

PEL 1.3.011	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	PEL Handbook
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		22 AUG 12

## 1. Objective

- 1.1. The objective of this task is to determine if the applicant meets the requirements for the issue of an instrument rating under ANR.PEL. Successful completion of this task results in the issuance, renewal or re-issue of an Instrument Rating, a Notice of Denial 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/proficiency check. After review, return the documents to the applicant.
- 2.2. *Medical fitness.* Applicants who hold a PPL shall have established their hearing acuity on the basis of compliance with the hearing requirements for the issue of a Class 1 Medical Certificate.
- 2.3. *Conduct of skill test and proficiency checks.* The skill test and proficiency checks will be conducted by either an inspector of the Authority or an examiner authorized and designated by the Authority.
- 2.4. Establishing eligibility.
  - 2.4.1. To establish the eligibility the following should be checked:
    - 2.4.1.1 For the issue of an instrument rating: Valid Pilot Licence, Medical Fitness, Knowledge, Experience, Fee Payment, Flight Instruction and Skill
    - 2.4.1.2 For the renewal of an instrument rating: Proficiency check
    - 2.4.1.3 For the re-issue of an instrument rating: Extra training and Skill
  - 2.4.2. *Theoretical knowledge.* An applicant must pass all knowledge tests in order to meet theoretical knowledge requirements. For knowledge test procedures see Chapter 2 of this Handbook.
  - 2.4.3. *Instructor's recommendation.* An applicant must present the Instructor's recommendation Form as evidence of meeting the requirements for flight instruction.

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## 2.5. Types of Instrument Ratings.

### 2.5.1. Instrument rating (A) and (H).

2.5.1.1 An instrument rating (A) is issued to an applicant who qualifies for an instrument rating in an airplane.

2.5.1.2 An instrument rating (H) is issued to an applicant who qualifies for an instrument rating in a helicopter.

2.5.1.3 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/proficiency check.

2.5.2. Instrument rating multi-engine. 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.

## 2.6. Pre-requisites requirements.

2.6.1. This task requires the following:

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

2.6.1.2 Organizational skills, and

2.6.1.3 General administrative skills

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

### 3.1. Reference Material

3.1.1. ANR.PEL Subpart D (2) (Inst Rating)

### 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 Inst Rating

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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 private or commercial pilot licence;
- 4.1.1.3 A relevant medical certificate;
- 4.1.1.4 Pass all knowledge tests; for knowledge test procedures see Chapter 1.3.002 of this Handbook.
- 4.1.1.5 Personal logbooks or other records substantiating the flight experience shown on the application form; and
- 4.1.1.6 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 for accuracy.
- 4.1.3.2 Ensure 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. Establish eligibility for original issuance. Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the instrument rating. (ANR.PEL 186-189). The following list expands on the basic requirements.

- 4.1.5.1 Knowledge: Examine the applicant have passed the knowledge tests.

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- 4.1.5.2 Flight Instruction: Check whether the applicant has obtained the necessary flight instruction, either for single-engine or for multi-engine aircraft, as applicable.
- 4.1.5.3 Skill: For the skill test procedures see paragraph 4.2.
- 4.1.5.4 Medical fitness: Ensure that the medical fitness requirement is current. Applicants who hold a PPL shall have established their hearing acuity on the basis of compliance with the hearing requirements for the issue of a Class 1 Medical Certificate.

#### 4.1.6. Requirements for renewal.

- 4.1.6.1 For the renewal of an instrument rating applicant shall within the preceding 12 calendar months complete a proficiency check
- 4.1.6.2 Ensure that the instrument rating is still valid.
- 4.1.6.3 Ensure that the medical fitness requirement is current.

#### 4.1.7. Requirements for re-issue

- 4.1.7.1 For the re-issue of an instrument rating the applicant shall:
  - 4.1.7.1.1. Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the skill test; and
  - 4.1.7.1.2. Pass the required skill test
- 4.1.7.2 The applicant must present proof of the refresher training
- 4.1.7.3 Ensure that the medical fitness requirement is current.

#### 4.1.8. Discrepancies or Ineligibility.

- 4.1.8.1 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.
- 4.1.8.2 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.

#### 4.1.9. 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

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#### 4.3. Issue a Licence / Rating:

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

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

4.3.1.2 Complete all blocks

4.3.1.3 Provide applicant with completed licence

4.3.1.4 Collect fee for the licence

### 5. Task Outcomes

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

5.1.1. An Instrument Rating.

5.1.2. Notice of Denial

5.1.3. Letter of Discontinuance.

5.2. Future activities

5.2.1. Applicant may return for a multi-engine instrument rating, if single-engine instrument rating has been provided

5.2.2. An applicant may return for another grade of licence.