

PEL 1.3.007	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Flt Instructor Licence		Revision 2
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1. Objective

- 1.1. The objective of this task is to determine if the applicant meets the requirements for:
 - 1.1.1. The issue, renewal or re-issue of an initial Flight Instructor Licence, to add an additional category, class, type or instrument rating for flight instruction,
 - 1.1.2. The issue, renewal or re-issue of an instructor licence for additional type ratings;
- 1.2. Successful completion of this task results in the issuance, renewal or re-issue of an instructor licence, a Notice of Denial or a Letter of Discontinuance.

2. General

- 2.1. *Inspector Qualifications.* The inspector performing a skill test or proficiency check for instructor ratings or authorizations must possess a pilot licence and instructor rating in the same category and class as the test being conducted.
- 2.2. The inspector must have completed a pilot-in-command (PIC) check in the applicable category and class or type, and must also have completed on-the-job-training in that task.
- 2.3. *Airworthiness Coordination.* The inspector/examiner conducting the skill 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 skill test. After review, return the documents to the applicant.
- 2.4. *Knowledge*
 - 2.4.1. The requirements for knowledge for the flight instructor licence consist of two items.
 - 2.4.1.1 The applicant for a flight instructor rating must have completed the knowledge requirements for the issue of a CPL or ATPL.
 - 2.4.1.2 In addition the applicant for a flight instructor rating must present a knowledge test report on the subjects as listed in ANR.PEL.136
 - 2.4.2. The instructor for additional type ratings must present a knowledge test report on the subjects as listed in ANR.PEL.139(3).

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2.5. *Pilot logbooks/Records.* The applicant must present sufficient pilot logbooks and/or other reliable records to show the applicant's total flight time up to the amount required for the instructor licence.

2.6. Conduct of Instructor Skill Tests or Proficiency Checks.

2.6.1. An inspector of the Authority will perform the skill test for original issuance or re-issuance of flight instructor ratings. Examiners, designated by the Authority may perform the proficiency check for the renewal of an instructor rating.

2.7. Establishing eligibility.

2.7.1. To establish eligibility the following should be checked:

2.7.1.1 For the issue of a Flight Instructor's licence: Valid CPL or ATPL, Knowledge, Experience, Flight instruction, Skill, Medical fitness, Fee Payment.

2.7.1.2 For the issue of an instructors licence for additional type rating: Knowledge, Experience, Flight instruction, Skill, Medical fitness

2.7.1.3 For the renewal of a Flight Instructor's licence: Specified hours or proficiency check

2.7.1.4 For the renewal of an instructors rating for additional type rating: Specified hours and a proficiency check

2.7.1.5 For the re-issue of an instructor's licence: Extra training and Skill

2.7.2. Theoretical knowledge.

2.7.2.1 An applicant for a flight instructor licence must present the *same knowledge requirements for the issue of a CPL or ATPL.*

2.7.2.2 An applicant for a flight instructor licence or instructor for additional class or type ratings must present evidence of meeting the ground training requirements of ANR.PEL.135(1)as applicable.

2.7.3. *Skill test or proficiency checks.* Conducting the skill test or proficiency check. Although the inspector or examiner judges an applicant's performance by the instructor skill test or proficiency check, the inspector or examiner may also require an applicant to demonstrate skill and knowledge from other skill test, such as private pilot, commercial pilot and instrument rating.

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2.8. Types of instructor ratings and authorization

2.8.1. Flight Instructor licence types are divided by the privileges:

2.8.1.1 Flight Instructor for supervision of solo flights and for the issue of a PPL

2.8.1.2 Flight Instructor for a CPL: additional requirements are: Successfully instructed 5 students for PPL

2.8.1.3 Flight Instructor for instructor licence: additional requirement: 500 hours instruction flight time, successfully instructed 5 students for CPL

2.9. Pre-requisites requirements

2.9.1. This task requires the following:

2.9.1.1 Knowledge of the PEL (Personnel Licensing) system including requirements, policies and procedures

2.9.1.2 Organizational skills, and

2.9.1.3 General administrative skills.

3. Reference Material, Forms & Job-Aids

3.1. Reference Material

3.1.1. ANR.PEL Subpart B(5) (Flt Instructor Licence)

3.2. Forms

3.2.1. PELF 1.3.001A – Application for Licence / Rating / Authorization

3.2.2. PELF 1.3.070 – Medical Certificate

3.2.3. PELF 1.3.001D – Notice of Denial

3.3. Job-Aids

3.3.1. Summary of requirements for Flt Instructor Licence

4. Process

4.1. Before the Skill Test:

4.1.1. *Schedule Appointment.* Advise the applicant to have the following for the appointment:

4.1.1.1 A properly completed Application Form PELF 1.3.001A;

4.1.1.2 The licence and rating for which the instructor rating or authorization is sought;

4.1.1.3 The applicable medical certificate;

4.1.1.4 Pass all knowledge tests;

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- 4.1.1.5 A flight school graduation certificate, if applicable;
- 4.1.1.6 Personal logbooks or other records substantiating the flight experience shown on the Application Form; and
- 4.1.1.7 An acceptable form of photo identification.

4.1.2. *Applicant arrives for appointment.*

- 4.1.2.1 Collect and review the documents and records listed above.

4.1.3. Review Application. Verify that the information on the application is presented accurately and completely.

- 4.1.3.1 Check the Application Form for accuracy, using the instructions attached to the form.
- 4.1.3.2 Check for flight instructor endorsement.

4.1.4. *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 Form PELF 1.3.001A.

- 4.1.4.1 If the applicant's identity can be verified, proceed with the task.
- 4.1.4.2 If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- 4.1.4.3 If the applicant's identity appears to be different from the information supplied on the form PELF 1.3.001A, or it appears that an attempt at falsification has been made, do not continue with this task.

4.1.5. *Requirements for original issuance of a Flight Instructor licence.* Determine if the applicant meets the specific eligibility, knowledge, skill and experience requirements for a flight instructor licence. (ANR.PEL 134-137). The following list expands on the basic requirements.

- 4.1.5.1 Ensure that the applicant holds the licence and aircraft rating appropriate to the Flight Instructor rating sought. If the applicant is applying for an instrument instructor rating, verify that the applicant has an instrument rating.
- 4.1.5.2 Knowledge:
 - 4.1.5.2.1. Check whether the applicant has met the knowledge requirements for the issue of a CPL.
 - 4.1.5.2.2. Pass all knowledge tests; for knowledge test procedures see Chapter 2 of this Handbook;
- 4.1.5.3 Experience: Check the record of flight time to determine if the applicant has the minimum experience required for the Flight Instructor licence sought. Use an

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acceptable logbook or other reliable record that conforms to ANR.PEL 39.

- 4.1.5.4 Flight Instruction: Check whether the applicant has completed the required flight instruction for the Flight Instructor licence sought.
- 4.1.5.5 Instructor endorsement: Check whether the instructor has provided the endorsement.
- 4.1.5.6 Skill: Check if the applicant has passed the skill test.
- 4.1.5.7 Medical fitness: Ensure that the medical certificate is current.

4.1.6. *Requirements for Issuance of an additional Flight Instructor Rating.* Determine if the applicant meets the specific eligibility experience requirements for a flight instructor licence. (ANR.PEL 134-143). The following list expands on the basic requirements.

- 4.1.6.1 Ensure that the applicant holds the licence and aircraft rating appropriate to the flight instructor licence sought. If the applicant is applying for an instrument instructor rating, verify that the applicant has an instrument rating.
- 4.1.6.2 Inspect the applicant's medical certificate to ensure that it is appropriate to the pilot privileges being exercised.
- 4.1.6.3 Check the record of flight time to determine if the applicant has the minimum experience required for the flight instructor licence sought. Use an acceptable logbook or other reliable record that conforms to ANR.PEL 39 requirements.
- 4.1.6.4 Addition Flight Instructor Instrument Rating: Check if applicant has passed the skill test.

4.1.7. *Requirements for original issuance of an Instructor rating for additional type rating.* Determine if the applicant meets the specific eligibility, knowledge, skill and experience requirements for an instructor rating for additional type ratings (ANR.PEL134-143). The following list expands on the basic requirements.

- 4.1.7.1 Ensure that the applicant holds the licence and aircraft rating appropriate to the instructor rating sought.
- 4.1.7.2 Knowledge: Ensure applicant passed all knowledge tests;
- 4.1.7.3 Experience: Check the record of flight time to determine if the applicant has the minimum experience required for the Flight Instructor rating sought. Use an acceptable logbook or other reliable record that conforms to ANR.PEL 39.
- 4.1.7.4 Skill: Check if the applicant has passed the skill test.

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4.1.7.5 Medical fitness: Ensure that the medical certificate is current.

4.1.8. Renewal of an instructor licence. *Determine if the applicant meets the specific eligibility, skill and/or experience requirements for renewal of a Flight Instructor licence, an instructor licence for additional type (ANR.PEL 134-143) The following list expands on the basic requirements.*

4.1.8.1 Flight Instructor:

4.1.8.1.1. Ensure that the applicant holds the licence and aircraft rating appropriate to the instructor rating sought.

4.1.8.1.2. Check the record of flight instruction time to determine if the applicant has provided the required instruction hours for the renewal of the flight instructor. Use an acceptable logbook or other reliable record that conforms to ANR.PEL 39 requirements. Or instead of the flight instruction hours, have the applicant complete a proficiency check in accordance with ANR.PEL 38.

4.1.8.1.3. Inspect the applicant's medical certificate to ensure that it is appropriate to the pilot privileges being exercised.

4.1.8.2 Instructor for additional type ratings:

4.1.8.2.1. Ensure that the applicant holds the licence and aircraft rating appropriate to the instructor rating sought.

4.1.8.2.2. Check the record of flight instruction time to determine if the applicant has provided the required instruction hours for the renewal of the flight instructor. Use an acceptable logbook or other reliable record that conforms to ANR.PEL 134-143 requirements. And check if applicant has completed a proficiency check in accordance with ANR.PEL 38.

4.1.8.2.3. Inspect the applicant's medical certificate to ensure that it is appropriate to the pilot privileges being exercised.

4.1.9. *Re-issuance of an instructor licence.* When the instructor licence has been expired, determine if the applicant meets the specific eligibility, skill for re-issue of a Flight instructor licence, an instructor licence for additional class or type or type ratings.

4.1.9.1 Instructor or Instructor for additional class or type ratings

4.1.9.1.1. Ensure that the applicant holds the licence and aircraft rating appropriate to the instructor rating sought.

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4.1.9.1.2. Have the applicant present proof of the refresher training and of the skill.

4.1.9.1.3. Inspect the applicant's medical certificate to ensure that it is appropriate to the pilot privileges being exercised.

4.1.10. *Discrepancies or Ineligibility.*

4.1.10.1 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 why the licence and/or rating cannot be issued and explain how the applicant may correct the discrepancies.

4.1.10.2 If the applicant is not eligible for the licence and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence and/or rating.

4.1.11. Skill Test. If the above requirements are met, provide the applicant with Skill Test Application form. Make sure to provide the examiner name on the form. Update the personal record on the computer.

4.2. Skill Test:

4.2.1. Refer to Conduct the Skill Test chapter.

4.3. Issue, renew or re-issue of the licence:

4.3.1. *Issue, renew or re-issue of the licence or additional rating.*
When applicant has satisfactorily met all requirements for the rating or authorization sought the rating or authorization will be issued, renewed or reissued:

4.3.1.1 Prepare a new licence for applicant or enter the instructor rating on the existing licence (depending on the CAAI licence format system)

4.3.1.2 Complete all blocks

4.3.1.3 Collect fee for the licence

4.3.1.4 Provide applicant with completed licence

5. Task Outcomes

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

5.1.1. A Flight Instructor licence, an Instructor rating for additional type ratings.

5.1.2. Notice of Denial.

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5.1.3. Letter of discontinuance.

5.2. Future activities

5.2.1. Applicant may return for added instructor rating or authorization.