still under investigation to determine whether other compliance enforcement action is appropriate. If further action is to be taken, you will be advised in a separate letter.

Inspector [indicate Inspector’s name] is available to discuss this matter and provide any information to assist you.

Sincerely,

[Signed by the Inspector making the report]

Figure 9.10.1.2. Letter of Results

GACA Letterhead

[Date]

[Airman’s Name and Address]

Dear [Airman’s Name]:

This letter is to inform you that re-examination of your ability to exercise the privileges of [indicate type of certificate or rating] conducted on [indicate date] at [indicate location] was satisfactory.

Sincerely,

[Signed by the Inspector conducting the test]

VOLUME 9. AIRMEN – CERTIFICATION

CHAPTER 10. RE-EXAMINATION OF AIRMEN

Section 2. Special Case Re-Examination of Airmen Employed by Part 121 or 135 Certificate Holders

9.10.2.1. GENERAL. This section contains direction and guidance to be used by aviation safety inspectors (Inspectors) when re-examining airmen for questions of competence noted during operations conducted under the General Authority of Civil Aviation Regulation (GACAR) Part 121 or 135. Specifically, this section contains information concerning:

- The basis for a re-examination
- Inspector authority to prohibit operation of an aircraft
- Notification of other General Authority of Civil Aviation (GACA) officials

> **NOTE**: This section should be used in conjunction with the guidance found in Section 1 of this chapter.

9.10.2.3. BASIS FOR RE-EXAMINATION. An Inspector's decision to conduct a re-examination of an airman's competence must always be based on probable cause. This probable cause must be developed from facts and circumstances surrounding an event and must indicate clear evidence of incompetence. The airman's failure on a required proficiency or competency check, or even repeated failures on a check, does not by itself constitute probable cause for a re-examination. For example, if during the routine surveillance of a flight check of a pilot conducted by an operator's check pilot, the pilot fails to perform a particular maneuver to the standards of the pilot's airman certificate, the check pilot may stop the check, instruct the pilot, and then resume the check. This may happen more than once with one pilot, and does not indicate a lack of competence. In this case, the Inspector should not initiate a request for re-examination. A re-examination would be initiated, however, if during an en route inspection, the Inspector notes that a pilot performs in such a way that would call into question the safe completion of that or any subsequent flight. In such a case, the Inspector should follow the guidance of this section to prevent the pilot from continuing to act as a required flight crew member until the question of the pilot's competence has been resolved.

9.10.2.5. INSPECTOR AUTHORITY TO PROHIBIT THE OPERATION OF AIRCRAFT. If the Inspector observes pilot incompetence during the airborne portion of an en-route inspection, the Inspector's in-flight options are limited. Caution must be exercised on the part of the Inspector as any derogatory comment could make the situation worse, resulting in a greater hazard to safety. The Inspector should use discretion and try to determine what action, if any, on the Inspector's part, would facilitate a safe completion of the flight. When the situation allows, the Inspector shall advise the pilot that the pilot's

competency is in question. The Inspector shall further request that the airman voluntarily refrain from further flight until the question of competence has been resolved.

A. If the airman agrees to refrain from further flight, the Inspector shall follow the procedures of this section when arranging and conducting the re-examination.

NOTE: The GACA has full authority over the safety certification of air operators. This includes the authority to issue orders immediately effective without notice, in order to meet any emergency requiring immediate action in the interest of safety.

B. If the airman whose competence is in question does not agree to refrain from further flight, the Inspector will, as soon as possible upon landing, contact the Director of Operations or Chief Pilot (or any other appropriate management official) of the operator by telephone. The Inspector shall inform the operator's management official of the following:

• All pertinent information to show probable cause that the pilot's competence is in question

• The steps that the Inspector intends to pursue based on the information

• A request that the operator assist the GACA in its investigation and take immediate action to ensure that the pilot does not serve on any further flights pending the outcome of the re-examination

• A reminder to the official that the GACA has the authority to prohibit, when warranted in the interest of aviation safety, the operation of the aircraft in the event that the operator fails to take action on its own.

9.10.2.7. NOTIFICATION OF OTHER GACA OFFICIALS. The Inspector shall immediately notify the Director, Aviation Operations Department and the principal operations inspector (POI). This notification shall be by the most expeditious means possible, and must include the information in subparagraph 9.10.2.5B above, as well as the action the Inspector intends to pursue. If the Inspector does not receive a response from the operator that satisfactorily resolves the Inspector's safety concerns, the Inspector shall notify the Director, Aviation Operations Department.

VOLUME 9. AIRMEN – CERTIFICATION

CHAPTER 10. RE-EXAMINATION OF AIRMEN

Section 3. Remedial Training for Airmen

9.10.3.1. GACA ACTIVITY RPORT (GAR).

A. 1950 (OP)

B. 3950 (AW)

C. XXXX (ATC)

9.10.3.3. BACKGROUND. The General Authority of Civil Aviation (GACA) Compliance Enforcement Program provides a wide range of options for addressing noncompliance by evaluating, among other things, the seriousness and safety risk imposed by the non-compliance. These options include informal counseling, remedial administrative action in the form of warning notices or other remedial administrative processes that document both the observed discrepancies and violations and the associated corrective actions that were taken to resolve the observed discrepancies and violations, remedial training efforts, and remedial certificate action in the form of indefinite certificate suspensions pending compliance or demonstration of qualifications or finally, certificate revocations.

9.10.3.5. OBJECTIVE. This section provides guidance for using remedial training or education for a person that are prescribed by the President in order to resolve the observed discrepancies or violation.

9.10.3.7. GENERAL. When a certificated airman commits an inadvertent act of noncompliance, constructive ways should be sought to restore the airman to an appropriate level of competence. Successful remedial training accomplishes this by showing the airman what happened, why it happened, and how to prevent a recurrence. The GACA remedial training (RT) program involves the following:

- Bringing the incident to the attention of the airman in a positive manner
- Ensuring future compliance through improved skills and competence
- Documenting corrective action and providing a source of information for GACA use
- Achieving compliance of certificated airmen without the imposition and expense of remedial certificate action or punitive action

A. Definition. Per the GACA Compliance Enforcement Program, “Remedial Training” means additional training or education for a person that is prescribed by the President in order to resolve the observed discrepancies or violation.

B. Enforcement Decision Tool (EDT). GACA aviation safety inspectors (Inspectors) must use the Enforcement Decision Tool (EDT) along with associated guidance found in the GACA Compliance Enforcement Program to determine the type of enforcement action to take in all enforcement cases. In addition, Inspectors must complete the Enforcement Decision Tool (EDT) Worksheet to support the type of enforcement action selected.

NOTE: If remedial training is offered but declined or not completed, it is not necessary to complete a new worksheet. GACA inspectors must simply change the specific action taken to reflect remedial certificate action after a remedial training offer is refused or not completed.

C. Eligibility. The RT program applies to inadvertent violations of the General Authority of Civil Aviation Regulations (GACAR) by a certificated airman. Inspectors must determine inadvertency on a case-by-case basis, based on the investigation of the facts and circumstances of the incident. Inspectors must also take into account the airman’s past performance and overall attitude toward the incident.

1) When assessing the airman’s eligibility for the RT program, Inspectors must determine if future compliance can be ensured solely through RT. For an Inspectors to establish airman eligibility, the act of noncompliance must meet the following criteria:

- The noncompliance cannot have been deliberate
- The noncompliance cannot have caused an accident
- The noncompliance cannot have indicated a lack of qualification
- The noncompliance cannot have been caused by gross negligence
- The noncompliance cannot have been of a criminal nature
- The noncompliance cannot have been committed by certificate holders who were exercising the privileges of their certificate for compensation or hire

2) Also, the Inspector must review the airman’s enforcement history and evaluate whether that history supports or precludes participation in the RT program. Although, ideally, program candidates should be first time offenders, previous enforcement history does not automatically exclude an airman from the program.

9.10.3.9. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Volume 13, Chapter 2, Section 2, Conduct a Violation Investigation
- Volume 13, Chapter 6, Section 1, Coordination of Aviation Occurrence Investigations with the AIB
- GACA Compliance Enforcement Program

B. Forms.

- GACA Enforcement Decision Tool (EDT) Worksheet
- GACA Activity Report (GAR)

C. Job Aids. None.

9.10.3.11. PROCEDURES.

A. Initiate Investigation. Initiate a full investigation of the alleged violation.

B. Gather the Supporting Facts. Gather all related information. This can be accomplished by:

- Reviewing records
- Taking photographs of items associated with the alleged violation
- Acquiring witness statements
- Reviewing technical documents (e.g., manufacturers maintenance manuals, aircraft flight manuals);
- Interviewing the alleged violator
- Acquiring technical information from other agencies (e.g., Air Traffic Control)
- Inspecting physical evidence

C. Analyze the Supporting Evidence.

1) Reviews the data collected and complete the EDT Worksheet.

2) Review the regulations in conjunction with the items of proof. Ensure that the following questions are answered for each relevant regulation:

- To whom does it apply?
- What does it say in its entirety?
- When must it be accomplished?
- How does it apply in this occurrence?
- Are there special conditions?
- Are there exceptions or exclusions?
- Does this regulation clearly apply?
- Are any other regulations applicable to this violation?

3) After this analysis and EDT worksheet completion, determine if the evidence warrants recommending the airman for the Remedial Training program.

D. Write a Letter of Investigation. Send the airman a letter of investigation (LOI) that advises the airman that he may be allowed to participate in the corrective action through a remedial training program. The LOI also advises that failure to respond to the LOI in the time specified in the LOI will preclude participation in the program, and that the airman in the response must express an interest in pursuing a prescribed course of remedial education and must cooperate with the investigation.

E. Communication with the Airman. The Inspector schedules a meeting with the airman in person (or by teleconference if the Inspector determines a meeting is impractical and not necessary). During the meeting or teleconference, the Inspector confirms whether remedial training is appropriate, proposes a course of study, and then develops a remedial training program.

F. Letter of Agreement. When an agreement on training has been reached, the Inspector and the airman sign and date a letter of agreement specifying the terms and conditions of the remedial training program. One condition of participating in the program is the airman’s express agreement to waive voluntarily the applicability of the time limitations period to any other enforcement action arising from the conduct for which the remedial training is imposed. The waiver is documented in the letter of agreement. The

remedial training agreement clearly states the objective of the prescribed remedial training course, includes a completion date and the method by which the airman documents satisfactory completion of the training.

G. Verification of Completion of Training. The Inspector verifies that the training objectives have been met. Within the time specified in the training agreement, the airman provides the required evidence that training has been completed, including an original record of training, signed by each instructor or authorized official of the training establishment, certifying the areas of training and that the training program has been satisfactorily completed. For internet online courses, a computer-generated completion certificate is acceptable.

H. Issuance of Letter of Correction. When the Inspector is satisfied that the terms and conditions of the remedial training course and objective have been met, he closes the enforcement action with a letter of correction.

I. Failure to Complete Training. If the airman fails to meet any term or condition of the program or the agreement, the Inspector notifies the airman by letter that participation in the training program has been terminated, and that appropriate additional enforcement action will be taken.

9.10.3.13. TASK OUTCOMES.

A. GAR. Complete and file the GAR.

B. Document Task. Include in the investigation file the documentation of proof of completion consisting of the following:

- A statement from the instructor/official of the training establishment
- Documentary proof, such as logbook entries and aircraft or simulator rental invoices, etc.
- A record of discussion with the instructor providing the training, if available
- Any other documentation the Inspector feels necessary
- Copy of the LOI
- Copy of the Letter of Correction
- Copy of the completed GAR

9.10.3.15. FUTURE ACTIVITIES. Follow up surveillance, as applicable.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 11. MEDICAL CERTIFICATION UNDER PART 67

Section 1. Medical Assessment and Certification

9.11.1.1. GACA ACTIVITY REPORT (GAR).

A. TBD (AM)

9.11.1.3. OBJECTIVE. The objective of this task is to determine if an applicant is eligible for a medical certificate under GACAR Part 67. Successful completion of specified task results in the issuance of a medical certificate or a letter of denial.

9.11.1.5. GENERAL

9.11.1.5.1 Administrative Procedure. The administrative procedure to be followed by the aviation medical examiners (AME), and GACA Medical Assessors are contained in Section 2 of this chapter.

9.11.1.5.2. Medical Examination Guidance and Procedure. Except for the variations listed in this section, the medical examination guidance and procedure contained in the FAA Guide for Aviation Medical Examiners are to be used by the aviation medical examiners (AME), and GACA Medical Assessors.

The FAA Guide for Aviation Medical Examiners is available at the following link:

http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aam/ame/guide/

9.11.1.7. Variations from the FAA Guide for Aviation Medical Examiners. The following variations from the FAA Guide for Aviation Medical Examiners are to be adopted while performing medical examinations by the aviation medical examiners (AME), and GACA Medical Assessors:

1-AASI FOR DIABETES MELLITUS - TYPE II MEDICATION CONTROLLED (NOT INSULIN): The Examiner must defer to the GACA Medical Assessor if, since the applicant's last exam, The HbA1c level is greater than the values indicated in the table below :

Diagnosis	HbA1c %	Designee AME ACTION
Prediabetes	> 7%	Must defer to GACA
Diabetic on diet control only	> 7%	Must defer to GACA

Diabetic on oral treatment	> 8%	Must defer to GACA

2-Medical Certification of Cabin Crew Members who are certificated under GACAR Part-65:

a.GACAR Part-65 requires Cabin Crew Members to hold Class-3 Medical Certificates.

b.Class-3 Medical Certification requires the applicant to pass the color vision test .

c.In the case of Cabin Crew Members' medical Class-3 Certification, the following procedures will be adopted regarding the color vision test:

i.If the applicant satisfies all Class-3 Medical Certification requirements, then the medical certificate will be issued accordingly.

ii.If an applicant does NOT meet the Standards of color vision, then the following procedure will be followed :

1.An endorsement of satisfactory performance of the applicant must be issued by the GACA certificated entity that provided the applicant with the GACA approved Cabin Crew practical training.

2.The above endorsement must indicate the applicant's satisfactory performance in the practical training areas illustrated in Appendix-A to this section.

3.Upon satisfactory performance of the above, the applicant's Class-3 Medical certificate will be endorsed " Valid only for Cabin Crew Member's duties"

Appendix-A to Section-1 Cabin Crew Members Practical Training Performance Record

Reference to GACA eBook 9.11.1.7 (2), in case where a Cabin Crew applicant does not pass the color vision standards of Class-3 medical certification, an endorsement of satisfactory performance on the practical training items listed in this appendix must be made by the GACA certificated entity that conducted the approved Cabin Crew member's training.

A. Emergency Oxygen SystemDrill

1. Procedures
2. Useof aircraftOxygen System
3. Communication&Coordination
4. Assisting Others
5. Operation ofPortableOxygen Bottle
6. Securing of Cabin

B. Ditching Drill

1. Inside cabin emergency evacuation trainer (Infant life vest,Pax. Briefing and ABP' s Briefing).
2. At the Door(Water Level, Inflation Handle and Life Vest Inflation)
3. On Slide Raft (Slide separation, Distribute the load and Canopy Erection Technique)
4. In Water (Huddle Position, Help Position and Boarding Technique)

C. Fire Fighting Drill

D. Ground Evacuation Drill

1. Cabin Crew Skills Technique
2. Passengers Skills Technique
3. Group Drill

E. Fire/Smoke Drill

1. Fire-Fighter
2. Communication
3. Coordinator
4. Other Crew Member

F. Door Trainer Drill

1. Pre-flightCheck

2. Arming Door

3. Disarming door

4. Inside door normal operation

5. Door emergency operation

6. Unusable exit

7. Positive command

G. CPR Drill

1. Adult

2. Child

3. Infant

H. Aviation Security Drill

1. Bomb Threat Drill

2. Aircraft Security Check

3. Passenger Security Check

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 11. MEDICAL CERTIFICATION UNDER PART 67

Section 2. Issuance of a Medical Certificate and/or a Statement of Demonstrated Ability, or Letter of Authorization

9.11.2.1. GACA ACTIVITY REPORT (GAR).

A. 1531 (OP)

9.11.2.3. OBJECTIVE. The objective of this task is to determine if an applicant is eligible for a medical certificate and/or Statement of Demonstrated Ability (SODA), or Authorization for Special Issuance of a Medical Certificate based on the appropriate test. Successful completion of specified tasks may result in the issuance of a medical certificate and/or a SODA, or Authorization for Special Issuance of a Medical Certificate.

NOTE: The term “Letter of Authorization (LOA) will be used when addressing the Authorization for Special Issuance of a Medical Certificate.

9.11.2.5. GENERAL.

A. General Process. Special medical flight tests under General Authority of Civil Aviation Regulation (GACAR) § 67.87, are required for applicants who do not meet certain medical standards. Such testing is conducted solely by aviation safety inspectors (Inspectors). The LOA or SODA (as applicable) for an airman who has requested a special medical flight test must be issued by the GACA Medical Assessor (Manager of Aviation Medicine or his designate). Operating limitations on pilot certificates issued to pilots with physical deficiencies may be added or removed as a result of the special medical flight test findings.

B. Letter of Authorization (LOA). An Authorization for Special Issuance of a Medical Certificate (Letter of Authorization), valid for a specified period, may be granted to a person who does not meet the provisions of Subparts B, C or D of GACAR Part 67. The special medical flight test may be conducted by either an Inspector or pilot examiner.

C. Statement of Demonstrated Ability (SODA). At the discretion of the GACA Medical Assessor, a Statement of Demonstrated Ability (SODA) may be granted, instead of an LOA to a person whose disqualifying condition is static or non-progressive and who has been found capable of performing airman duties without endangering public safety. A SODA does not expire and authorizes a designated aviation medical examiner to issue a medical certificate of a specified class if the medical examiner finds

that the condition described on its face has not adversely changed.

D. Combined Special Medical Flight Test and Practical Test for Certification and/or Ratings. If requested by the applicant, the special medical flight test may be given in conjunction with the usual practical tests for a pilot certificate when the applicant meets the flight experience requirements for the pilot certificate sought. At the outset, the Inspector should consult the applicable airman certification section found in Volume 9. Any reference to the medical certificate also includes the combined Medical Certificate and Student Pilot Certificate.

E. Medical Portion Passed. If an applicant fails the pilot certification portion of a combined test but passes the medical portion, any retest may be conducted by an Inspector or a pilot examiner, except where the medical portion is dependent upon the demonstration of piloting skills in which case the decision to retest must be made in consultation with the GACA Medical Assessor.

F. Defective Hearing Test. The Inspector must note on the report whether the defective hearing test was conducted in an open or a closed cockpit.

G. Defective Color Vision.

1) Upon request, applicants who fail the color vision screening test but desire an airman medical certificate without the color vision limitation “NOT VALID FOR NIGHT FLYING OR BY COLOR SIGNAL CONTROL,” may be given an opportunity to take and pass additional operational color perception tests. The operational tests are determined by the class of medical certificate requested. Applicants for a Class 1 or Class 2 medical certificate are required to take and pass an Operational Color Vision Test (OCVT) and a color vision Medical Flight Test (MFT).

2) The Operational Color Vision Test (OCVT) has two components, the Signal Light Test (SLT) and demonstration of the ability to correctly read and identify colors on aeronautical charts (see paragraph 9.11.2.11, E6 for instructions on how to conduct the OCVT). Applicants for a medical certificate who have defective color vision must be initially tested in daylight conditions. A nighttime test may be authorized to be given only after the daylight test has been completed.

H. Completion of Medical Flight Test. Inspector s are reminded that when conducting a special medical flight test, it is essential that the Inspector identify any conditions under which operating limitations may need to be placed on an airman certificate issued as a result of a medical flight test. If during any of the special medical flight tests (with the exception of a SLT) the Inspector determines that the applicant has failed to meet the test standard, the Inspector should terminate the test before it is completed. However, the SLT must be completed before an assessment is made regarding success or failure of the test.

I. Operating Limitations. A pilot certificate issued or reissued after a special medical flight test must bear any limitations the Inspector who conducted the test finds necessary for safety.

1) Operating limitations shall be entered on the Temporary Airman Certificate. If the pilot certificate portion of the test is failed, the operating limitations are placed on the Notice of Disapproval so that, after a retest is passed, an Inspector or examiner knows which operational limitations to place on the temporary certificate. These forms are then sent with the application to the GACA Medical Assessor.

2) Operating limitations required by physical deficiencies may restrict holders to certain aircraft types, special equipment or control arrangements, or special operating conditions. Examples are as follows:

a) “LIMITED TO ERCOUPE 415 SERIES WITHOUT RUDDER PEDALS” for an airman, with an inability to use rudder pedals, possibly because of the loss of the use of the lower extremities, who takes the special medical test in an Ercoupe 415 series.

b) “LIMITED TO AIRCRAFT WITH ALL CONTROLS BELOW SHOULDER LEVEL” for an airman who is unable to use the upper extremities, possibly because of the loss of an arm.

c) “NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO” for an airman who is speech or hearing impaired or both.

d) “LIMITED TO RECIPROCATING PISTON, NONREVERSING AIRCRAFT” for an airman who has an arm prosthesis and is unable to use the reverse thrust function of a turbine aircraft. Also consider aircraft with variable pitch propeller considerations.

3) The Inspector must be mindful that physical limitation(s) may not be compatible with all flight deck configurations. While limitations were traditionally constructed to eliminate the need for subsequent special medical tests, in the interest of safety, specific limitations such as make/model of aircraft, or specific assist devices may be appropriate.

4) If a pilot is returning to flying after receiving a disabling injury, such as a loss of limb or an injury to a lower extremity, it may be necessary for the pilot to re-demonstrate proficiency for each privilege authorized. Any rating not demonstrated that the Inspector determines to be necessary must bear the limitation, “NOT VALID,” until such time when competency in that category and class is demonstrated.

5) Any operating limitation may be deleted or amended only on the basis of an additional special medical test or upon qualification by the pilot for an appropriate medical certificate without

limitations.

6) If a student pilot is taking a practical test for a pilot certificate and a medical flight test concurrently, the SODA may be issued if the airman satisfactorily demonstrates the appropriate operational ability.

7) If a student pilot fails the practical test for a pilot certificate but passes the medical test, the SODA may be issued and the Notice of Disapproval should indicate all appropriate operational limitations for the entire practical test.

8) If a student pilot passes both the flight test and the medical test, the inspector must place all appropriate operational limitations on the Temporary Airman Certificate.

9.11.2.7. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the requirements of all applicable GACAR parts, GACA policies, and qualification as an aviation safety inspector (Inspector) (Operations).

B. Coordination. This task may require coordination between the Inspectors in the Aviation Licensing Department and the GACA Medical Assessor.

9.11.2.9. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- GACAR Part 1, 61, 64, 65, 66, and 67

B. Forms.

- GACA Activity Report (GAR)
- Notice of Disapproval
- Statement of Demonstrated Ability (SODA)
- Airman Certificate and/or Rating Application
- Special Medical Flight Test Report

C. Job Aids.

• Figure 9.11.2.1, Sample Letter of Authorization for Medical Flight Test

• Figure 9.11.2.2, Sample Letter of Authorization for Operational Color Vision Test

• Figure 9.11.2.3, Sample Letter of Authorization for Operational Color Vision Test and Color Vision Medical Flight Test

• Figure 9.11.2.4, Operational Color Vision Test - Signal Light Test Job Aid

9.11.2.11. PROCEDURES (EXCEPT SLT).

A. Applicant Schedules Appointment.

1) When the applicant schedules the appointment for a medical flight test, inquire whether the applicant has the required authorization from the GACA Medical Assessor.

NOTE: The term *authorization* referred to in the "Procedures" paragraphs is used to described the document provided to the applicant by the GACA Medical Assessor, which authorizes the applicant to take a medical flight test (see Figure 9.11.1.1).

a) If the applicant does not have the authorization, advise the applicant that one is required before scheduling the appointment. Instruct the applicant to contact the GACA Medical Assessor.

b) If the applicant has the authorization determine how long the authorization is valid and whether the medical flight test is scheduled within that time. If the test is not scheduled within the time allotted, contact the GACA Medical Assessor for an extension. If an extension cannot be obtained, advise the applicant that the appointment cannot be scheduled at this time.

2) For a flight test:

a) Determine the time of day to schedule the test, based on the recommendations in the authorization and the length of the test.

b) Determine whether the test will be a combined medical flight test and practical test for certification and/or ratings.

c) If it is not a combined test, instruct the applicant to bring the following documents to the test:

- Letter of Authorization
- Medical certificate (if applicable)
- Pilot certificate
- Aircraft maintenance records
- Airworthiness certificate
- Aircraft registration

d) If it is a combined test, see the related airman certification chapter in Volume 9 of this handbook and determine if any additional items are required. Instruct the applicant to bring all required documents to the appointment.

B. GAR. Open a GAR.

C. Scheduled Appointment. When the applicant arrives for the scheduled appointment, proceed as follows:

1) Collect the airman’s documents.

2) Review the Airmen Certificate and/or Rating Application to determine if it is complete and accurate.

3) Verify the applicant’s identity by inspecting acceptable forms of identification.

a) If the applicant’s identity cannot be verified because of lack of documents or inadequate documents, request that the applicant return with appropriate identification.

4) If possible, coordinate with the airworthiness staff to review the airworthiness documents and/or inspect the aircraft.

a) If the documents are not complete and accurate, and cannot be corrected at the time of the appointment, terminate the appointment and inform the applicant that he must reschedule another appointment.

b) Return all documents to the applicant.

5) If the test is a combined special medical and practical test for certification, determine the

applicant's eligibility by referring to the appropriate chapter in this order for the certificate or rating sought.

a) If the applicant is not eligible for the practical test, ask the applicant if he wants to take only the medical test at this time.

b) If the applicant does not want to take only the medical test, return all documents and terminate the appointment.

D. Determine Type of Medical Flight Test.

1) Determine from the authorization, the type of medical flight test to be conducted.

E. Conduct Medical Flight Test. Determine whether operating limitations/restrictions applicable to the flight test being conducted, are necessary for safe operation to ensure that the applicant is able to perform the appropriate pilot functions critical to the impairment for the type of medical flight test being conducted, as follows:

1) Observe an applicant with a hearing impairment (or who is seeking to have a hearing impairment limitation removed from a certificate) demonstrate the following in an aircraft:

• The ability to hear radio, voice, and signal communications

• The ability to understand a normal, conversational voice level with the engine on or off, on the ground or in the air, and with the engine at various power settings (ensure that the applicant is not lip reading by having the applicant respond to questions while looking away from the Inspector)

• The ability to estimate glide by sound in relation to speed

• The ability to recognize an approaching stall by change in sound related to a change in speed

2) Observe an applicant with a total hearing loss demonstrate the following:

• Recognition of engine power loss or engine failure by a change in vibration and by instrument scan

• Recognition of approaching stall by aerodynamic buffet and visual cues

• Recognition of retractable gear emergencies (if applicable) by observation of gear warning lights

3) Observe an applicant with a *deformity or absences of an extremity* demonstrate the following in an aircraft:

a) The ability to reach and operate effectively all controls which would normally require the use of that extremity (or those extremities); note any unusual body position the applicant may use to compensate for the defect and what effect that position has on the applicant's field of vision.

b) The ability to satisfactorily perform emergency procedures relative to flight, such as recovery from stalls, and engine out procedures (multiengine aircraft).

c) If the pilot has an arm prosthesis and is being tested in turboprops, the ability to lift the power handles for reversing (including asymmetrical reversing).

d) If the pilot has a deformity or absence of an extremity, determine whether the applicant should be restricted to the specific make and model of aircraft in which the medical flight test is accomplished, to a make and model within a series (e.g., Cessna 172), or to aircraft models with special equipment or control arrangements, and/or whether to impose special operating conditions, as necessary.

4) Observe an applicant with a *visual defect* (one eye missing or one eye blind) demonstrate the following in an aircraft:

• The ability to select emergency landing fields at a distance, from high altitude, and preferably over unfamiliar terrain

• The ability to simulate forced landings in difficult fields; note the manner of approach, rate of descent, and comparative distance at which obstructions (stumps, boulders, ditches, etc.) are recognized

• The ability to recognize other aircraft (which may be present by prearrangement) approaching at a collision course (particularly aircraft approaching from the far right or far left)

• The ability to judge distances and to recognize landmarks (compared with the Inspector's estimate)

• The ability to land the aircraft

• The ability to read aeronautical charts in flight and tune the radio to a predetermined station accurately and rapidly

• The ability to read instrument panels (including an overhead panel, if any) quickly and correctly

5) Observe the applicant with a *speech defect* (one who stutters or who is trying to demonstrate recovery from muteness) demonstrate the ability to converse and be clearly understood in person and on the radio.

6) Observe the applicant with a *color vision defect.*

a) An applicant for a Class 1 or Class 2 airman medical certificate who has defective color vision must demonstrate the following:

1. The ability to pass an OCVT which includes:

• A SLT (see paragraph 9.11.2.13)

• The ability to read and correctly interpret in a timely manner, aeronautical charts, including print in various sizes, colors, and typefaces; conventional markings in several colors; and terrain colors. Aeronautical chart reading may be performed under any light condition where the chart will normally be read. The Inspector must provide the aeronautical chart.

NOTE: See Figure 9.11.2.2 and 9.11.2.3 for sample letters authorizing the OCVT and/or MFT.

2. The ability to pass a color vision MFT as described below:

• Must read and correctly interpret in a timely manner aviation instruments or displays, particularly those with colored limitation marks, and colored instrument panel lights, especially marker beacon lights, warning or caution lights, weather displays, etc.

• Must recognize terrain and obstructions in a timely manner; have the applicant select several emergency landing fields, preferably under marginal conditions, and describe the surface (for example, sod, stubble, plowed field, presence of terrain roll or pitch, if any), and also describe how the conclusions were determined. Further,

ask the applicant to identify obstructions such as ditches, fences, terraces, low spots, rocks, stumps, and, in particular, any gray, tan, or brown objects in green fields.

• Must visually identify in a timely manner the location, color and significance of aeronautical lights. To minimize the effect of an applicant memorizing the color of a light associated with a particular light system, the ASI should make every effort to not use the light system name during the flight, but rather to ask the applicant to identify a light color and the significance of as many of the following lights as possible:

a. Colored lights of other aircraft in the vicinity.

b. Runway approach lights, both the Approach Light System (ALS) and Visual Glideslope Indicators.

c. Runway edge light system.

d. Runway End Identifier Lights.

e. In-runway lighting (runway centerline (CL) lights, touchdown zone (TDZ) lights, taxiway lead-off lights, land and hold short lights.

f. Aerodrome boundary lights.

g. Taxiway lights (edge lights, CL lights, clearance bar lights, runway guard lights, and stop bar lights.

h. Red warning lights on television towers, high buildings, stacks, etc.

i. Aerodrome beacon lights.

F. Discontinuance of Test. If the test cannot be completed for any reason, return the application and any documents to the applicant. Reschedule the test if possible. Complete the GAR.

G. Unsuccessful Performance - Medical Portion Only. If an applicant's medical flight test performance is unsatisfactory, advise the applicant of the reasons. For a currently certificated pilot, do not initiate action to revoke his pilot certificate. Proceed as follows:

1) Prepare the Special Medical Flight Test Report. It should include the following:

• Applicant’s defect

•Type of test given

• Inspector’s recommendations

• Appropriate alternate procedures deemed necessary by the Inspector

• Noteworthy physical attributes of the applicant in comparison to those of the Inspector

• Unusual applicant reactions

• Marginal or simulated marginal conditions for the test

• Applicant’s susceptibility to distraction from simultaneous tasks

• Necessary operating limitations for the pilot certificate concerned or Statement of “NO LIMITATIONS” (if applicable)

2) Send the SODA (if applicable), the medical certificate, the applicable GACA form, if provided by the authorizing medical office, the authorization, and the medical flight test report to the GACA Medical Assessor.

H. Unsuccessful Performance - Combination Test.

1) Complete the Special Medical Flight Test Report.

2) Send the SODA, the medical certificate, the applicable GACA application, the authorization, and the medical flight test report and the Notice of Disapproval to the GACA Medical Assessor.

I. Successful Performance - Medical Portion Only. If an applicant’s medical test performance is successful, inform the applicant and proceed as follows:

1) Prepare the Special Medical Flight Test Report. It should include the following:

• Applicant’s defect

•Type of test given

• ASI’s recommendations

• Appropriate alternate procedures deemed necessary by the Inspector

• Noteworthy physical attributes of the applicant in comparison to those of the Inspector

• Unusual applicant reactions

• Marginal or simulated marginal conditions for the test

• Applicant's susceptibility to distraction from simultaneous tasks

• Necessary operating limitations for the pilot certificate concerned or Statement of "NO LIMITATIONS" (if applicable)

2) In the case of a successful applicant, the Inspector shall forward the flight test report to the GACA Medical Assessor.

J. Successful Performance—Combination Test

1) Complete the Special Medical Flight Test Report as described above.

2) Determine if any operational limitations are required on the certificate, or state NO LIMITATIONS, if applicable.

3) Issue the medical certificate and SODA if they have been provided by the GACA Medical Assessor. Collect any superseded medical certificate, except for a student pilot medical certificate that has endorsements on it.

4) Send the Special Medical Flight Test Report, a copy of the SODA, the superseded medical certificate, the Authorization, the medical flight test report and copy of the temporary airman certificate to the GACA Medical Assessor.

K. GAR. Complete the GAR.

9.11.2.13. PROCEDURES FOR THE SIGNAL LIGHT TEST (SLT) ONLY.

A. GAR. Open the GAR.

B. Schedule Appointment. Schedule the appointment, during daylight conditions or as specified in the Authorization. Instruct the applicant to bring the Authorization and medical certificate to the appointment.

C. Test Coordination. The ability to identify aviation red, green, and white is verified using the SLT. This test may be accomplished at the GACA office or the nearest air traffic control (ATC) tower which has a tower signal light or hand-gun signal light. The operator of the equipment must ensure it is properly maintained and in good working order prior to initiating the test. In addition, every effort should be made to provide an environment that does not hamper the applicant's ability to successfully complete the test, i.e., mist, fog, dirty ATC Tower windows, Tower Cab shades drawn, overcast, etc. The signal light operator must not have the sun at their back. The Inspector shall not indicate the accuracy of the readings during the test. If the applicant does not call each color correctly within the time period that the light is shown, the applicant fails; the test, however, is continued until completion (see Figure 9.11.2.4, Operational Color Vision Test - Signal Light Test Job Aid).

D. Conduct SLT.

1) The signal light operator should shine the light steadily for a period of five seconds twice randomly as directed by the Inspector for each color, green, red, and white.

2) The Inspector must pre-arrange the sequence of 12 lights to be shown to the applicant. Each color must be shown at least one time at 3 minute intervals for 5 seconds. Inform the light operator of the signal that will be used (hand signal, radio, etc.) to indicate when to shine the light.

3) The Inspector must accompany the applicant to an area approximately 300 m (1,000 feet) from the light operator and ask the applicant to respond to each of six lights by stating the light color shown. Instruct the applicant to respond within the 5 seconds after the light is shown.

4) Signal the light operator to begin the procedure.

a) After a 3-minute interval, repeat the procedure until all six lights are shown.

5) Accompany the applicant to an area approximately 450 m (1,500 feet) from the light operator, and repeat the procedures outlined above. Be sure that all six lights have been displayed before completing the test.

6) An applicant who fails the SLT portion of the OCVT during daylight hours may repeat the test at night. Should the airman pass the SLT at night, the restriction "NOT VALID FOR FLIGHT DURING DAYLIGHT HOURS BY COLOR SIGNAL CONTROL" must be placed on both the replacement medical certificate and the new SODA by the GACA Medical Assessor . The airman must have taken the daylight hours test first and failed prior to taking the night test. The day test documentation must be combined with the night test documentation and sent to the GACA Medical Assessor.

NOTE: Airmen with this limitation should be advised that to minimize the effect of loss of radio communications, they should as a safety practice carry an extra radio; and, in the event of ATC radio communication outage, to consider in planning their flight the possibility to divert to another aerodrome or to an uncontrolled aerodrome.

7) Should the applicant fail the SLT portion of the OCVT during daylight hours and at night, the applicant is not eligible for a Class 1 medical certificate.

E. Unsuccessful Performance.

1) Prepare the Special Medical Flight Test Report, to include the following information:

- Applicant's defect
- Type of test given
- Inspector's recommendations
- Appropriate alternate procedures deemed necessary by the Inspector
- Noteworthy physical attributes of the applicant in comparison with those of the Inspector
- Unusual applicant reactions
- Marginal or simulated marginal conditions for the test
- Applicant's susceptibility to distraction from simultaneous tasks
- Necessary operating limitations for the pilot certificate concerned

2) Send the superseded medical certificate, a copy of the LOA, the Authorization, and the medical flight test report to the GACA Medical Assessor.

F. Successful Performance.

1) Prepare the Special Medical Flight Test Report in the same manner as above.

2) Issue the medical certificate and LOA, if they have been provided by the GACA Medical Assessor. Collect any superseded medical certificate, except for a student pilot medical certificate that has endorsements on it.

3) Send the superseded medical certificate, a copy of the LOA (if provided by the GACA Medical Assessor), the Authorization, and the Special Medical Flight Test Report to the GACA Medical Assessor.

G. GAR. Complete the GAR.

9.11.2.15. TASK OUTCOMES. Completion of this task results in issuing one or more of the following:

- Medical Certificate
- SODA
- Temporary Airman Certificate
- Notice of Disapproval

9.11.2.17. FUTURE ACTIVITIES.

- Applicant may return for an authorized retest
- Applicant may return for removal of limitations
- Possible enforcement investigation if the airman is involved in an accident, incident, or violation of the regulations or the operating limitations on his certificate

Figure 9.11.1.1. Sample Letter of Authorization for Medical Flight Test

Date

To: Manager, Flight Operations

[Airman's Name] has been authorized to arrange with your staff for a Medical Flight Test, [Class 1 or Class 2], because of _____.

The appropriate test procedure is outlined in the GACA eBook, Volume 9, Chapter 11, Section 2, Paragraph 11E [select one of the following: 1. hearing impairment; 2. total hearing loss; 3. deformity or absence of extremities; 4. visual defect; 5; speech defect; 6. defective color vision]. Any other testing that would assist you in determining the applicant's ability is authorized.

A Medical Certificate and Statement of Demonstrated Ability (waiver) are enclosed for issuance to the applicant upon successful completion of the medical flight test. In borderline situations, you may elect to

return the Medical Certificate and waiver with your report to this office for further consideration.

Please destroy this authorization if no response is received from the applicant after six months from the above date.

Sincerely,

GACA Medical Assessor

Figure 9.11.2.2. Sample Letter of Authorization for Operational Color Vision Test

[*GACA letterhead*]

Dear [*name of applicant*]:

You are hereby authorized to take the Operational Color Vision Test during daylight hours.

To complete arrangements for the test, you should make an appointment with the supervising Inspector in the Aviation License Department of the General Authority of Civil Aviation (GACA) Safety, Security and Air Transport Sector office at the address noted above.

This letter should be retained by you and presented to the Inspector when you appear for the test. You should also bring your current medical certificate and a form of identification with you to present to the operations inspector who conducts the test. If you do not have this information with you, you will not be allowed to take the test.

Upon successful completion of the test, you may be presented with a corrected medical certificate. The Inspector may wish; however, to return the test results to this office for further review and decision.

Sincerely,

GACA Medical Assessor

Figure 9.11.2.3. Sample Letter of Authorization for Operational Color Vision Test and Color Vision Medical Flight Test

[GACA letterhead]

Dear [name of applicant]:

You are hereby authorized to take the Operational Color Vision Test and color vision Medical Flight Test (MFT) during daylight hours.

To complete arrangements for the test, you should make an appointment with the supervising Inspector in the Aviation License Department of the General Authority of Civil Aviation (GACA) Safety, Security and Air Transport Sector office at the address noted above.

This letter should be retained by you and presented to the Inspector when you appear for the test. You should also bring your current medical certificate, a form of identification, and your pilot certificate with you to present to the Inspector (Operations) who conducts the test. If you do not have this information with you, you will not be allowed to take the test.

Upon successful completion of the test, you may be presented with a corrected medical certificate. The Inspector may wish; however, to return the test results to this office for further review and decision.

Sincerely,

GACA Medical Assessor

Figure 9.11.2.4. Operational Color Vision Test - Signal Light Test Job Aid

Aeronautical Chart Reading:

Demonstrates ability to correctly read and identify colors on aeronautical charts in a timely manner: Yes / No

Signal Light Test Job Aid:

DAY Signal Light Test	Color Displayed		Color Response from Applicant
300 Meters From Light	1.		1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		6.
450 Meters From Light	1.		1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		6.
NIGHT Signal Light Test	**Color Displayed**		**Color Response from Applicant**
300 Meters From Light	1.		1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		6.
450 Meters From Light	1.		1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		6.

I certify these results for:

Airman: _____

Aviation Safety Inspector: _____
Date: _____

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 11. MEDICAL CERTIFICATION UNDER PART 67

Section 3. Extension of Medical Certificates Duration

9.11.3.1. GACA ACTIVITY REPORT (GAR).
A. TBD (AM)

9.11.3.3. OBJECTIVE. The objective of this section is to stipulate the procedures adopted by GACA for the possible extension of Medical Certificates up to 45 days.

9.11.3.5. GENERAL

9.11.3.5.1 Regulatory References. In accordance with GACAR § 67.7 (b), At the discretion of the GACA medical assessor, the validity of a medical certificate issued by GACA may be extended up to 45 days.

9.11.3.5.3. Background. A Medical Certificate is invalid after its expiration date. However, under certain circumstances, it is not possible to renew the medical certificate on timely basis due geographical location, difficulties of securing appointment with physicians, and other reasons. For these reasons, GACA regulations allow an applicant to request an extension to the duration of his/her medical certificate of up to 45 days at the discretion of the GACA Medical Assessor.

9.11.3.7. Procedure.

9.11.3.7.1. When it is not possible for an applicant to renew his/her GACA medical certificate for reasons such as mentioned in (9.11.3.5.3), the applicant may request an extension to his/her GACA medical certificate for up to 45 days. The applicant must use the GACA Form (8500-24) and submit it to the GACA Medical Assessor.

9.11.3.7.3. If the applicant is employed by a GACA Certificated entity, the employer must also endorse the form.

9.11.3.7.5. The extension request will be evaluated by the GACA Medical Assessor who will respond to the applicant’s request within (5) working days.

9.11.3.7.7. Upon approving the applicant’s request, the GACA Medical Assessor will issue a medical certificate extension letter as illustrated in figure 9.11.3.1.

9.11.3.7.9. Upon disapproving the applicant's request, the GACA Medical Assessor will issue a letter of disapproval as illustrated in figure 9.11.3.3.

Figure 9.11.3.1. Letter template. Approval of a medical certificate extension
FULL NAME: I.D:
ADDRESS:

Dear Mr/Ms.,

We have received your request for extending the GACA medical certificate that you currently hold.
This letter is an authorization to extend the validity of your GACA medical certificate (MC-xxxx)
u n t i l … … … … . .
You are required to carry this authorization letter along with your medical certificate at all times while exercising the privileges of your airman license.

Sincerely,

Figure 9.11.3.3. Letter template. Disapproval of medical certificate request for extension.
Please fill in a template however you may see

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 12. CREW MEMBER CERTIFICATE (CMC)

Section 1. Crew Member Certificate - General

9.12.1.1. OBJECTIVE. This section provides general guidance for the issuance of Crew Member Certificate (CMC).

9.12.1.3. REGULATORY BASIS. According to National Facilitation Program of the Kingdome of Saudi Arabia, ref. Chapter13.13.1, provide the basis for the President to facilitate the process under which GACA aircraft operators may apply for Crew Member Certificates (CMCs) for crew members engaged in international operations or other airmen required for the operation of international flights.

9.12.1.5. GENERAL:

(a) The purpose of the certificate is for identification purposes by crew members and is used to facilitate the entry and clearance of those crewmembers into ICAO contracting states.
(b) The CMC is issued only in the form of machine readable cards in accordance with ICAO Annex 9 Appendix 7 and the specifications of ICAO Doc 9303, Part 5.
(c) The holder of a CMC issued under this section, or the air carrier by whom the holder is employed, shall surrender the CMC to GACA Aviation Standards PEL office at the termination of the holder's employment with that air carrier.

9.12.1.7. ELIGIBILITY. To be eligible for a CMC an applicant must:

1) Be employed by an air operator engaged in international operations.
2) Be recommended by the employer.
3) Hold a valid GACA airman certificate/s required to carry out duties for the operation of the flight.
4) Be cleared through clearance check request to aviation security sector.

9.12.1.9. APPLICATION. Application for a CMC must be made on a CMC application form, supplemented with all required documents and evidence that the fee prescribed in the Implementation Regulation of the Civil Aviation Tariff Act has been paid.

9.12.1.11. DURATION. The CMC is effective until:

1) The validity date on the certificate while airman certificates is valid.
2) The GACA airman certificate, rating, or authorization used to obtain the CMC is expired, surrendered, suspended, or revoked, or
3) The holder is no longer employed by the air operator.

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 12. CREW MEMBER CERTIFICATE (CMC)

Section 2. Crew Member Certificate – Application and Issuance

9.12.2.1. OBJECTIVE. This section provides guidance and describes procedures for the Application and Issuance of Crew Member Certificate (CMC).

9.12.2.3. APPLICATION:

A. An applicant for a CMC must submit to GACA Licensing and Certification office an application package that include the following:

1) A request letter by whom the applicant is employed certifying that the applicant is one of their employees and meet the requirement for GACA CMC issuance;
2) Complete and signed Crew Member Certificates application form;
3) Copy of valid passport;
4) Copy of company's Identity Card;
5) Copy of valid GACA airman certificate;
6) Receipt of security clearance from aviation security sector.
7) Copy of CMC (renewal or lost only);
8) Recent photo (3.5 x 4.5 cm, uncovered head, and white background); and
9) Evidence of Fees payment.

B. Forms:

1) Crew Member Certificates application form.

9.12.2.5. PROCEDURES:

A. Application Review. The Licensing Specialist will review the application and all attachments

1) Ensure the application package contains the required documents.
2) Ensure the applicant meet the requirements.

9.12.2.6. STORAGE AND PROTECTION:

1) CMC blank cards are provided to the Licensing Department by a GACA approved supplier. The

CMC blank cards are stored in a private and secured office which can only be accessed by authorized departmental staff members.
2) CMC application documents are saved in a secured electronic database in accordance with the GACA IT cyber security rules. Access to the database is granted only to authorized departmental staff.
3) Printed CMC cards by the authorized departmental staff are saved in a private and secured place, until received by applicants.

9.12.2.7. TASK OUTCOMES:

A. Satisfactory. Upon fulfilling the requirement, the Licensing Specialist will:

1) Approve the request by completing the designated section of the CMC application form.
2) Forward the application package to the Licensing and Certification office.
3) Licensing and Certification office will process the issuance using the Airman Licensing System (ALS).
4) Print the CMC and prepare for collection.
5) Archive the application package.

B. UnSatisfactory. When an applicant does not fulfill the requirement, the inspector will:

1) Approve the request by completing the designated section of the CMC application form.
2) Forward the application package to the Licensing and Certification office.
3) Licensing and Certification office will return the application package to the applicant.

9.12.2.9. CMC SPECIFICATION: Application for a CMC must be made on a CMC application form, supplemented with all required documents and evidence that the fee prescribed in the Implementation Regulation of the Civil Aviation Tariff Act has been paid.

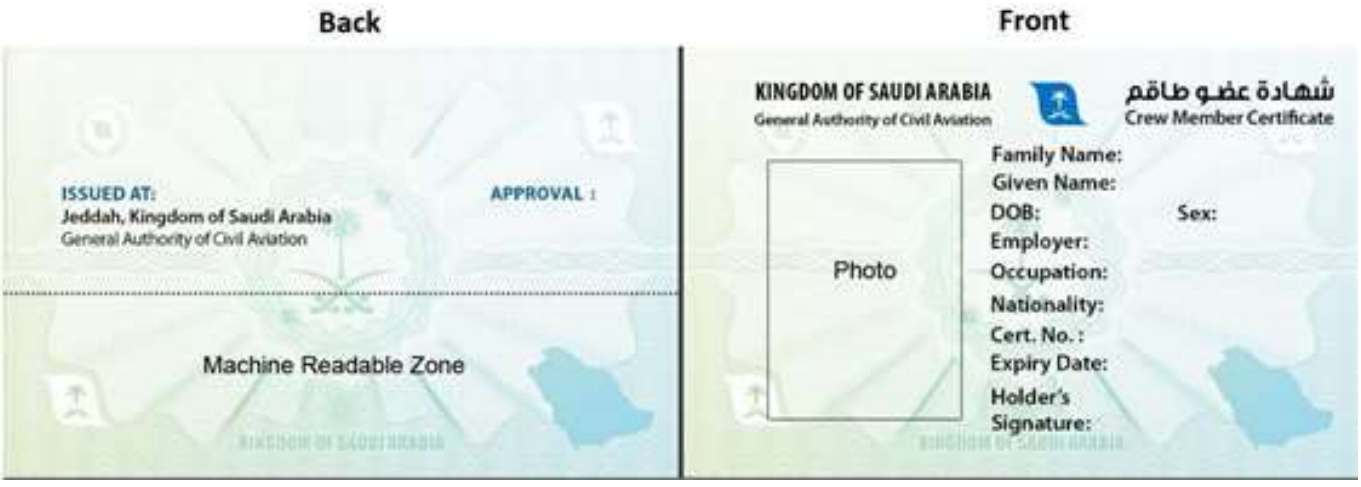
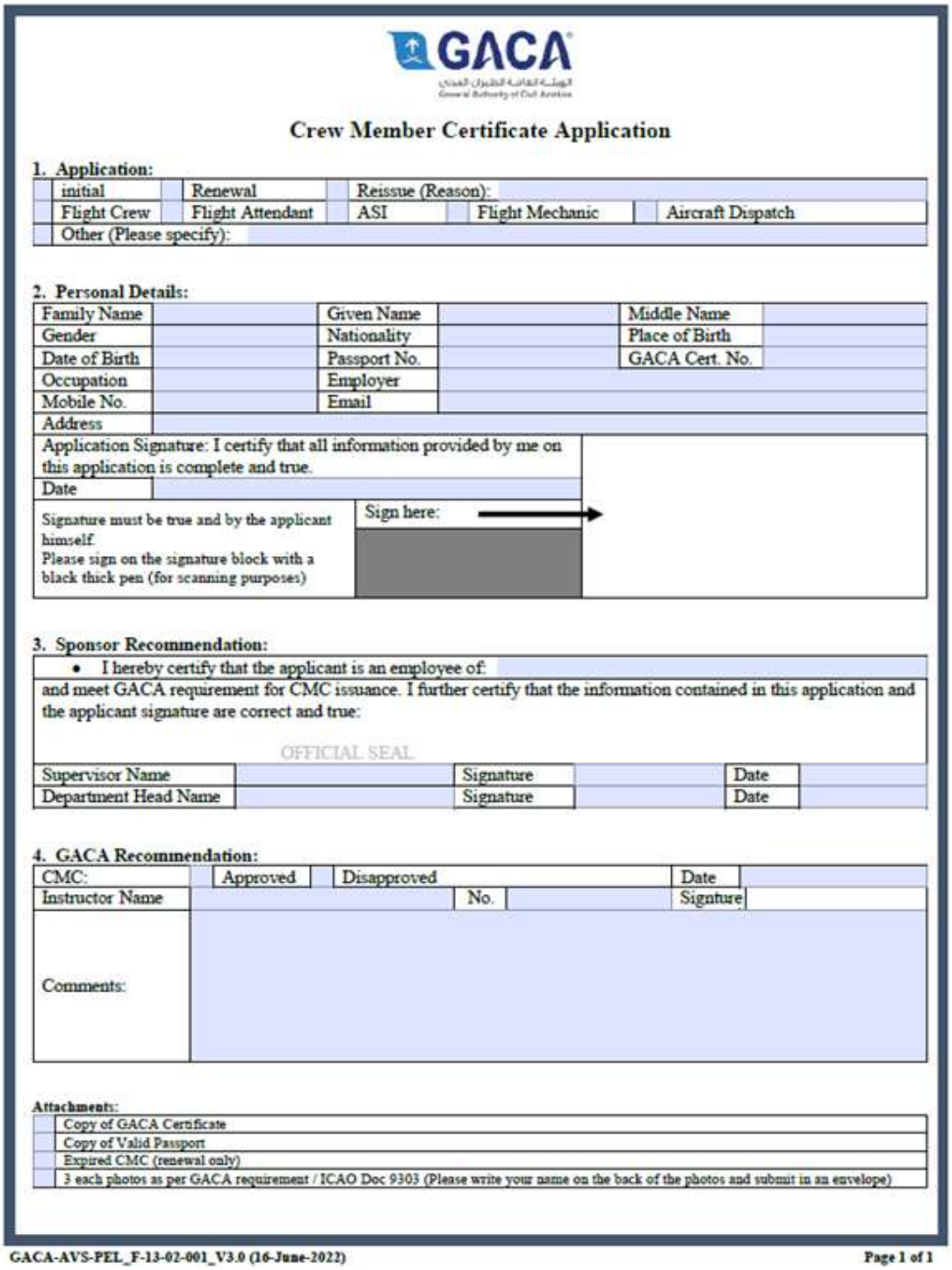


Figure 9.12.1.1, Sample CMC



GACA
الهيئة العامة للطيران المدني
General Authority of Civil Aviation

Crew Member Certificate Application

1. Application:

	initial		Renewal		Reissue (Reason):				
	Flight Crew		Flight Attendant		ASI		Flight Mechanic		Aircraft Dispatch
	Other (Please specify):								

2. Personal Details:

Family Name		Given Name		Middle Name	
Gender		Nationality		Place of Birth	
Date of Birth		Passport No.		GACA Cert. No.	
Occupation		Employer			
Mobile No.		Email			
Address					

Application Signature: I certify that all information provided by me on this application is complete and true.

Date

Signature must be true and by the applicant himself.
Please sign on the signature block with a black thick pen (for scanning purposes)

Sign here: →

3. Sponsor Recommendation:

- I hereby certify that the applicant is an employee of:

and meet GACA requirement for CMC issuance. I further certify that the information contained in this application and the applicant signature are correct and true:

OFFICIAL SEAL

Supervisor Name		Signature		Date	
Department Head Name		Signature		Date	

4. GACA Recommendation:

CMC:	Approved	Disapproved		Date	
Instructor Name		No.		Signture	
Comments:					

Attachments:

	Copy of GACA Certificate
	Copy of Valid Passport
	Expired CMC (renewal only)
	3 each photos as per GACA requirement / ICAO Doc 9303 (Please write your name on the back of the photos and submit in an envelope)

GACA-AVS-PEL_F-13-02-001_V3.0 (16-June-2022) Page 1 of 1

Figure 9.12.1.2, Sample CMC Application Form

VOLUME 9. AIRMAN - CERTIFICATION

CHAPTER 13. AVIATION MEDICAL COMMITTEE

Section 1. Medical Committee Establishment

9.13.1.1. Formation of Medical Committees.

Medical committees are formed by inviting consultant physicians from outside the GACA to participate in advisory sessions held as needed to evaluate complex medical cases according to evidence based medicine to enable the Aviation Medicine Department to decide on the applicant eligibility to obtain a medical fitness certificate. The medical committees shall consist of at least two physicians, one of whom shall be from the Aviation Medicine Department. The experts are selected from the Ministry of Health physicians or other government entity with medical competence, by summoning.

Physicians are chosen form those who hold a consultant classification or higher in their specialization according to the professional classification from the Saudi Commission for Health Specialties. If any of the committee members fails to attend for any reason, and his absence results in the number of committee members being less than two members, the Aviation Medicine Manager shall appoint another expert to replace her/him.

The medical committee shall meet at the General Authority of Civil Aviation site with the approval of the Aviation Medicine Manager. The meeting shall take place as long as there are complex medical cases to be evaluated. The Aviation Medicine Manager or his delegate shall determine the dates for holding the medical committees in coordination with the consultants who are members of the committee.

9.13.1.3. Principles and Working Rules of Medical Committees.

The applicant's medical case is subject to be presented to the medical committee when all documents, medical reports and examinations are completed and received by the Aviation Medicine Department.

The medical committee has the right to request any further investigations or other examinations documents to be performed if it deems it necessary, to clarify the applicant's updated medical status. The General Authority of Civil Aviation does not bear the costs of the committees’ requested medical investigations or examinations.

The medical committee shall be held in a suitable place that would ensure medical confidentiality and the committee’s purpose.

9.13.1.5. Medical Committee Decisions.

The outcome of the medical committee should be documented by members of the medical committee, provided that this opinion is considered assistant to the Aviation Medical assessor decision according to GACA regulations in this regard.

The Aviation Medicine Manager has the right to invite another expert to join the medical committee when the existing medical committee disagrees or has no output to assist the Aviation Medical Assessor in their evaluation case. The opinion of the medical committee must in all cases be complied with evidence-based medicine, which combines the best recent medical research available with the updates of the aviation medicine manuals.

9.13.1.7. Remunerations for the medical committee members and confidentiality of information.

External medical experts who are contacted for the purpose of establishing a medical committee shall be granted a remuneration for their participation in the committees in accordance with the appropriate standards. The medical committees are obligated to maintain confidentiality of all information in the committee's medical cases.