

PEL 1.3.003	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Student Pilot Licence		Revision 2
		17 JUN 12

1. Objective

- 1.1. The objective of this task is to determine an applicant's eligibility for a Student Pilot Licence under ANR.PEL. Completion of this task results in the issuance or denial of a Student Pilot Licence.

2. General

- 2.1. PEL personnel issue Student Pilot Licences to qualified applicants.

2.2. RENEWAL.

2.2.1. Student pilot Licence are renewable. Upon expiration of a student pilot Licence the applicant may reapply for a new Licence. The application process is the same as for the original issuance. The student pilot should keep the original Licence bearing any endorsements that remain valid. The holder of an expired Licence may be issued a new Licence only if that person meets the same requirements as for the original Licence.

2.2.2. 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 Authorization. It must be clearly marked by the inspector "For Record Purposes Only". The second Authorization will have the same expiration date as the original. The original will be issued to the student.

2.3. PREREQUISITES AND COORDINATION REQUIREMENTS.

2.3.1. Prerequisites.

This task requires knowledge of ANR.PEL and CAA policies, and qualification as an Aviation Safety Inspector (Operations) or Aviation Licensing Inspector (Operations).

3. Reference Material, Forms & Job-Aids

3.1. Reference Material

- 3.1.1. ANR.PEL Subpart B(1) (Student Pilot Licences)

3.2. Forms

- 3.2.1. PELF 1.3.003 – Student Pilot Licence
- 3.2.2. PELF 1.3.001A – Application for Licence / Rating / Authorization

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3.2.3. PELF 1.3.070 – Medical Certificate

3.2.4. PELF 1.3.001D – Notice of Denial

3.3. Job-Aids

4. Process

4.1. Schedule Appointment. Inform applicants that they must bring acceptable identification to the appointment.

4.1.1. Acceptable Methods of Identification.

Acceptable methods of identification include, but are not limited to, driver's licences, government identification cards or passports.

4.2. Applicant Arrives for Appointment.

4.2.1. Collect PELF 1.3.001A, Application For Licence/Rating/Authorization, and the applicant's identification.

4.2.2. Open CAA work tracking system.

4.3. Aircraft Category.

Determine which category of aircraft the applicant intends to fly. (See ANR.PEL.7.)

4.3.1. Determine if the applicant holds a valid Medical Certificate.

4.3.1.1 If the applicant does not have a valid Medical Certificate, explain that a Medical Certificate must be obtained¹. Also, inform the applicant that after obtaining a Medical Certificate the application may be resubmitted. Advise the applicant to make an appointment with an aviation medical examiner for a Medical Certificate.

4.4. Review The Application. Verify that it was completed correctly and in ink.

4.4.1. In item 32, ensure that the applicant has checked the box labeled "Student Pilot Licence."

4.4.2. Ensure the remainder of the application is filled out correctly.

4.5. Verify The Applicant's Identity.

Compare information on the applicant's source of identification with the personal information provided on PELF 1.3.001A. Determine if the applicant's physical presence agrees with the

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photo-identification submitted. Return the applicant's identification.

- 4.5.1. If the applicant's identity can be verified, proceed with issuing the Licence.
- 4.5.2. 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.
- 4.5.3. If the applicant's source of identification appears to be different from the information supplied on CAA Form PELF 1.3.001A, or it appears that an attempt at falsification has been made, do not continue with this task.

4.6. Establish Eligibility.

- 4.6.1. Determine if the applicant for a Student Pilot Authorization meets requirements regarding:
 - 4.6.1.1 Age of 17 years old, see ANR.PEL.72(1)
 - 4.6.1.2 Language, see ANR.PEL,72(2), and..
 - 4.6.1.3 Medical Qualifications, see ANR.PEL.72(3).
 - 4.6.1.4 Criminal Record, see ANR.PEL.72(4)
 - 4.6.1.5 Fee payment, see ANR.PEL.72(6)
 - 4.6.1.6 Security certificate, see ANR.PEL 12 (a)
- 4.6.2. If the applicant does not meet the requirements of ANR.PEL, prepare PELF 1.3.001D, Notice of Denial.
 - 4.6.2.1 Inform the applicant of the reasons for denial.
 - 4.6.2.2 Give an adequate explanation of how the applicant may correct the discrepancies.

4.7. Applicant Meets Requirements.

If the applicant meets all of the requirements for a student pilot Licence –

- 4.7.1. Prepare the Licence in duplicate
- 4.7.2. Sign and have the applicant sign, in ink, both the original and the copy.
- 4.7.3. Issue the original to the applicant.
- 4.7.4. Inform the applicant that the authorization expires two years after the date it was issued, on the last day of the month.

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4.7.5. Enter the following operating limitations (when appropriate) on the space provided on the student pilot authorization:

4.7.5.1 Enter "Gliders Only" or "Free Balloon Only" for an applicant who wants to operate only those aircraft.

4.7.6. Complete inspector certification section and sign the reverse side of PELF 1.3.001A.

4.7.7. Forward the file to the established CAA Flightcrew Records Organization.

4.8. Subsequent Issuance.

4.8.1. If a Student Pilot Licence has expired, follow the procedures for original issuance.

4.8.2. If the allotted space for flight instructor endorsements is full on a valid student pilot licence, issue a second student pilot authorization as follows:

4.8.3. Clearly mark on the front of the second authorization, "For Record Purposes Only."

4.8.4. Enter the same expiration date on the second authorization that is on the original authorization.

4.8.5. Issue the original of the new authorization to the student and destroy the copy.

4.9. Forward File.

4.9.1. If the applicant was issued a Student Pilot Licence, File the completed file in the established CAA Flightcrew Records or open a new record if needed.

4.9.2. The file will consist of:

4.9.2.1 Completed, signed PELF 1.3.001A, Application Form For Licence/Rating/Authorization

4.9.2.2 A copy of PELF 1.3.003, Student Pilot Licence.

4.9.3. If the applicant was issued a Notice of Denial, forward the completed and signed PELF 1.3.001A and PELF 1.3.001D to the established CAA Flightcrew Records Organization

5. Task Outcomes

5.1. Completion of this task results in the issuance of one of the following:

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5.1.1. Student Pilot Licence

5.1.2. Notice of Denial

5.2. FUTURE ACTIVITIES.

5.2.1. Applicant may be subject to an enforcement investigation if involved in an accident, incident, or possible violation of the Air Navigation Regulations.

5.2.2. Upon expiration of an issued Student Pilot Licence, the applicant may reapply for a re-issuance.

5.2.3. Applicant may return for private pilot licensing.