



# Advisory Circular

CAA-AC-PEL 003D

KENYA CIVIL AVIATION AUTHORITY

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## PILOT RATINGS

### 1. INSTRUMENT RATING

#### 1.1. PURPOSE

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

#### 1.2. REFERENCES

- 1.2.1. Regulations 75 to 80 of the Civil Aviation (Personnel Licensing) Regulations;
- 1.2.2. The prescribed forms.

#### 1.3. GUIDANCE AND PROCEDURES

##### 1.3.1. General Information

- 1.3.1.1. The prescribed Application Form and Forms for assessment of the qualifying experience for the Instrument Rating may be obtained from the Authority's Personnel Licensing Office.

##### 1.3.2. The Applicant's Identity

- 1.3.2.1. Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### **1.3.3. Types of Instrument Ratings**

#### **1.3.3.1. For Aeroplane (A) and Helicopter (H).**

1. An instrument rating (A) is issued to an applicant who qualifies for an instrument rating in an aeroplane.
2. An instrument rating (H) is issued to an applicant who qualifies for an instrument rating in a helicopter.
3. The holder of an instrument rating who applies for an instrument rating in either category of an aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument knowledge examination and skill test for the particular category.

#### **1.3.4. Instrument rating in a multi-engine aircraft:**

- 1.3.4.1. If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorized flight instructor. (See Regulation 78 (3).

#### **1.3.5. Eligibility Requirements**

1. The applicant for issue of an IR should meet the specific eligibility, knowledge, skill and experience requirements for An Instrument Rating under Regulations 70 to 78 of the Civil Aviation (Personnel Licensing) Regulations and must be a holder of a current PPL, CPL or ATPL.
2. The applicant for an Instrument Rating (IR) should –
3. Have passed the aircraft Technical Type Rating (T.T.R) knowledge test and the Flight Check-out (practical) on the type to be used for the instrument rating flight;
4. For the *ab-initio* rating the training is to be done at an ATO by a holder of an Instructor's rating who is rated to give instructions on instruments and must be rated on the aircraft type;
5. After training the applicant must book for the initial flight test at the PEL office and the receipt given after payment will be shown to the Examiner before sitting the exam.
6. For a conversion of Instrument Rating the applicant is required to practice the IR routes with a Kenya Licensed instrument rated pilot, who is current on the type to be used for the IR test, after which the applicant is to pass an initial IR flight test;
7. The instructor shall endorse the applicant's logbook certifying that the applicant is competent and ready for the IR test;
8. The examiner shall endorse the applicant's logbook, certifying a pass or fail of the IR test;

#### **1.3.6. The Practical (Skill) Test**

1. After the applicant is eligible and meets all prerequisites for the instrument rating, the Authorised IR examiner conducts the skill test.

2. The applicant shall be tested on the requirements outlined in Regulations 27 and 78 of the Civil Aviation (Personnel Licensing) Regulations for the type of aircraft for which the instrument rating is sought. An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the Authorised IR or examiner must test the applicant in all areas.
3. If the skill test is not completed for reasons other than proficiency, the examiner shall –
  - i. issue the applicant a Letter of Discontinuance,
  - ii. return all submitted documents to the applicant.
  - iii. explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office.

### **1.3.7. Unsatisfactory Performance:**

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

1. Terminate the skill test and inform the applicant of the reasons.
2. Prepare the Notice of Denial;
3. List the areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;
4. Indicate the number of skill test failures by the applicant for this rating on the form; and
5. Give the applicant a copy of the Notice of Denial and retain the original for the Licensing file.

### **1.3.8. Satisfactory Performance:**

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

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

### **1.3.9. Documents to be Submitted by the Applicant**

1. A properly completed prescribed application Form;
2. A Private, Commercial or Airline Transport Pilot Licence, on which to endorse the rating;
3. A Class 1 medical certificate;
4. Submit the licence to be endorsed and if a PPL must have Class I medical certificate and complete the prescribed application form;
5. Submit the original logbook or an acceptable record of flying experience dully certified by the instructor and examiner that the applicant is qualified and competent to exercise the privileges of an instrument rating. Copies of the relevant pages of the logbook as proof that the flight training and testing took place should be attached.

### **1.3.10. Renewal Requirements and the Renewal Process**

1. The applicant for renewal of an IR rating should meet the specific requirements of Regulation 80 of the Civil Aviation (Personnel Licensing) Regulations
2. The IR skill test is booked with the Personnel Licensing Office.
3. The applicant for renewal of IR rating should complete the prescribed renewal application form.
4. The applicant for renewal of IR rating should be a holder a valid licence and aircraft rating as appropriate.

### **1.3.11. Requirements for renewal of an Instrument Rating that has lapsed:**

#### **1.3.11.1. Less than one (1) year** and the applicant has a valid licence, he should have;

1. Passed an IR renewal Practical Skill Test.

#### **1.3.11.2. One to two years: (1-2 years)**, the applicant shall have;

1. Received refresher training from an ATO and presents proof of the refresher training
2. An endorsement on his personal logbook that he is prepared for the renewal practical test; then
3. Passed the required IR renewal practical test

#### **1.3.11.3. Two years or more;** The applicant shall have;

1. Received refresher training from an ATO and presents proof of the refresher training
2. An endorsement on his personal logbook that he is prepared for the renewal practical test;
3. Passed an initial instrument rating flight test.
4. A valid Class 1 medical certificate;

### **1.3.12. Discrepancies or Ineligibility**

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

### **1.3.13. Issue or Renew of the Instrument Rating**

- 1.3.13.1. When an applicant has satisfactorily met the requirements for the issue of the rating, and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the rating is endorsed on the licence and issued back to the applicant.

## 2. AIRCRAFT TYPE RATING.

### 2.1. General Information

- 2.1.1. A holder of a PPL, CPL or ATPL issued by the Authority may be issued an aircraft type rating in accordance with Regulation 68 of the Civil Aviation (Personnel Licensing) Regulations
- 2.1.2. A CPL or ATPL is not issued unless it is endorsed with an aircraft type rating either as pilot in command or co-pilot of the aircraft ratings as applicable.
- 2.1.3. For CPL – an applicant will have endorsements as pilot in command (PIC) in his licence only the aeroplane types with a maximum certificated take-off mass of 5,700 kg or less. Any aeroplane type over 5700 Kg will be endorsed as co-pilot.
- 2.1.4. For ATPL – an applicant will have endorsements as pilot in command or co-pilot on any aircraft type he qualifies to operate as either PIC or Co-pilot despite its weight.
- 2.1.5. A licence will only be endorsed with a rating of the type of aircraft that is on the Civil Aircraft Register.
- 2.1.6. An applicant is required to fly each type of aircraft endorsed on the Licence as pilot in command or co-pilot within a period of twelve months to maintain the rating currency, outside of which the pilot is considered not current on type.
- 2.1.7. To regain the currency of a type rating a pilot is required to complete a full type rating flight check-out with a CAA authorised check-out pilot, covering both day and night sections, after a recurrency training on type. No type Rating (T.T.R) knowledge test is required for recurrency on the type.
- 2.1.8. On renewal or re-issue of a licence, a type rating that an applicant is not current on, shall be removed from the licence until recurrency on type is established.
- 2.1.9. All the aircraft types of 2,300kgs and above will require an applicant to have an Instrument Rating whether the endorsement is for PIC or Co-pilot.
- 2.1.10. For PPL Group `C` the endorsement, is for a specific type of aircraft and the procedures are the same as for PIC or Co-pilot on a professional licence.

*NOTE: There is no co-pilot endorsement on a PPL.*

### 2.2. Requirements for Type Endorsement

- 2.2.1. Pass the Technical Type Rating (T.T.R). examination on the specific type of aircraft;
- 2.2.2. Complete flight training on the same type of aircraft in preparation for the type rating flight check-out;
- 2.2.3. The type rating instructor must endorse the logbook of the applicant by endorsing his name and licence number, indicating that the applicant has been instructed and is competent to operate the aircraft commercially;

- 2.2.4.** Pass a flight check-out on the same aircraft type with the CAA authorised check-out pilot, who will certify completion of the check-out in the applicants log book, by signing and endorsing his name and licence number;
- 2.2.5.** The T.T.R knowledge test and the flight check-out (practical test) must be passed within the six months preceding the date of endorsement of the aircraft type on the licence; The T.T.R tests results are valid for a period of six months. If an applicant did not endorse his licence within this period, then he shall have to re- sit the T.T.R. examination again prior to endorsement
- 2.2.6.** Submit the valid original licence to be endorsed with the aircraft type rating.
- 2.2.7.** When all the conditions listed above have been met, the applicant will be advised to pay the prescribed fees after which the aircraft type rating will be endorsed on the applicant's licence.

### **3. NIGHT RATING**

#### **3.1. PURPOSE**

- 3.1.1.** This section of the Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue and renewal of a Night Rating under the Civil Aviation (Personnel Licensing) Regulations.

#### **3.2. REFERENCES**

- 3.2.1.** Regulations 71 to 74 of the Civil Aviation (Personnel Licensing) Regulations;
- 3.2.2.** The prescribed forms

#### **3.3. GUIDANCE AND PROCEDURES**

##### **3.3.1. General Information**

- 3.3.1.1.** The prescribed application forms, Forms for assessment of the qualifying experience for the night rating, may be obtained from the Authority's Personnel Licensing (PEL) Office.
- 3.3.1.2.** A Night Rating is endorsed only on a Private Pilot licence.

##### **3.3.2. The Applicant's Identity**

- 3.3.2.1.** Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

##### **3.3.3. Eligibility Requirements**

- 3.3.3.1.** The applicant must meet the rating specific eligibility, competency and experience requirements for a night rating under Regulations 71 and 72 of the Civil Aviation (Personnel Licensing) Regulations.
- 3.3.3.2.** The applicant should be a holder of a Kenya Private Pilot Licence and must have logged a total of at least 50 hours as pilot of aeroplane. Before starting a recognized course of night flying, an applicant must have at least 20 hours a PIC of which 10 hours must have been gained after obtaining a PPL.
- 3.3.3.3.** An applicant should present the Instructor's recommendation as evidence of having met the practical instruction requirements. For providing the Instructor's recommendation one of the following methods shall be used –
- 3.3.3.4.** The endorsement can be provided in the relevant prescribed Application Form or in a letter to the Authority.



### **3.3.4. Training Requirements**

- 3.3.4.1. Dual instruction in instrument flying of which not less than 5 hours must be flown by sole reference to instruments; up to 3 hours of the 5 hours may have been achieved during the PPL training. A least 2.5 hours may be instruction in instrument flying in a simulator recognized by the Authority as being suitable for the training;
- 3.3.4.2. Satisfactory completion of the course of at least 5 hours night flying conducted by a flying instructor to a syllabus recognized by the Authority which shall consist of:
- 3.3.4.3. At least 3 hours dual instruction including at least one (1) hour night navigation.
- 3.3.4.4. Flights including 5 take-off and 5 landings as PIC at night. In at least one instance take-off and landing should be separated by complete departure from, and re-joining of, the aerodrome traffic pattern.
- 3.3.4.5. The flights as PIC must have been obtained within the six months immediately preceding the date of qualifying for the night rating. A holder of a flying instructors rating must certify, on the prescribed application form, that this requirement has been fulfilled. 'TOUCH and GO' take-offs and landings are not acceptable, each flight must terminate in a full stop landing.

### **3.3.5. Documents to be Submitted by the Applicant for issue:**

1. A properly completed prescribed Application Form;
2. A valid private pilot licence;
3. Personal logbook or other records substantiating the flight experience or training shown on the Application Form.

### **3.3.6. Requirements for Renewal**

- 3.3.6.1. The applicant should;
  1. Complete the prescribed renewal application form;
  2. Provide a current PPL issued by the Authority;
  3. Complete the prescribed summary of the flying experience form; and
  4. Present a certified logbook or other flight record to substantiate the requirement of Regulation 74 of the Civil Aviation (Personnel Licensing) Regulations.
  5. Attach copies of the last two pages of the logbook.

### **3.3.7. Requirements for Renewal of a Rating that has Lapsed**

1. The applicant shall have received 3 hours of refresher training at night from a holder of an Instructor rating who shall endorse on the applicant's personal log book, as proof that he is proficient in night VFR operations.
2. The applicant shall have a valid PPL issued by the Authority.

### **3.3.8. Discrepancies or Ineligibility**

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

### **3.3.9. Payment**

- 3.3.9.1. When an applicant has satisfactorily met all the requirements for the issue of the rating and the prescribed Application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees after which the rating will be issued or renewed.

## **4. FLIGHT INSTRUCTOR RATING**

### **4.1. PURPOSE**

- 4.1.1.** This is to provide guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Flight Instructor Rating and to add an additional class, type or instrument rating for flight instruction under the Civil Aviation (Personnel Licensing) Regulations.

### **4.2. REFERENCES**

- 4.2.1.** Regulations 81 to 90 of the Civil Aviation (Personnel Licensing) Regulations;
- 4.2.2.** The prescribed forms

### **4.3. GUIDANCE AND PROCEDURES**

#### **4.3.1. General Information**

- 4.3.1.1.** The prescribed application forms, Forms for assessment of the qualifying experience for the flight instructor rating may be obtained online or from the Authority's Personnel Licensing Office.

#### **4.3.2. The Applicant's Identity**

- 4.3.2.1.** Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

#### **4.3.3. Eligibility Requirements**

- 4.3.3.1.** The applicant for issue of a Flight Instructor Rating must meet the specific eligibility, knowledge, skill and experience requirements for a flight instructor rating as listed in Regulations 81 to 84 of the Civil Aviation (Personnel Licensing) Regulations.
- 4.3.3.2.** The applicant should –
1. Be a holder of a valid CPL or ATPL and aircraft rating appropriate to the Flight Instructor rating sought. If the applicant is applying for an instrument instructor rating, he must be a holder of an instrument rating;
  2. Have the minimum experience required for the Flight Instructor rating sought;
  3. Present the Instructor's recommendation as evidence of having met the practical instruction requirements. For providing the Instructor's recommendation one of the following methods shall be used:
    - i. The endorsement can be provided in the prescribed application Form; or
    - ii. By writing a letter to the Authority.

4. Have obtained training from an authorized flight instructor at an ATO Certificated under the Civil Aviation (Approved Training Organization) Regulations, as evidence of having completed the necessary instructions;
5. Have passed the required practical test in the category and class of aircraft for which the flight instructor privileges are sought.

#### **4.3.4. Requirements for Issue of an Additional Category, Class or Type Rating on to a Flight Instructor Rating**

- 4.3.4.1. An applicant for an additional rating is required to meet the specific eligibility and experience requirements for the rating sought as specified in Regulations 81, 82, 83, 84 and 86 of the Civil Aviation (Personnel Licensing) Regulations.
- 4.3.4.2. An applicant for an additional rating is required to present a logbook or other flight logging record to show the minimum experience required for the rating sought under Regulations 84 and 86 of the Civil Aviation (Personnel Licensing) Regulation requirements.
- 4.3.4.3. An applicant for an additional rating is required to be a holder a licence and aircraft rating appropriate to the flight instructor rating sought. If the applicant is applying for an instrument instructor rating, the applicant should have a valid instrument rating.

#### **4.3.5. Requirements to Instruct for Issuance of an Instrument Rating**

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

#### **4.3.6. The Practical (Skill) Test**

- 4.3.6.1. After the applicant is eligible and meets all prerequisites for the flight instructor rating, an Authorised examiner will conduct the skill test.
- 4.3.6.2. The applicant shall be tested on the requirements outlined in Regulations 27 and 84 of the Civil Aviation (Personnel Licensing) Regulations, for the type of aircraft for which the instructor rating is sought. An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant shall be tested in all areas.
- 4.3.6.3. If the skill test is not completed for reasons other than proficiency such as due to weather delays, mechanical problems, pilot illness etc. the examiner shall:
  1. Fill in the practical test report form;
  2. Return the Application Form and all submitted documents to the applicant;
  3. Explain how the applicant may complete the test at a later date and reschedule the test.
  4. Forward the practical test report form to the PEL office;

#### **4.3.7. Unsatisfactory Performance –**

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

1. Fill in the practical test report form;
2. List all areas of operation that were unsatisfactory or not completed. If specific procedures and manoeuvres need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;
3. Indicate the number of skill test failures by the applicant for this licence or rating on the form;
4. Sign, date and check the appropriate boxes on the form. Give the applicant a copy of the practical test report form and retain the original for the Licensing Office file;
5. Forward the test report to the PEL office; and
6. Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office;
7. Return all submitted documents not forwarded to the PEL Office, to the applicant.

#### **4.3.8. Satisfactory Performance**

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

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

#### **4.3.8.2. Flight Instructor Records**

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

4.3.8.4. A holder of a Flight Instructor Rating shall maintain a record in a logbook or a separate document that contains the following:

4.3.8.5. The name of each person whose logbook or Student Pilot licence that Flight Instructor has endorsed for solo flight privileges, and the date of the endorsement; and

4.3.8.6. The name of each person that Flight Instructor has endorsed for an aeronautical knowledge test or skill test check, and a record of the kind of test, the date, and the results;

4.3.8.7. A holder of a Flight Instructor Rating shall retain the records required by Regulation 85 of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of giving the flight training or ground training.

#### **4.3.8.8. Flight Instructor Privileges**

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

1. Supervise student pilots;
2. Supervise student pilots on solo flights;
3. Carry out flight and ground instruction for the issue or renewal of:

- i. A private pilot licence;
- ii. A commercial pilot licence;
- iii. An Airline Transport Pilot Licence
- iv. A flight instructor rating;
- v. A ground instructor licence;
- vi. An aircraft type rating;
- vii. An instrument rating;
- viii. Recency experience requirement for renewal of a licence, certificate or rating;

4. Provided that the flight instructor:

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

**4.3.8.10. Application Requirements**

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

1. A properly completed prescribed application Form;
2. A valid licence, if an aircraft type rating is to be added on the instructors rating;
3. An ATO graduation certificate, if applicable;
4. Personal logbooks or other acceptable records substantiating the flight experience shown on the Application Form;
5. A practical test report.
6. For the military instructor applicants

**4.3.8.11. Renewal Requirements**

4.3.8.11.1. The applicant should meet the specific requirements of Regulations 89 or 90 of the Civil Aviation (Personnel Licensing) Regulations.

4.3.8.11.2. The applicant should present a certified record to substantiate the required instructional hours.

4.3.8.11.3. The skill test is to be booked with the PEL Office.

**4.3.8.12. The Renewal Process**

1. The applicant should complete the prescribed renewal Application Form;
2. The applicant should be a holder of a valid licence and aircraft type rating appropriate to the Flight instructor rating to be renewed;
3. The applicant should complete the prescribed summary form of the flight instruction hours;
4. The applicant should present a record of flight instruction time as evidence of having obtained the required instruction hours for the renewal of the flight instructor rating.

#### 4.3.8.13. **Re-Issue of a lapsed Flight Instructor Rating**

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

4.3.8.13.2. The applicant should:

1. Be a holder of a valid licence and aircraft type rating appropriate to the Flight Instructor Rating sought;
2. Satisfactorily complete a refresher training with a holder of an Instructor Rating as per the requirements of Regulation 84 of the Civil Aviation (Personnel Licensing) Regulations;
3. Present proof of the refresher training and pass the flight instructor rating practical test.
4. The practical test must be booked in the PEL office after the refresher training which should be conducted by an examiner authorised by the Authority.

#### 4.3.8.14. **Discrepancies or Ineligibility**

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

#### 4.3.8.15. **Flight Instructor for Synthetic Flight Training**

Holders of valid or expired appropriate flight instructor or ATPL, having instructional experience may apply for an authorization to provide flight instruction in a flight simulation training device, provided the applicant has at least 2 years experience as an instructor in flight simulation training devices.

#### 4.3.8.16. **Payment of Fees**

When an applicant has satisfactorily met the requirements for the issue of the rating, and the prescribed Application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees after which the rating will be issued or renewed.



**Kenya Civil Aviation Authority**