

PEL 1.3.004	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
Private Pilot Licence		Revision 2
		11 JUL 12

## 1. Objective

- 1.1. The objective of this task is to determine if the applicant meets the requirements for the issue, renewal or re-issue of a private pilot licence (PPL) or of an additional rating to the PPL under ANR.PEL. Successful completion of this task results in the issuance of a Private Pilot License (PPL), an additional rating, a Notice of Disapproval or a Letter of Discontinuance.

## 2. General

- 2.1. Airworthiness Coordination. The inspector or 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 the documents need to be returned to the applicant.
- 2.2. Medical certificates. The applicant must have at least a current second-class medical certificate to be eligible for original issuance and for renewal and re-issue of a private pilot license.
- 2.3. Conduct of skill tests and proficiency checks. Either an inspector of the Authority or an examiner authorized and designated by the Authority will conduct the skill tests and the proficiency checks.
- 2.4. Establishing eligibility
  - 2.4.1. To establish the eligibility the following should be checked:
    - 2.4.1.1. For the issue of a license: Age, Language, Criminal Record, Application form, Knowledge, Experience, Flight Instruction, Skill, Medical fitness, Fee Payment
    - 2.4.1.2. For the issue of an additional category rating: Valid License, Knowledge, Experience, Flight Instruction, Skill, Medical fitness, Fee Payment.
    - 2.4.1.3. For the issue of an additional class or single-pilot type rating: Valid License, Experience, Flight Instruction, Skill, Fee payment.
    - 2.4.1.4. For the renewal of a license: Ratings valid

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2.4.1.5. For the renewal of a rating: Proficiency and/or Flight time/Route sectors

2.4.1.6. For the re-issue of a license including ratings: Extra training, Skill, Medical fitness

2.4.2. Theoretical knowledge. An applicant must pass all knowledge tests in order to meet the theoretical knowledge requirements.

2.4.3. Instructor's recommendation. An applicant must present the Instructor's recommendation as evidence of meeting the requirements for flight instruction and being prepared for the skill test.

## 2.5. Categories, types and classes

2.5.1. Category ratings. A category rating must be placed on the private pilot license.

2.5.2. Class ratings. The following class ratings are originally issued or added to private pilot licenses:

2.5.2.1. Single-engine land

2.5.2.2. Single-engine sea

2.5.2.3. Multi-engine land

2.5.2.4. Multi-engine sea

2.5.2.5. A class rating may be issued for those helicopters certificated for single-pilot operations and which have comparable handling, performance and other characteristics.

## 2.5.3. Type ratings

2.5.3.1. The following division of type ratings exist:

- Each type of aircraft certificated for operation with a minimum crew of at least two pilots;
- Each type of helicopter certificated for single-pilot except where a class rating has been established under 2.5.2.5
- Any aircraft considered necessary by the Authority

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- aeroplane or helicopter as applicable.

## 2.6 Pre-requisites requirements.

2.6.1 This task requires the following:

- Knowledge of the PEL (Personnel Licensing) system including requirements, policies and procedures
- Organizational skills, and
- General administrative skills.

## 3. Reference Material, Forms & Job-Aids

### 3.1. Reference Material

3.1.1.ANR.PEL Subpart B(2) (Private Pilot Licences)

### 3.2. Forms

3.2.1.PELF 1.3.004 – Private Pilot License

3.2.2.PELF 1.3.001A – Application for License / Rating / Authorization

3.2.3.PELF 1.3.070 – Medical Certificate

3.2.4.PELF 1.3.001D – Notice of Denial

### 3.3. Job-Aids

3.3.1.Summary of requirements for PPL

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## 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. A valid private pilot license (for an additional category or class rating or for a proficiency check);

4.1.1.3. A valid class 2 medical certificate;

4.1.1.4. Meet the required experience for the requested rate;

4.1.1.5. Personal logbooks signed by the personal Instructor substantiating the flight experience or training shown on the Application Form;

4.1.1.6. A valid Criminal Record;

4.1.1.7. meet all the requirements for Skill Test as per ANR.PEL 34;

4.1.1.8. Flight Instructor's Endorsement; and

4.1.1.9. Personal Student File substantiating completion of the PPL curriculum.

4.1.1.10. Fee Payment

4.1.2. Applicant arrives for appointment.

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

4.1.2.2. Review Application, Check the Application Form for accuracy.

4.1.3. 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.

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- 4.1.3.1. If the applicant's identity can be verified, proceed with the task.
- 4.1.3.2. 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.
- 4.1.3.3. 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.
- 4.1.4. Establish Eligibility. Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for licensing as a private pilot. (ANR.PEL chapter 2, subpart 2), for adding an additional rating or for renewing a rating. The following list expands on the basic requirements.
  - 4.1.4.1. Age: Ensure that applicant is at least 17 years of age.
  - 4.1.4.2. Knowledge: Check that the applicant has passed the knowledge tests.
  - 4.1.4.3. Experience: Check the record of flight time to determine if the applicant has the minimum experience required for the license and rating sought. Use an acceptable logbook or other reliable record that conforms to ANR.PEL.39.
  - 4.1.4.4. Flight Instruction: Check whether the applicant has obtained the necessary flight instruction.
  - 4.1.4.5. Instructors endorsement: Check whether the Flight instructor has provided the endorsement.
  - 4.1.4.6. Check that the applicant has obtained the necessary instruction.
  - 4.1.4.7. Skill: Check if the applicant has failed the private pilot skill test in the past. If yes add the Notice of Denial to the skill test application form.

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

4.1.5. Requirements for additional category, single-pilot type rating and class rating.

4.1.5.1. Additional category rating. The requirements are the same as in paragraph 4.1.4 above of this section.

4.1.5.2. Additional class or single-pilot type rating in the same category. These requirements are the same as in paragraph 4.1.4 above of this section; however, the knowledge test is not required if the applicant already has a class or single-pilot type rating in the same category.

4.1.5.3. The applicant must present at least a class 2 medical certificate for an additional category, class or single-pilot type rating

4.1.6. Requirements for renewal of the rating(s): Check whether applicant complies with the following:

4.1.6.1. For the renewal of a single-engine piston class rating: within the preceding 24 calendar months a proficiency check needs to be completed and 10 hours of flight time within the preceding 24 calendar months

4.1.6.2. For the renewal of a single-engine turboprop class rating: within the preceding 24 calendar months a proficiency check needs to be completed

4.1.6.3. For the renewal of a multi-engine class rating: within the preceding 12 calendar months a proficiency check and 10 route sectors need to be completed

4.1.6.4. For a single-pilot type rating: within the preceding 12 calendar months a proficiency check and 10 route sectors need to be completed

4.1.6.5. The applicant must present at least a class 2 medical certificate

4.1.6.6. Applicant must present the logbook or other record for the flight time or route sectors required

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4.1.6.7. Update the applicant personal record and insert a copy of the license to applicant file

4.1.6.8. Collect fee for the license

4.1.7. Requirements for the re-issue of the rating(s).

4.1.7.1. for the re-issue of a rating the applicant shall:

- Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the skill test; and
- Pass the required skill test

4.1.7.2. The applicant must present proof of the refresher training

4.1.8. 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.

4.1. Skill Test:

Refer to Conduct the Skill Test chapter.

4.2. Issue License / Rating:

Issue, renew or re-issue of the license or additional rating. When applicant has satisfactorily met all requirements for the license and/or rating sought, and the PELF 1.3.001A has been completed and returned to PEL office, the license and/or rating will be issued.

4.2.1. Prepare a new license for applicant

4.2.2. Complete all blocks including a license number

4.2.3. When a rating needs to be added, enter additional rating on a new license or add to the existing license (depending on the CAA license format system)

4.2.4. Provide applicant with completed license

4.2.5. Collect fee for the license

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## 5. Task outcomes.

- 5.1. Completion of this task results in the issuance of one of the following:
  - 5.1.1.A Private Pilot License (PPL).
  - 5.1.2.An additional rating added to the PPL
  - 5.1.3.Notice of Denial.
  - 5.1.4.Letter of Discontinuance.
- 5.2. Future activities
  - 5.2.1.Applicant may return for an added category, class or single-pilot type rating.
  - 5.2.2.An applicant may return for an upgraded license.